



# **Keokuk**

## **Community School District**

**2024-2025**

### **Student and Family District Handbook**

Keokuk Community School District provides an educational foundation where students are active participants in becoming adaptable and critical thinkers along with achieving the skills necessary (academic/vocational) for lifetime success.

## **Board of Education**

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Laurie Mendenhall, Vice-President

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Heidi Harness, Director of Finance

Kyler Barnes, Coordinator of Instructional Services

Stephanie Harrison, Coordinator of Instructional Services

Aaron Hinton, Director of Maintenance and Facilities

Dave Grogan, Director of Transportation and Grounds

Brent Haage, Director of Technology

Sarah Hackett, Director of Food Services

# Mission

Keokuk Community School District provides an educational foundation where students are active participants in becoming adaptable and critical thinkers along with achieving the skills necessary (academic/vocational) for lifetime success.

## We believe

- child development and education are the highest priorities
- in students mastering basic academic skills in the early grades confirmed by comprehensive assessment
- in identifying proficiencies in all levels and content areas based on high standards and confirmed by comprehensive assessment
- in a secure and nurturing environment that builds self-esteem
- in a learning environment appropriate for the changing needs of our students and work world
- in clean and safe facilities
- in schools which value and understand each student's uniqueness and enable all students to reach their full potential in treating all students with respect
- in the development of social responsibility and citizenship
- schools should create opportunities for exploration and preparation for a diversity of careers
- in providing effective professional staff leadership
- that staff are more effective when supported by family and community
- that involvement by and communication among the community, family, staff and learners is vital to education at all levels, and
- in utilizing technology to improve student achievement.

# Attendance Centers

## **Torrence School**

Prekindergarten  
Meg Davis, Principal  
1721 Fulton Street  
Keokuk, IA 52632  
(319) 524-3665

## **George Washington School**

Kindergarten - Grade 1  
Meg Davis, Principal  
116 North 8th Street  
Keokuk, IA 52632  
(319) 524-1953

## **Hawthorne Elementary School**

Grade 2 - Grade 5  
Dawna Daily, Principal  
Don Miller, Assistant Principal  
2940 Decatur Street  
Keokuk, IA 52632  
(319) 524-3503

## **Keokuk Middle School**

Grade 6 - Grade 8  
Jim Short, Principal  
Amanda Mason, Assistant Principal  
2002 Orleans Avenue  
Keokuk, IA 52632  
(319) 524-3737

## **Keokuk High School**

Grade 9 - Grade 12  
Nathan Harrison, Principal  
Jen Roederer, Associate Principal  
Seth Davis, Assistant Principal  
2285 Middle Road  
Keokuk, IA 52632  
(319) 524-2542

## Notice of Nondiscrimination

Keokuk Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

Kyler Barnes, Coordinator of Instructional Services  
500 North 20th St, Keokuk, Iowa, 52632  
(319) 524-1402  
[kyler.barnes@keokukschools.org](mailto:kyler.barnes@keokukschools.org)

## District Handbook

This handbook is intended to provide all students, teachers, administrators, and families with access to and an understanding of Keokuk Community School District's expectations. It's the goal of Keokuk Community School District to provide an educational foundation where students are active participants in becoming adaptable and critical thinkers along with achieving the skills necessary (academic and vocational) for life-time success.

The Handbook is updated yearly, policy adoption and revisions may occur throughout the year. Changes in policy or other rules that affect the Handbook provisions will be made available to students and parents through newsletters, other communications or updates on this webpage. The district reserves the right to modify provisions of the Handbook at any time, whenever it is deemed necessary.

Keokuk Community School District Board Policy Manual is located on the District Website at [www.keokukschools.org](http://www.keokukschools.org)

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# Arrival and Dismissal

Arrival and dismissal times vary by attendance center and are listed below.

<b>Torrence School</b>	
AM Arrival & Recess	7:45 am - 8:00 am
• Half Day AM	8:00 am - 11:00 am
PM Arrival & Recess (No Wednesday PM preschool)	11:45 am - 12:00 am
• Half Day PM	12:00 am - 3:00 am
3 year old preschool (\$225/month)	8:00 am - 3:00 am

<b>George Washington School</b>	
Bus Arrival & Breakfast	7:30 am - 8:00 am
Recess & Parent Drop-Off	7:45 am - 8:00 am
Student Day (Monday-Friday)	8:00 am - 3:10 pm
Wednesday Schedule	8:00 am - 1:00 pm

<b>Hawthorne Elementary</b>	
Bus Arrival & Breakfast	7:15 am
Recess & Parent Drop-Off	7:30 am - 7:45 am
Student Day (Monday-Friday)	7:45 am - 2:55 pm
Wednesday Schedule	7:45 am - 12:45 pm

<b>Keokuk Middle School</b>	
AM Arrival	7:30 am
Breakfast	7:30 am - 7:50 am
Student Day (Monday-Friday)	7:50 am - 3:00 pm
Wednesday Schedule	7:50 am - 12:50 pm

<b>Keokuk High School</b>	
AM Arrival	7:30 am
Breakfast	7:30 am - 7:50 am
Student Day (Monday-Friday)	7:50 am - 3:00 pm
Wednesday Schedule	7:50 am - 12:25 pm
Wednesday Lunch (optional)	12:25 pm - 12:50 pm

## Attendance

[Policy 501.09](#), [Policy 501.10](#)

### Purpose

The purpose of the attendance policy is to encourage regular and consistent attendance and punctuality in school by all students. There is a high correlation between good attendance, academic achievement, and successful everyday work experience. To foster positive work and study habits, Keokuk Community School District administration and faculty believe that students must be in class in order to fully maximize their educational opportunities.

## Definitions/Common Language for Attendance

<b>Absent</b>	A student will be counted absent from class when the student has missed more than 10 minutes of a class period.
<b>Reporting Absenteeism</b>	Student attendance is the responsibility of the parent/guardian. Absenteeism may be reported by telephone, email, or written notice. Medical excuses will require a doctor's note that can be given to the attendance secretary or faxed to the school. All communication will be given to the building's attendance secretary.
<b>Excused Absence (E)</b>	<p>Student illness, medical appointments, funeral of a family member, court appearances, family vacations (prior notification of principal) and school sponsored activities.</p> <p><u>Excused Absences</u></p> <p>*After the 5th time a parent calls in a sick child, a doctor's note is needed for documentation.</p> <p>*After the 5th excused absence, they will be unexcused; with the exception of medical, provided documentation is given.</p>
<b>Unexcused Absence (UE)</b>	Unexcused absences are absences that have not received prior approval and in which a student is absent without a reasonable excuse, as determined by the principal. Unexcused absences include but are not limited to tardiness, no call, no show, shopping, hunting, and concerts. An unexcused absence may become an excused absence should a parent or student of majority age offer a reasonable excuse.
<b>Truancy (R)</b>	<p>The action of staying away from school without good reason.</p> <p>Students will be marked truant (R) when they have reached the 5% threshold of days missed without medical documentation.</p>

### Attendance Expectations

Keokuk Community School District has set a goal to be within 95% of compliance for student attendance for the year. We strive for excellence and student success in our district, and we want to help you with any resources that you might need. If the student has a medical condition or need that has led to absence from school it is important to reach out to the attending school to meet with the attendance staff to discuss and plan for future absences.

### Promoting Good Attendance

Every student gets five excused absences at the discretion of their custodial guardian, after the five excused absences all absences are unexcused unless students have provided medical documentation or absences have been approved per administration at the attending school.

If a student is absent for three consecutive days with no communication from a custodial guardian or emergency contact, a home visit will be conducted.

