

Knoxville Community School District

Student Handbook 2023-24



Mission Statement
Ensuring a Culture of Excellence for Every Student
www.knoxville.k12.ia.us

West Elementary (Preschool, Grades K-2)
306 S. Park Lane Drive
Knoxville, IA 50138
Phone: 641-842-2185
Fax: 641-842-6029

Northstar Elementary (Grades 3-5)
407 W. Larson
Knoxville, IA 50138
Phone: 641-842-6527
Fax: 641-828-8052

Knoxville Middle School (Grades 6-8)
413 Willetts Drive
Knoxville, IA 50138
Phone: 641-842-3315
Fax: 641-842-5754

Knoxville High School (Grades 9-12)
1811 W. Madison Street
Knoxville, IA 50138
Phone: 641-842-2173
Fax: 641-842-2066

District Office
418 S. Park Lane Drive
Knoxville, IA 50138
Phone: 641-842-6551
Fax: 641-842-2109

#KCSDPride

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OPENING STATEMENT

School District Mission Statement, Educational Goals and Expected Student Outcomes

Our Mission:

Ensuring a Culture of Excellence for Every Student

Belief Statements:

We believe that students, educators, parents, and community members are partners and will work cooperatively to:

- Provide a safe, supportive, disciplined learning environment based on mutual respect.
- Provide learning experiences that lead to the success of all students.
- Ensure that each person is responsible for his/her actions and decisions.
- Challenge and motivate with relevant real-life situations in and out of the classroom.
- Provide skills for lifelong learning.
- Provide opportunities for participation in school decision-making.
- Emphasize the skills and knowledge necessary to become responsible citizens.

Learner Expectations:

Students in the Knoxville Community School District will:

- Communicate effectively (read, write, listen, speak) and perform mathematical operations and applications.
- Demonstrate honesty, integrity, respect, responsibility, self-management, and sociability in personal and professional experiences.
- Work with a variety of resources and technology to access information and solve problems.
- Develop an appreciation and working knowledge of the fine arts, the humanities, and the practical arts and the sciences.
- Think creatively and critically in making decisions and solving problems.
- Develop the necessary interpersonal and work skills to succeed in the workplace.
- Understand and exercise civic and personal responsibilities.
- Communicate ideas and feelings through a variety of effective methods.
- Value and respect individual differences and adapt to a changing world.
- Acquire the skills to become an independent, life-long learner.

Discrimination and Harassment Based on Sex Prohibited

In accordance with Title IX of the Education Amendments Act of 1972, the Knoxville Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adopt procedures for any individual to report sexual harassment to the District's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title Coordinator, *Linda Russell, Director of Human Resources (linda.russell@kcsd.k12.ia.us; 418 S Park Lane Dr; Knoxville, IA 50138; 641-842-6551).*

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believes they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

Anti-Bullying/Harassment

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, employees, and volunteers 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, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, place of residence, genetic information, or familial status.

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 using school-owned electronic devices; 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 subject to disciplinary action up to, and including suspension and/or expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be subject to disciplinary action, up to and including termination of employment. 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.

Harassment and bullying includes 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 the student’s academic performance; 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.

“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 of students may include, but are not limited to, the following behaviors and circumstances:

- 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;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one’s grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- 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
- Unreasonable interference with a student’s performance or creation of an intimidating, offensive, or hostile learning environment.

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student’s education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student’s academic performance by creating an intimidating, hostile, or offensive educational 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:

- 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
- 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 include suspension or 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 District has separate procedures for reports or complaints of sexual harassment covered by Title IX of the Education Amendments Act of 1972. These procedures are available on the District's website. For reports or complaints of sexual harassment outside of the District's Title IX jurisdiction, the District may follow any other applicable policy or procedures to respond to such a report or complaint.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The building principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school. The superintendent shall provide an annual report of alleged bullying/harassment incidents to the board.

The board will annually publish this policy. The policy will be publicized by the following means:

- Inclusion in the student handbook.
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website,

and a copy shall be made available to any person at the central administrative office at 418 S Park Lane Dr, Knoxville, IA 50138.

[Link to Policy and Complaint Forms](#)

Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of board policy and is a reflection of 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, regulation 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, 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 building principal for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities," means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

School Fees

Knoxville School online [registration and fees](#) can be found on the district website. The [school district charges fees](#) for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students 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 may qualify for temporary financial hardship should contact the building secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the building secretary if the information on the emergency form changes during the school year.