If a student has five days of unexcused absences or accumulated class periods, a first attendance letter will be mailed home. A call will be made to the custodial parent or guardian to offer an attendance cooperation meeting. If a student has reached nine days of unexcused absences or accumulated class periods, a second attendance letter will be mailed to the custodial parent or guardian.

After a student has reached 10 days of unexcused absences or accumulated class periods, a parent meeting is required and an “Attendance Agreement” will be developed. Failure to meet the expectations set forth in the agreement and continued absenteeism may result in a referral for truancy to the Lee County Attorney per the Uniform Truancy Policy for Lee County, Iowa.

### **Tardy Process (High School and Middle School)**

Students are considered tardy when they come to school within ten minutes of the beginning of school. If the student is more than ten minutes late they will be marked as Major Tardy (MT) and consequences are potentially given at the discretion of the administration. Example: If school begins at 8:00 am and a student arrives at 8:05 am, the student is marked as “tardy”. If the student arrives at 8:12 am the student receives a “Major Tardy”.

### **Tardy Process (Keokuk Elementary Schools)**

At Keokuk Community School District we strive for excellence and timeliness, a big part of reaching that excellence is through timeliness and good attendance. For every minute that your student is tardy to school it will be tracked and documented. Once a student is tardy to school in the accumulation of minutes equal to one full school day this will be documented as an unexcused absence.

### **Attendance and High School Credit**

If a student accumulates 20% of unexcused absences or trancies in a class, they may lose credit for that class. Prior to loss of credit, the principal will first provide a warning letter that will be given after 10% of unexcused absences or trancies in a class to inform the student and parent how many absences the student has left before loss of credit will be considered and allow the student to correct the behavior (High School only).

A student who loses credit may be assigned to the learning center for the period(s) in which the course(s) meet or the student may be reassigned to another class or location.

# Board of Education & Policies

Keokuk Community School District is governed by a board of directors. They are responsible for determining policies, setting the budget, and maintaining standards of excellence in education on behalf of the community. Board members are elected by Keokuk voters for four-year terms. Because Keokuk board members are committed to their own lifelong learning, they are regular participants in training and board development opportunities through the Iowa Association of School Boards.

## Board Meetings

We encourage you to actively participate in the governing of our public schools. School board meetings are open to the entire community and are typically held on the **first and third** Mondays of each month. Meetings begin at 6:00 p.m. **at the District Office, located at 500 North 20th Street in Keokuk, Iowa**. Board meetings are conducted in the public, but are not public meetings. As such, while the Board welcomes attendance and public comments, board members are not able to engage in dialogue with members of the audience, but will direct administration to follow up and address any concerns or issues brought forth.

## Board Policies

Board policies are part of the planning, policy and management structure that will move a district toward accomplishing its goals. Written board policies inform the district and the community of the board's intent, goals, and objectives. It fosters stability and continuity when board members and school personnel change. The Iowa Code (274.7, 279.8) places the authority to develop and adopt policy for a school district in the hands of the board. The Iowa Code also requires the board to develop and maintain a board policy manual, require the board to adopt and maintain a board policy manual. They also require a school board to review its policies every five years.

Board directors set policies as a guiding framework for governing the district. Policies and procedures are updated regularly to stay in alignment with state laws and regulations.

Information related to board meetings, agenda, minutes and current board policies can be found on our district website, at "District" and "Board of Education".

# Cell Phone & Telephone Calls

## Cell Phones

Cell phones are not a right at school but a privilege. In order to maintain a high level of academic engagement in the classroom, personal electronics (cellphones, smartwatches, tablets, headphones, and others not listed here) are to be silenced when entering the building, and remain silent until dismissal time, and stored in backpack/lockers (K-8). Cell phones are to be silenced and stored in the classroom receptacle upon entering the classroom (9-12). They may not be taken out, used for communication, videos, pictures, nor games without teacher permission. The only exception to this policy are students who must have a cell phone due to medical necessity (diabetes, seizure monitoring, etc.). The KCSD is not responsible for lost, damaged or stolen items.

## Cell Phone Policy

Violations of electronic device use will result in the following consequences:

1. First offense: staff will take the phone, bring it to the office and the student will pick it up at the end of the day
2. Second offense: staff will take the phone, bring it to the office and the student's parent will need to come get the device
3. Third offense: staff will take the phone, bring it to the office and the student's parent will need to come get the device and the student will not be allowed to have the device in the building for the rest of the year

## Telephone Calls

Students may use the school phone for emergency calls after first obtaining permission for any secretary, teacher or principal. Students receiving telephone calls from parents will have a message forwarded to the student. Only in an emergency will the student be called to the office.

# Child Abuse Reporting

## [Policy 402.02](#)

To provide the greatest possible protection to victims or potential victims of child abuse, all school employees are required as Mandatory Reporters to report any suspected violations they note. This information is kept in highest confidence.

Should a student report an incident of possible child abuse, the incident should be referred to the building principal or the superintendent. The report will be forwarded to the superintendent who will assign it to the district Level I investigator for further

review.

## Closures and Delays

### [Policy 711.08](#)

There are times when school is canceled due to inclement weather or other building problems. Information regarding school closings and delays will be distributed as early as possible should the need arise. When school is closed or dismissed announcements will be made through local news and radio stations, phone and text alerts, as well as social media such as Facebook and Twitter.

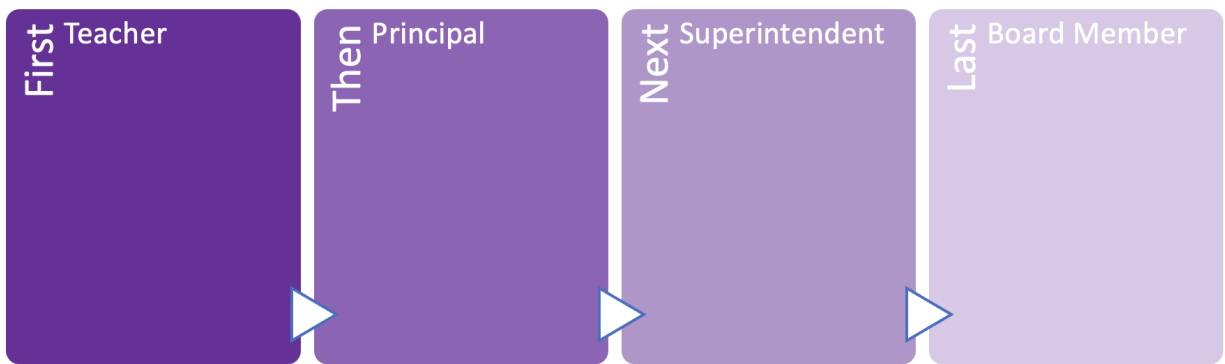
**The District utilizes ParentSquare for announcements. Please access your PowerSchool Parent Portal and insure phone numbers and emails are accurate and up to date.**

It's also important to discuss, in advance, with your child where they need to go in case of an early dismissal.

## Communication

Keokuk Community School District believes positive home/school relations are critical to the support and success of our schools. Our schools utilize a variety of tools to communicate directly with students and parents, to ensure our messages are clear and our community is connected to the district.

Issues are best addressed by communicating with the people who are most directly involved with them. In order to address issues appropriately, parents are always advised to follow the correct communication sequence. Each situation should first be addressed at whatever level the initial action was taken. If the issue or concern has not been resolved satisfactorily, they may then choose to move on to the next person in the communication sequence. The easiest way to communicate is via email or phone call. However, making an appointment for a face to face meeting is always welcome. In addition to successfully resolving concerns and issues, parents and community members are also encouraged to reach out and share successes.



## District Calendar

Our [School Calendars](#) are a wonderful and easy way to stay up to date on school and district events, teacher work days, holiday closures, early dismissals and more!

The [Activities Calendar](#) allows you to view specific events by using the view schedules option, selecting your club/sport, click view and then subscribe.

## Social Media

Keokuk Community School District utilizes several social media platforms as a means of enhancing communication and celebrating students, staff and school achievement. It also allows us to facilitate transparency, interactivity and collaboration with our students, staff, parents and community members. If you have an account on Facebook, X (Twitter), or Instagram, follow @keokukcsd to see what is going on around the district. We expect all interactions on our social media channels to promote mutual respect, civility and orderly conduct among district employees, parents, students and the public. District staff will treat students, parents and other members of the public with respect and expect the same in return.

In an emergency, Facebook and X (Twitter) may be used to communicate with families and the community in addition to our routine communication tools.



## ParentSquare

Our district utilizes **ParentSquare** to deliver emails, text messages, and mobile calls straight to your phone or email with important information about events, school delays/closures, safety alerts, and more. You can check to see if your information is in



the student information system by asking your school secretary or by checking the [Powerschool Parent Portal](#).

## Website

The public website is used to communicate district/school news, announcements, calendar events, key contact information, and general school information for current and prospective parents. The district site also includes information about the School Board, policies and department information for staff, parents, students, and the community. Visit [www.keokukschools.org](http://www.keokukschools.org) for more information.

# Conduct and Student Expectations

## [Policy 503.01](#)

All buildings in the Keokuk School District are PBIS schools. Through collaboration within our building and our community, it is our mission to create a successful learning environment by rewarding positive behavior and re-teaching consistent expectations. The goal of PBIS is to proactively teach kids how to be respectful, responsible, and ready in all areas of the school including the bus and bus stops. Positive reinforcement lessens the number of discipline problems. PBIS also outlines the protocol children must follow when they have acted against school expectations. See Appendix A for the PBIS expectations of each building.

## Student Conduct

### [Policy 503.02](#)

In order to ensure maximum education benefits for all students, each student is expected to follow all regulations of the school and conduct themselves in a manner fitting his/her ability, age, and maturity with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; school owned and/or operated vehicles as well as chartered vehicles; attending or engaged in school activities, and while away from school grounds.

Keokuk Community School District believes inappropriate student conduct causes disruption to the school environment, interferes with the rights of others, and presents a threat to the health and safety of students, employees, and visitors on school premises.

Students who fail to abide by this policy, and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; operation of the school district or school activity; and/or conduct that is violent or destructive. Disciplinary measures include, but are not limited to, removal

from the classroom, detention, suspension, probation, and expulsion.

Examples of disobedience and misconduct include, but are not limited to the following:

1. Threatening or actual infliction of bodily harm or physical violence upon the person of any student or employee of the district. The term "infliction of bodily harm" shall include fighting. In the case of fighting, all of the participants in the fight in question shall be liable for violation of this section. Self-protection shall not be a defense unless the student can show:

A.) In the case of an unprovoked attack, the student first sought the assistance of school personnel and attempted to avoid or escape the confrontation; and

B.) In the event assistance or escape were unavailable, the students used only such force as was necessary to prevent serious bodily harm.

2. Attempt to enter or unauthorized entry into the school building or any area.

3. Attempting to take or taking property from any student or employee of the district by the use of force, coercion, or threat of force.

4. The unauthorized taking, use, or possession of the property of another person. (Theft)

5. Possession or use of explosives, firearms, or other dangerous or offensive weapons or objects.

6. Intentionally damaging school property or private property which is lawfully on school premises.

7. Use or possession of controlled substances (including look alike drugs), chemicals, drug paraphernalia, prescription or over the counter drugs, chemicals not put to safe or normal use or are in violation of Iowa law.

8. Sale, possession or being under the influence of any alcoholic beverage or of any beverage mixed or "spiked" with an alcoholic beverage. For purposes of this section; the term "alcoholic beverage" shall be defined as any beverage with any alcoholic content.

9. Use of vulgar or obscene language, either verbal or in writing.

10. Interference with school personnel in the performance of assigned and lawful duties.

11. Conduct which materially and substantially threatens to or actually disrupts the educational process or interferes with the rights of others, including intimidating statements or actions.
12. Refusal to comply with the reasonable and lawful instructions or orders of school personnel.
13. Lewd, lascivious, obscene conduct or behavior.
14. Excessive absences or tardiness.
15. Gambling.
16. Pupils may further be liable for suspension and expulsion for acts committed outside of school which constitute and demonstrate a clear, present, and compelling danger to the physical safety of pupils or school personnel while on campus or in transit to or from campus.
17. Harassment stemming from racial, ethnic, gender or disabling conditions; the use of name calling or slurs based on race, gender or disability.
18. Leaving the school building or a classroom without permission prior to the end of the school day or class period.
19. Refusal to present student identification.
20. The use or possession of tobacco or smoking on or near school premises including parking lots.
21. Being in an off-limits area or being somewhere one should not be without proper permission.

## Weapons

### [Policy 502.06, 905.03](#)

It is a violation of district policy and state law for any person to carry a firearm, knives, dangerous weapon, lookalikes or object that may be used with intent to cause injury on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities unless specifically authorized by state law.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be

reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Students bringing a firearm to school shall be expelled for no less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For the purpose of this portion of this policy, the term “firearm” includes 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 a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principals may allow authorized persons to display weapons or dangerous objects for educational purposes. Such a display shall 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.

## Smoking, Drinking, Drugs and Delivery Devices

[Policy 502.07, Policy 502.08](#)

Keokuk Community School District prohibits the distribution, use, being under the influence, manufacturing, and/or possession of vapes, cigarettes, smokeless tobacco, nicotine products, alcohol, drugs, drug products, including look alike drugs at any time while on school grounds (including parking lots and outdoor play areas), school owned and/or operated vehicles, personal vehicles being used for the transportation of students while on field trips, attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the school district.

Any student who has a vape, tobacco, nicotine products, alcohol, look alike drugs or drug products in any form in his/her possession at school is subject to disciplinary action, up to and including suspension or expulsion. KCSD reserves the right to contact law enforcement for legal proceedings.

## Dress Code

[Policy 502.01](#)

The purpose of Keokuk Community School District’s Student Dress Code Policy is to provide guidance to students and parents as to appropriate attire for school and school functions. It also establishes a school environment that supports a productive academic atmosphere and student learning.

[Iowa Code 279.58](#) allows school districts the right to adopt for the district or for an individual school within the district, a dress code policy that prohibits students from wearing gang-related or other specific apparel if the board determines that the policy is necessary for the health, safety, or positive educational environment of students and staff in the school environment or for the appropriate discipline and operation of the school.

The following items of clothing/accessories are considered inappropriate and/or disruptive to the educational process and are unacceptable for school attire:

- Hats, hoods, or any form of headgear (scarves, rags, handkerchiefs, stocking, etc...) worn within the building during the school day or at concerts, plays, and programs
- Clothing that contains written or pictorial reference that is obscene, racist, and/or advertises or promotes alcohol, drugs, profanity, tobacco, sex, or violence, including clothing depicting a weapon or look alike weapon.
- Strapless, see-through, backless, or tops that expose undergarments or abdominal areas (midriffs/halter tops)
- Shorts/Skirts need to be an appropriate length for school
- Sunglasses should not be worn in the building unless prescribed by a doctor

Students not dressed appropriately will be required to comply with the school's rules for dress and be asked to change.

Keokuk Middle School students organized by “pods” within the building; are not required to travel throughout the entire building to attend classes; and are not to take gym bags/backpacks/book bags/fanny packs or other related items to class.

## **Driver License and Withdrawal**

Iowa Law now requires school districts to notify the Iowa Department of Transportation when a student under the age of 18 voluntarily withdraws from school. Iowa Code 321.213B provides for the revocation of a juvenile’s driver license if he/she has voluntarily dropped out of school.

## **Electronics and Internet Safety**

[Policy 604.11](#), [605.06](#)

Keokuk Community School District is proud to offer our students 1:1 Chromebook devices for school use. The ability to provide students with these devices ensures increased creative outlets, access to knowledge, and preparation for the future. To

maximize learning in the classroom, electronic devices should be brought to school each day and be fully charged.

Because the device remains the property of Keokuk Community School District, the school reserves the right to monitor, review, and restrict the use of any device at any time, for any lawful reason, consistent with the policies of the School District and applicable law that subsidizes. Students are also responsible for appropriate care and use/non-use of their device at all times, per Keokuk Community School District's [Technology Handbook](#)

In addition the following also apply:

- Prohibits non-work or non-school related work, unauthorized use of copyrighted material and intentional obtaining or modifying of files, passwords, and data belonging to other users. Being on the internet or the playing of music, sounds or videos without prior permission from the teacher is considered non-school related work and prohibited.
- The use of personal devices during state or standardized testing is strictly prohibited including any testing done in the classrooms. Students who are caught using a phone illegally or in violation of school rules on cheating, will have the phone confiscated and is subject to suspension, or expulsion from school.
- All use of technology devices accessed on school property, including school buses, and/or off school property at school-sponsored events, must comply with the educational objectives of the School District policies.
- All devices must have cellular and network capabilities disabled (turned off) during instruction.
- The use of any device in the classroom is up to the discretion of the teacher and must be used at appropriate times in accordance with teacher instruction. Use of any device is a privilege, not a right. The teacher may request at any time that the device be turned off and put away. Failure to do so may result in disciplinary action.
- Sound should be muted unless the teacher grants permission for use of sound associated with the instructional activities.
- A device must not be a distraction or disruption for the student or others. If a device is a distraction or disruption on a school bus, the bus driver may require the device to be put away.
- Building level administration will determine when, where, and how devices may be used on school property, including school buses, and/or off school property at school-sponsored events.

Unauthorized audio or video recording is prohibited. A student that records an event at school with the purpose of publishing or promoting that event will be considered an

accomplice to the activity taking place and may be subject to discipline or criminal charges. See [Iowa Code 723.2](#) Unlawful Assembly

If your school-issued device is damaged or missing, please report the problem immediately to the building's administration. If the Computer is stolen or vandalized while not at a Keokuk Community sponsored event, a parent/guardian shall file a police report within 48 hours. Stolen or lost computers will be locked and rendered inoperable via district management software.

## Artificial Intelligence

### [Policy 605.08](#)

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

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

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

## Emergency Procedures

### [Policy 804.02](#)

Keokuk Community School district has adopted emergency response protocols that provide for the evacuation of students to a safe location in case of extreme emergency. The superintendent of schools will serve as a central communication source for the District and will use ParentSquare to communicate during an emergency as soon as it is safe and practical to do so. For the safety of children, parents, and staff, we ask that parents do-not attempt to pick up their child during an emergency situation until directed to do so.

It is important that parents complete and update, as needed, all emergency contacts. This contact information for both the parents as well as the individuals authorized to

pick up the child in the event of emergency or illness is accessible through your Powerschool Parent account. It is the responsibility of the parent to complete and update this information when necessary.

## Fire and Tornado

Emergency drills are conducted throughout the school year for the protection of students and staff. Directions are posted inside the entrance of each classroom or teaching area. In the case of an emergency, or drill, students should remain quiet and act in an orderly manner.

During an emergency or emergency drill, students will:

- Remain quiet
- Walk in a brisk, orderly manner
- Remain with their instructor
- Follow all directions given by school staff members or emergency personnel

Students with a physical handicap will have an emergency plan in place that provides them with assistance during emergencies or emergency drills.

## Enrollment Requirements

Under [Iowa Code 282.1](#) a student must be a resident of the district in order to be enrolled in the district. All families must provide proof of residency and complete the Initial Registration Form prior to students attending school.

### Proof of Residency

All new students entering the district, no matter if they have a sibling(s) currently attending, must provide proper documentation establishing residency. The name and address on these documents must match the name and address of the parent or legal guardian of the student(s) being registered. Residency at the physical address is required, post office boxes do not establish residency.

Important Note:

Falsification of any information or document required for residency verification or the use of the address of another person without actually residing there may result in revocation of the student enrollment, being held liable to pay tuition for the time in attendance as a non-resident student, and filing a complaint with the appropriate law enforcement agency for criminal prosecution against all parties involved.



## Proof of Student's Date of Birth

Parents/guardians are responsible for providing school officials with an acceptable form of date and year of birth of each child enrolled in school. The purpose is to show the child is of legal age. The district will accept any of the following forms of proof of a student's date of birth as deemed acceptable by the building principal:

1. Certified Statement from Physician
2. Passport
3. Hospital Record
4. Adoption Record
5. Baptism Record

Two copies will be made at school at no charge. One copy will be given to the parent(s)/guardian(s) along with the original and the other copy will be placed for safe keeping in the child's cumulative folder.

## Immunization Records

A certificate of immunization must be on file at the school your child attends at the time of his/her enrollment. The State of Iowa requires, by law, that all children, Preschool - Grade 12, must have adequate immunizations.

## Legal Names

Students must be registered using the child's legal name under [Iowa Administrative Code 281-12.3\(4\)](#). Parents and legal guardians can indicate their child's preferred name for use in class lists, yearbooks and other outward facing school lists.

## Extracurricular Activities Standards for Participation

[Policy 504.06, Policy 503.04](#)

Participation in extracurricular activities is a privilege provided to students as an enrichment, allowing them to apply academic skills in real-world context providing a well-rounded educational program.

Because students involved in athletics and activities perform and represent their school in public, they are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of their sport, activity, team, school, and community.

The program shall be designed to: “...meet the needs and interests and challenge the abilities of all pupils consistent with their individual stages of development; contribute to the physical, mental, athletic, civic, social, moral, and emotional growth of all pupils; offer opportunities for both individual and group activities; be integrated with the instructional program; and provide balance so a limited number of activities will not be perpetuated at the expense of others.” [Standards for Iowa Schools, [12.6\(1\)](#).]

Therefore, standards of eligibility for extra-curricular participation including academic, as well as, conduct in and out of school are provided in our **Student Parent Activities Handbook**.

## Family Passes/Adult Individual Passes/Senior Passes

Families of the Keokuk Community School District have the option of purchasing an individual or family pass that will provide each member of their immediate family (college aged or younger) with admission into every regular season home athletic event.

Family passes can be purchased when families register in the summer or through the main office at Keokuk High School during the school year.

**HS Student Pass: \$40**

**MS Student Pass: \$20**

**HS Adult Individual Pass: \$75**

**MS Family Pass: \$100**

**HS Family Pass: \$200**

Pass cards will be printed and distributed by the High School Activity Office. Please note that pass holders must physically have their pass with them when they enter the event or they will be expected to pay full admission. Lost or stolen passes can be replaced for \$10 in the main office at Keokuk High School.

Senior residents of Keokuk Community School District (age 62 and up) who are retired are eligible to receive a free “senior” pass that will provide them complimentary access to all home regular season athletic events. Seniors wishing to receive a pass can get one through the main office at Keokuk High School and should provide proof of residence and age in the form of a driver’s license or identification card. Senior passes are valid for Middle School and High School events.

## Family Pass Program

Families of KCSD are given the opportunity to participate in the Keokuk Family Pass Program where they can sign up to work during concessions to earn an individual or family pass.

HS Family Pass: 25 hours

HS Individual Pass: 10 hours

HS Student Pass: 5 hours

MS Family Pass: 12 hours

MS Student Pass: 3 hours

## Fees and Fines

[Policy 503.03](#)

### Textbook Rental Fees

Textbook rental fees are set annually by the Board of Education and are due at registration. Fees can be paid on-line using [e-Funds for Schools](#) by using your child's student number and last name. This can be found on "Form N" in the PowerSchool Parent Portal. Cash and checks can be submitted during registration or accepted at your student's school.

Students, whose families meet income guidelines for free and reduced lunch, the family investment program (FIP), supplemental security income (SSI), transportation assistance under open enrollment, who are in foster care, or whose families are experiencing temporary financial complications are eligible to have their student fees waived or partially waived. This waiver does not carry over from year to year and must be completed annually.

If a student fails Driver Education the student will be allowed to retake the class but will be charged the full amount.

Some courses require additional equipment or supplies and may have additional fees. Students in need of financial assistance to pay fees should consult with their teachers, counselor, or principal. See [2023-24 School Fees.pdf](#) for a list of school fees.

### Pre-Kindergarten Fee (3-Year Old Program Only)

There is a non-refundable enrollment fee of \$100 due by the last weekday of May for families enrolling their child in the **3-year old** day Pre-K program. The enrollment fee will be deducted from your annual balance. The enrollment fee may be rolled into your first month's tuition or any month of your choosing through the year.

Tuition for the 3-year old Pre-K program depends on the total number of students enrolled in the full day program and is subject to change. Tuition cost could vary between \$250-\$350/month to be set by August 15th each school year.

Tuition payments are due on the 1st school day of each month. Payments can be made by cash, check, or through our E-funds system. Families that do not submit tuition

payments by the 15th of each month may be moved to half day Pre-K until their balance is paid and may run the risk of being bumped out of the program.

## Fines & Unpaid Fees

Fines are assessed when textbooks, library books, other school materials, or property are damaged beyond that of normal wear and use as a result of carelessness or deliberate actions of the student. Lost or damaged books and chromebooks need to be replaced. The replacement cost for these items are the responsibility of the student and the student's parent(s).

Fines are not subject to financial waivers of any type. It is expected that all fines be paid in full prior to the end of the school year in which the fine was imposed or the fee was incurred. In addition, school fines stay with students until their 12th grade year. Any High School student with unpaid fees will not be allowed to attend Homecoming festivities, Prom festivities, and/or participate in the Graduation exercises.

## Returned Checks/Insufficient Funds

All returned checks rejected due to insufficient funds will be charged a \$25.00 penalty. Missed payments and late fees must be paid within 2 weeks. Repeated incidents of returned checks or insufficient funds notices could result in termination of child care services. A payment plan should be discussed with the Director or Principal if a family is having trouble making payments.

## Field Trips

### [Policy 606.05](#)

Educational field trips may be taken with administration approval. Parents will be notified by the monthly calendar and/or teacher note if their child will be leaving school grounds. Teachers may request parents to chaperone. All chaperones would have to complete and pass a background check. Since this is an opportunity for parents to have quality time with their child, siblings are not to attend field trips and parents must provide their own transportation. If parents would like to take their child home after a field trip or an assembly they must sign out their child with the classroom teacher.

Students absent during a school day due to a school sponsored trip are not considered absent. As a general rule assignments for classes missed as a result of a trip should be completed promptly upon returning from the trip.

# Food Services

[Policy 710.01](#), [Policy 710.02](#), [Policy 507.09](#)

The school district will operate a school nutrition program in each attendance center. The school nutrition program will include meals through participation in the National School Lunch Program. Students may bring their lunches from home and purchase milk and other incidental items.

In an effort to maintain an environment that promotes healthy eating for our students, the following foods/beverages are strongly discouraged in the cafeteria: sugary, caffeinated beverages (soda pop), candy, fast foods, and other foods that are high in fat, sugar and/or sodium but low in nutrient value. If you are unsure, please call the school to check beforehand.

## Lunch Cards

Keokuk Community School District uses a computerized lunch account system for each student. This system allows parents to establish a family lunch account for all of their children regardless of what buildings the students attend.

Students are responsible for the charges to their account by using their lunch card (Student ID) or punching in an assigned number. No student is to sell, borrow, or trade with their lunch card or lunch number. The district is not responsible for charges made to an account.

## Payment of Meals

[Policy 710.04](#)

Starting 2024-2025, all full-day students PreK-12 are eligible for a free breakfast and lunch, students with negative accounts are welcome to get a free meal. However, for any extras or a-la-carte purchases, students must have adequate funds in their account at the time of purchase.

Families may add money to student(s) accounts using E-Funds electronic payment via check, cash or card. This is the preferred method of payment, as payments are automatically applied to your students account and available to be used within 15 minutes typically.

You may also submit payment by dropping off cash or check at the school office or mailing payment to:

Food Services

c/o Sarah Hackett  
Keokuk Middle School  
2002 Orleans Street  
Keokuk, Iowa 52632

Only the first meal a student receives each day is free. A second lunch or additional food purchased is at the posted price.

## Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Parents or guardians will be notified of an outstanding negative balance by automated calling system, email or text.

## Communication of the Policy

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

## Food Allergy Policy

Recognizing that students with life-threatening allergies attend our school, Keokuk Community School District will maintain a system-wide emergency plan for addressing life-threatening allergic reactions and maintain an Individual Emergency Medical Plan (IEMP) for any student(s) whose parents/guardians, and physicians have informed the principal of the school in writing that the student(s) has a potentially life-threatening allergy. Further, the District will utilize procedures to minimize the chance of a child experiencing a life-threatening allergic reaction.

All necessary staff will be notified of the student(s) who have life-threatening allergies. It will be the Transportation Supervisors' and child care director's responsibility to communicate this information to all regular drivers and substitute drivers.

## Life-Threatening Allergy Policy

The school principal, in consultation with a school nurse, will be responsible for

notifying the classroom teachers, classroom associates, and parents of students in classrooms where one or more students have a life-threatening allergy. (The allergy must be clearly documented by the primary care physician or a board certified allergist.) Notification will include an explanation of the severity of the health threat, a description of signs and symptoms to be aware of and a concise list of foods and materials to avoid. Parents, in consultation with their primary care provider/allergist, will provide the list of allergens to be avoided.

The District may request that parents/students avoid nuts and nut products in lunches and snacks in grades PreK-12.

## Classroom Treats

No homemade treats (excluding homemade lunches) for students, will be brought into our schools either by parents or students. All treats must be commercially prepared and packaged for distribution with intact ingredient labels. Treats may be distributed by the classroom teacher for special occasions, such as birthdays or holiday parties. Classrooms with students who have life-threatening allergies may have more specific guidelines depending on the type(s) of allergy.

Food preparation will be allowed in academic curriculum for grades PK-12 with the principal's approval (who is in consultation with a school nurse.) An exception will be made for food preparation as related to the Individual Education Plan of individual student's goals served in special education in PK-12 grades. Precautions will be taken for students with life-threatening allergies.

Only prepackaged food manipulatives should be used in classrooms. Peanut butter jars should not be used for storage of manipulatives, even if the jars have been thoroughly washed.

Classroom pets that have been pre-approved by the building principal will be allowed provided that nut-free foods and bedding are used. Visiting pets are prohibited in our schools. Exceptions will be made for service animals and approved classroom curriculum units involving animals as a part of a lesson or lessons.

## Grading

Grades are an evaluation of what the student has learned. They become part of a permanent record. Institutions of higher learning, potential employers, and the various military services are all interested in a student's high school records. Students are evaluated according to scholastic performance at the end of each semester which is recorded on the permanent record.

The district will provide grades and electronic progress reports are viewable through the [Powerschool Parent Portal](#), and provide opportunities for parent conferences to serve as a basis for continuous evaluation of the student's performance and to help in determining changes that should be made to affect improvement. A paper copy of progress reports and grades are available upon request by contacting the school office.

## Graduation Requirements

[Policy 505.05](#), [Policy 505.07](#)

All graduation requirements shall meet the standards established by state statute and the Department of Education. Students who have successfully completed high school shall be granted diplomas. Those students meeting the following graduation requirements for grades nine through twelve will be recommended by the principal for graduation. The District may provide a certificate of completion/attendance to those students receiving special education services who do not complete all required content coursework.

Students in good standing in grades 9-12 typically earn 7 credits per semester to be on track for graduation.

Students wishing to earn more than seven credits in a specific semester will be allowed to do so only if pre-approved by the principal and the request meets one of the following criteria:

- The student has been identified as talented and gifted and has requested to take additional coursework as a part of their personal education plan established by a team to include a counselor, one or more of the student's teachers, the student, their parents and school administrator or their designee.
- Students having a need to make up credits due to the failure of a class may petition to earn additional credits to bring themselves back on track so that they may graduate with their cohort.
- All students and parents will have access to PowerSchool as often as needed. Grades will be entered and or updated by the teacher within one week of



when an assignment has been collected. For tests and projects that time may be extended to 10 school days. If there is a concern about a teacher not recording grades for a period longer than one school week, parent/student should contact the teacher immediately with concerns, and then the administration.

Please see the Keokuk High School Course Catalog on our district website for more information regarding course offerings.

## Early Graduation

### [Policy 505.06](#)

Early graduation is defined as the completion of all high school requirements in less than 8 semesters. It is possible for students who have special needs or abilities that may be met by such a course of action. To be eligible to participate in spring and/or summer interscholastic activities - boys/girls athletics, music, and speech students must be actively enrolled.

Any student anticipating early graduation must discuss the intention and purpose with the principal and guidance counselor and then complete a written request with the guidance counselor before Nov 1st. Parental involvement is imperative. Any student graduating early (meeting all graduation requirements) will be awarded a diploma at the next regular commencement exercise. The school will provide the student with a letter attesting to fulfillment of requirements as soon as they have been satisfied.

## Special Student Status

The principal may grant a special student status in cases of extraordinary circumstances. The granting of this special status allows a student to enroll for a limited schedule (less than five subjects). Examples of extraordinary circumstances: Extreme illness - mental/physical, student pregnancy, and or a student returning to complete graduation requirements.

## Harassment, Intimidation and Bullying

### [Policy 104](#), [Policy 106](#)

Keokuk Community School District is committed to maintaining a learning environment that is free from harassment, intimidation or bullying on the basis of 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 family status for all students, employees, parents/legal guardians, and volunteers.

Per [Iowa Code 280.28](#) “Harassment” and “bullying” shall be construed to 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:

- Places the student in reasonable fear of harm to the student’s person or property,
- has a substantially detrimental effect on the student’s physical or mental health,
- has the effect of substantially interfering with a student’s academic performance, and/or
- 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.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. This includes all social media outlets.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

## Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

#### Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

## Reporting Harassment, Intimidation or Bullying

All incidents of harassment, intimidation and bullying should be promptly reported to your child's teacher and/or school principal. The name and contact information for each school's administrator is posted on the school website and in the front of this handbook.

Submission of a good faith complaint or report of prohibited harassment will not affect the complainants or reporter's grades or educational opportunities. The School District will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person, who reports alleged harassment, or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in the proceeding or hearing relating to such harassment. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment.

## Complaint to the School District

If you cannot resolve your concern at your child's school, you may wish to file a complaint with the school district.

### **Step 1: Write Out Your Complaint**

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint by mail, email, or hand delivery to either of our instructional services coordinators, Kyler Barnes [kyler.barnes@keokukschools.org](mailto:kyler.barnes@keokukschools.org), Stephanie Harrison

stephanie.harrison@keokukschools.org, or the District Superintendent, Dr. Kathy Dinger [kathy.dinger@keokukschools.org](mailto:kathy.dinger@keokukschools.org).

500 N 20th Street  
Keokuk, IA 52632  
P: 319-524-1402

### **Step 2: School District Investigates Your Complaint**

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. If your complaint involves exceptional circumstances that demand a lengthy investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

### **Step 3: School District Responds to Your Complaint**

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws.

## **Health Services**

### **Bed Bugs and Head Lice**

If a child or their possessions are found to have bed bugs and/or head lice the parent/guardian will be notified by phone and a note informing them of effective home and hair treatment. This will include information from the Iowa Department of Health on treatment. If the parent/guardian chooses to take the student home that day it will be considered an absence. It is the position of the Iowa Department of Public Health that the child remain in school upon the finding of bed bugs and/or head lice. The child is expected to be treated before returning to school the next day. Parents may always contact the school nurse/medical clerk for further information regarding bed bugs and/or head lice.

### **Health Care Plans**

#### ***Documentation of Allergies***

All child allergies should be noted on the health forms when completing registration. Additionally, allergies shall be disclosed to your child's teacher and the school nurse. Depending on the severity of the allergy, an Individual Health Plan may be developed for a child with severe allergies. All staff working in the classroom of a child with severe allergies will be made aware of allergies and must review the Individual Health Plans to

ensure understanding of emergency procedures should the child have an allergic reaction.

### ***Documentation of Special Health Care Needs***

An Individual Health Plan will be on file for any child or staff member with special health care needs (seizures, etc.). A copy of the Individual Health Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's or staff member's specific health care needs. [IQPPS 5.1.g]

## **Illness and Injury**

### [Policy 507.04](#)

It is important that parents complete and update all emergency contact information in Powerschool for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. It is also important to provide and update medical and dental care providers.

While schools provide bandages, ice packs, and TLC, they are not equipped to treat children who are ill or seriously injured. Individuals designated as emergency contacts should reside within a reasonable distance of school. It is important that children who are ill or injured be picked up promptly. The nurse/medical clerk will evaluate and treat accordingly, then notify the parent of the illness or injury. Each building shall maintain a log of reportable accidents occurring on school property involving students and employees under school jurisdiction.

In cases where, in the judgment of professional staff, the situation is a matter of life or death, or other serious injury requiring immediate medical attention, a child will be taken to the hospital or EMS will be notified if a parent or other designated individual can not be contacted.

Students with contagious diseases as defined by Iowa law/statute must report it to the school immediately, so it can be closely monitored by the school nurse/medical clerk. It is also important to keep us informed of any unusual or chronic health conditions, this information is considered confidential and shared only on a need-to-know basis. If at any time the school feels the need to have a note from the doctor, it is the responsibility of the parent to obtain such documentation.

Students who have a fever need to remain home from school for 24 hours after the temperature has returned to normal without using Tylenol, Ibuprofen, or Motrin. The

same requirement continues for vomiting and diarrhea, home for 24 hours after the last episode of vomiting or diarrhea.

## Immunizations

### [Policy 507.01](#)

A certificate of immunization must be on file at the school your child attends at the time of his/her enrollment. The State of Iowa requires, by law, that all children, Preschool 12<sup>th</sup> grade, must have adequate immunizations. The school nurses/medical clerks monitor this information. Failure to have a certificate indicating adequate immunizations will result in the child not being permitted to attend until such requirement is met. The Lee County Public Health Department holds immunization clinics monthly. For more information on school immunization requirements in the state of Iowa, visit the Iowa Department of Public Health, Immunization Requirements.

Students with a medical exemption must provide a Medical Exemption Form, that is signed by the child's physician, with the school nurse and Principal. This form can be found on the district website under Parent Resources.

Students with a religious exemption must provide a Religious Exemption Form with the school nurse and Principal. This form can be found on the district website under Parent Resources.

## Medical Excuses

If a student is unable to participate in Physical Education he/she must see the nurse before their class so a written excuse can be provided to the teacher. To be excused from Physical Education, you must have a written excuse submitted by your doctor on the doctor's letterhead. Parents are allowed to excuse their student from PE once a semester. If your student is unable to participate in PE an alternative assignments may be required during this time. Should a student have an injury that requires the use of the elevator, a written excuse needs to be submitted from the parent/guardian or doctor.

# McKinney-Vento Education of Homeless Children

## [Policy 501.16](#)

At times, circumstances may lead to the families of school age children to become homeless. In too many cases, when a family becomes homeless one result is that the children stop attending school.

The McKinney-Vento Act defines homeless children or unaccompanied youth as lacking a fixed, regular and adequate nighttime residence, which includes:

- Families doubled up with friends or relatives due to loss of housing.
- Children living in motels, hotels, trailer parks and campgrounds due to lack of alternative accommodations.
- Children living in emergency or transitional shelters.
- Children living in cars, parks, public spaces, abandoned buildings, substandard housing, and bus or train stations.

The McKinney-Vento Act ensures that children have a right to:

- Attend the school they last attended before they became homeless (school of origin) OR enroll in their neighborhood school.
- Immediate enrollment in school even if they lack required documents, such as school records, immunization records, or proof of residence.
- Free transportation to school of origin, when feasible.
- Free meals at school.
- Assistance for school fees, school supplies, and connecting to social service supports.

Should you become aware of families who are homeless and it appears the children are not attending school, please contact your nearest Keokuk school or call Central Office at 524-1402. Your call could be of great assistance to these families. If your family is ever in a situation where you are or may become homeless, please call **Jody Martin, KCSD Registrar at (319) 524-3737 to seek assistance.**

# Medication

## Policy 507.02

Whenever possible and appropriate, families and physicians are encouraged to schedule medications to be given at home under parental supervision. If medications are needed during the school day, or if you have any questions please contact your school nurse.

Administration of all medication (prescription and over-the-counter) at school shall be by the school nurse or in the absence of the nurse by an individual designated by the principal.

In order for a child of any age to receive medication at school or on a school-sponsored activity, a Medication Permission Form must be filled out. This applies to prescription medication as well as over-the-counter medication such as Tylenol, cough drops, etc.

School medications and special health services are administered following these guidelines:

- Parent has provided a signed, dated authorization to administer prescription medication and/or provide special health services listed. Electronic signatures meet the requirement of written signatures.
- The prescribed medication is in the original, labeled container as dispensed.
- The prescription medication label contains the student's name, name of the medication, the medication dosage, time(s) to administer, route to administer, and date.
- Authorization is renewed annually and as soon as practical when the parent notifies the school that changes are necessary.

No medicines or pills are to be kept in any student's locker or carried in their possession at any time. If there is a need for medication to be kept anywhere at school other than the nurse's office, those arrangements MUST be approved by the nurse or principal. Students found in possession of, or unsupervised use of medication without proper authorization may lead to disciplinary action of the student up to and including suspension/expulsion.

Cough drops may be carried by the students, however parents/guardians are urged to remind their children that cough drops are not to be used as candy.

Essential oils will not be administered at school due to the differing effect they can have on each individual child. Due to the fact they are oils it is impossible to ensure they won't be spread from one child to another.

## Asthma Medication

Students prescribed asthma medication or medication for any other airway constricting



disease may carry it on them during the school day. The school district and its employees incur no liability, except for gross negligence as a result of any injury arising from the self-administration of medication by the student. The school must have on file a signed permission slip from the nurse's office permitting student to carry asthma inhaler.

## Notice of Nondiscrimination

### [Policy 102](#)

Keokuk Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Kyler Barnes, Coordinator of Instructional Services, 500 North 20th St, Keokuk, Iowa, 52632, (319) 524-1402, [kyler.barnes@keokukschools.org](mailto:kyler.barnes@keokukschools.org).

## Open Enrollment

### [Policy 501.14](#), [Policy 501.15](#)

If a parent or guardian wishes to open enroll their child or children, they must:

- Complete an application (available in any Iowa public school district's central office and on the [Iowa Department of Education Website](#)).
- Submit an application for each child in their family, and
- Send the application to both the resident and receiving school districts.

Athletic Eligibility Students who open-enroll in grades nine through 12 are not eligible to participate in varsity contests and competitions during the first 90 school days of transfer (not counting summer school) unless an exception applies allowing immediate eligibility. For a list of exceptions to this rule, please see [Iowa Administrative Code subrule 281-36.15\(4\)](#)

## Powerschool

PowerSchool is an online program that allows parents and students the opportunity to check grades, communicate with teachers, view report cards, check lunch accounts, and access your students' Individualized Education Plan

(IEP) if receiving special education services. You can also sign up to receive email notifications for attendance, lunch balances, grades, and school announcements.

PowerSchool Mobile app also offers quick access to important information. Users must enter district code, “bttb” to gain access.

If at any time you would like access to PowerSchool, or have misplaced your guardian web information, please call the school office and we will be happy to assist you.

## Restorative Justice

Restorative justice is a strategy that seeks to repair relationships that have been damaged, including those damaged through bullying. It does this by bringing a sense of remorse and restorative action on the part of the offender and forgiveness by the victim. Essentially, we will seek to identify consequences that are natural and will repair the damage done by an offender. For example, if a student chooses to disrespect an area of our school by vandalizing school property, they would be required to work with our custodial staff to repair the damage.

### ***What is restorative justice?***

- In a restorative approach, the inherent worth of each individual is recognized, and we seek to strengthen the essential ties that bind us to one another – in the classroom, in the school and in the community.
- Restorative justice is a framework that educators can use to create safe, supportive spaces in our schools. All members of the school learn to bravely engage in that community, and learn from honest – and sometimes difficult – conversations.
- When relationships break down – as they will – it is about having fair responsive processes in place in which everyone can share their stories, hear the impact of their actions, repair the relational harm and figure out the best way forward, together.
- It builds capacity – in students and in adults – to live in, understand and embrace the real world, with all its contradictions and complexities. ● For a restorative culture to be built, restorative justice cannot be something that schools employ only when things go wrong.
- On a daily basis, students need to feel valued – no matter what – and to be actively involved in the building of meaningful school relationships. Otherwise, they will have little reason to trust the processes in place to repair those relationships, when conflict or harm occurs.

# Student Directory, Photo Release & Publications

[Policy 506.02](#)

## Directory Information

[The Family Educational Rights and Privacy Act \(FERPA\)](#), a Federal law, requires that Keokuk Community School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Keokuk Community School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Keokuk Community School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and,
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Keokuk Community School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 23 annually. Keokuk Community School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address

- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

## Photo & Video Use

The school maintains the right and freedom to use photographs, slides, video recordings, and DVDs of classroom and school activities involving students for the purpose of public relations. This may include social media postings as well as newspaper articles. Any parent/guardian objecting to this procedure must indicate on [PowerSchool](#) (permissions form) when registering their child.

## Student Expression & Publications

### [Policy 502.03](#)

#### **Student Expression**

It is the goal of the district to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon their rights. Student expression should be appropriate to help ensure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for helping to ensure students' expression is in keeping with this policy. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

#### **Student Publications**

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure outlined in board policy [213.01](#). Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedure outlined in board policy [502.04](#).

## Student Records

### [Policy 506.01](#)

School records will be released to natural parents of minor children unless the legal rights of a parent have been severed. Guardianship, foster home placement, or divorce does not automatically sever parental rights. If parental rights of one parent have been severed, it is the responsibility of the parent retaining rights to provide the school with documentation or records might be released.

Under [The Family Educational Rights and Privacy Act \(FERPA\)](#), Keokuk Community School District is prohibited from releasing identifiable student records (except student directory information) without parent/guardian permission. Student records include, but are not limited to:

- Grades
- Achievement test scores
- Attendance records
- Disciplinary records

You should know the following regarding student records:

- You have the right to review your child's student records in the presence of school personnel.
- You may ask the school to amend a record you believe is inaccurate. To do so, clearly identify in writing the change requested and specify why the record is inaccurate.
- Student records may be disclosed without consent to school officials with legitimate educational interests.

If you have questions or concerns about the student records policy or wish to review or amend student records, contact your school principal.

## Transcripts

Students/Graduates desiring transcripts should contact the High School Guidance Office or submit an on-line transcript request which can be found under Parent Resources. There is no charge for transcripts while the student is in school and first year after graduation. After that a charge of \$5.00 applies for all transcripts to be paid on-line or in person. Official transcripts will be mailed to a designated party, or given directly in a sealed envelope. An unofficial transcript can be emailed or faxed.

## Transportation & Busing

[Policy 711.01](#) [Policy 711.10](#)

### **Bicycles, Mopeds, and Motorcycles**

Students in grades 2 or higher may ride a bicycle to school; must secure the bike in designated areas; and walk the bike while on school property.

Mopeds and motorcycles driven to school must not be ridden on school grounds and must be secured in designated areas.

### **Automobiles**

Students driving to and from school must obey common road laws and must act safely and responsibly while driving in and around school grounds. Students that violate laws as it pertains to driving or put any other student in danger while operating a vehicle may not be permitted to park on or around school grounds for a definitive time period determined by the building administration. A student that is driving under a school permit that violates this policy may be subject to having their school permit revoked or suspended for a time period determined by the building administration.

Students holding an Iowa Intermediate Driver's License need a waiver to drive without a parent/guardian, family member over 21, or designated adult over 25 between the hours of 12:30 a.m. and 5:00 a.m. due to returning from a school activity or work. Waiver forms are available from the principal. Waivers for school activities are issued per activity not for a semester or year and apply only to those times when students would be returning home after 12:30 a.m. from a school event or work. For information concerning permits see the building principal.

The District is not responsible for lost, stolen, or damaged student bicycles and motorized vehicles.

KCSD provides transportation for students before and after school to regular bus stops for all qualifying students.

- Elementary students living more than two miles from their designated school
- High School students living more than three miles from their designated school.

Students eligible for transportation services will be required to be picked up and dropped off at specific designated bus stops nearest their place of residence. These specific designated bus stops and approximate times will be made known to parents. No students or parents/guardians are allowed to ride a KCSD bus without prior administrative approval.

Students with temporary residence due to a valid special condition or restriction may be considered for transportation services. Requests for such special consideration must be submitted in writing to the building principal and transportation director.

Students eligible for specialized transportation services as listed in their Individualized Education Program (IEP) may receive curb-to-curb transportation. Transportation of a student to and from a special education support service is a function of that service, and is specified in the (IEP). When the IEP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP or IFSP.

The following are some specific rules relating to students riding school buses.

1. Bus riders are not counted tardy when the bus is late.
2. Written request from the parent is required when requesting a child ride a different bus than his/her assigned bus. This request is to be approved by the building principal and the Director of Transportation by calling (319) 524-3690. Approval is dependent on the number of students riding that bus.
3. If a parent does not want his/her student to ride the bus home, the parent must contact the school either in writing or by calling the school office prior to 1:30 pm Monday through Friday.

## Bus Rules

Bus rules approved by the district will also be distributed to parents and their bus riding child(ren) at registration or during that first week of school. It is the responsibility of the parent(s) to make sure they have reviewed these rules with their child.

The school bus driver has the same authority on the bus as the teacher in the classroom. If a student's conduct, while a passenger on a bus, is such that bus rules are violated and the student refuses to cease when requested by the bus driver, bus transportation will be denied. Riding a bus is a privilege that can be taken away if bus rules are not followed. Please refer to Keokuk Community School District School Bus Conduct and Safety Regulations which can be found on our district website under Parent Resources and under Transportation.

## Emergency Routes

Due to inclement weather or hazardous road conditions, (snow, ice, or extremely soft gravel roads) buses may not run, be delayed, or operate on hard surfaced roads only. Local media will be informed of changes in the regular school transportation schedule.

Emergency routes will be published at the beginning of the school year. Parents needing assistance understanding the emergency routes, should call (319) 524-3960 to clarify either their routes and/or the emergency pick up points. Parents are asked to make plans in advance with their students about what should be done when the school schedule changes.

## Visitors/Volunteers/Deliveries

[Policy 903.03](#), [Policy 903.02](#)

### School Visitors/Guest

In order to maintain a safe and orderly environment, all visitors who wish to visit a classroom while school is in session MUST first check in with the front office and are asked to follow the following guidelines:

- Notify the principal and obtain approval
- State the purpose of the visit (observe student behavior, gain understanding of instructional strategies, etc.)
- Wear identification badge at all times while on school property
- Maintain and acknowledge the importance of confidentiality.
- Confidentiality is a top priority. Observations of students and their academic abilities, social interactions, etc. are confidential and must not be shared outside of the classroom. Pictures and video recordings are prohibited.

In order to avoid classroom disruptions, individual gifts for students such as flowers, balloons, and similar items will be held in the school office and will not be allowed on school buses. Invitations to private parties may only be distributed in the classroom if there are invitations for the entire class. Food



deliveries will only be permitted during established school lunch hours and will also be held in the school office.

Visitors failing to conduct themselves in a professional manner will be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult. All unauthorized persons who refuse to leave when requested may be prosecuted as a trespasser.

## Volunteers-Parent/Citizens

The schools appreciate and encourage the assistance and help of parents and citizens in our programs and activities and are always looking for quality volunteers.

The Parent Teacher Organization (P.T.O.) is an active organization made up of parents, teachers and other staff. Each building has its own P.T.O. unit. This group works to provide materials and resources for our students. They also support the various programs of the building ranging from special events to a school bookstore. We invite you to be a part of our P.T.O. group. Please contact the school's main office if you are interested. There is no fee to belong and meetings are held monthly.

Volunteers within the district will be held to the same high standards of behavior as school employees. For the safety of all staff and students, a simple background check is necessary prior to interacting with the students in a volunteer capacity. If you would like to help listen to a child read, help them with math or share your job and occupation, we would encourage you to contact us.