Parental Notifications

Parent Information

During the 2005 legislative session, the Iowa legislature directed the Department of Education to provide schools with examples of age appropriate materials and lists of resources that parents could use to teach their

children to recognize and reject unwanted physical and verbal sexual advances. The legislature also directed that schools should provide such materials to parents, incorporate age appropriate materials into relevant curricula, and reinforce the importance of preventive measures with parents and students. This manual meets these requirements and will help schools fulfill their obligations toward their students and their families with regard to sexual violence. You can access this manual at this site. <http://www.iowa.gov>

Homeless Students

The Board of Education is responsible for locating and identifying homeless children and youth whom are "found" within the district. A "homeless child or youth of school age" is defined as one between the ages of 3 and 21 who lacks a fixed, regular, and adequate nighttime residence and includes a child or youth living on the street, in a car, tent, abandoned building, or some other form of shelter not designed as a permanent home; living in a community shelter facility; or living with non-nuclear family members or friends who may not have legal guardianship over the child or youth of school age. The district shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, ESL, vocational courses or programs, programs for gifted and talented, health services, and food and nutrition programs on the same basis as those services and assistance provided to resident students. If you have any questions or concerns, please contact Angela Nelson, Student Service Coordinator, at 1811 W Madison, Knoxville, IA 50138, phone (641) 842-2173.

Section 504 Policy Statement

It is the intent of the Knoxville Community School District to ensure that students identified as disabled, within the definition of Section 504 of the Rehabilitation Act of 1973, are provided with appropriate educational programs and services. Lindsay Rains is the Section 504 Coordinator for the Knoxville Community School District. She can be reached at 418 S Park Lane Dr, Knoxville, Iowa 50138, or contacted by phone at 842-6651.

If it is determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students, then you as a parent have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

STUDENT ATTENDANCE

School Calendar and Daily Academic Schedule

[2023 - 2024 School Year Calendar](#)

Student Attendance

Students are expected to be in class and to make attendance a top priority. Only through attendance and class

participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Students who know they will be absent must notify the office prior to the absence. Prior notices are picked up in the office in advance and are valid and accepted when work is completed and turned in. If a prior is not obtained before the absence, the absence may not be excused.

The school determines whether an absence is excused or unexcused. Excused absences may include, but are not limited to, illness, family emergencies, recognized religious observances, college visits, appointments that cannot be scheduled outside the school day, and school-sponsored or approved activities.

Students who need to leave school during the school day must have parents notify the office in advance and sign out in the office upon leaving. Students who return to class or arrive after the school day has begun must sign into the office upon arrival. If the student was at a medical or legal appointment, a professional statement/documentation will need to be presented to the office upon returning to verify the excused absence.

Students participating in school activities must be in school no later than 30 minutes after the start of school the day of the event in order to participate in a school activity (practice, competition, or public performance). For high school students that have first period open, they must be in attendance no later than thirty minutes after the start of their first scheduled class. Only with excused absences and extraordinary circumstances may this rule be waived by the principal or activities director. Students that leave school and/or miss an entire class (including Panther Time) for any portion of the day due to illness or other unexcused reasons will not be allowed to practice, compete, or perform.

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout his or her lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only retards their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Students who are absent without a reasonable excuse, as determined by the principal, will be assigned work time to make up missed work. More time can be assigned as needed to make sure all work is completed. Reasonable excuses include illness, family emergencies, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations if the student's work is finished prior to the trip or vacation. Students with unexcused absences may also be referred to the Student Services Coordinator.

When school work is missed because of absences, students will have the number of days missed plus one day to make up the work. There are exceptions for long term absences. Those arrangements will be approved by the principal. Students will be allowed to make up all work missed due to any absence and will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision.

When five days of accumulated absences have accrued that are not accompanied by a medical professional's note, notification will be sent home. Notification informs families that five accumulated absences have occurred, and next steps are outlined as well.

When eight days of accumulated absences have accrued that are not accompanied by a medical professional's note, notification will be sent home. For future absences to be considered excused, a medical professional's note will need to be given to the office, or the absence will need to be excused by school administration. Medical professionals' notes or administrator approval must be obtained by parents/legal guardians within 48 hours of the absence occurring.

When two unexcused absences occur, notification will be sent home. A member of the child's school administration will contact parents/legal guardians to schedule a meeting. The purpose of the meeting will be to collaborate and enact an attendance cooperation agreement. The attendance cooperation agreement will set attendance parameters for the child for the remainder of the school year. Students who are truant (unexcused tardies or absences) on a regular basis will be subject to attendance contracts. Continuation of truancy will be reported to the county attorney as required by law.

College Visits

Junior and Seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, they may be excused for up to 3 days to visit college campuses with the permission of the guidance counselor and with a note signed by the student's parents.

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified by the GovDelivery alert system. It will also be posted on KNIA Radio (1320 AM/ 95.3 FM & KRLS 92.1 FM) and KCCI (channel 8) kcci.com. The fastest way to receive notifications is to sign up on [GovDelivery](#). In the event of a late start due to inclement weather there will be no morning preschool classes.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally postponed and rescheduled or canceled. Middle School practices or activities on days when school is canceled or dismissed early will always be canceled. For high school activities, the principal or activities director may determine whether to hold extracurricular activities or practices after consultation with the superintendent. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

STUDENT HEALTH, WELL-BEING AND SAFETY

As defined by Knoxville Board Policy 501, pupils shall be expected to conduct themselves in keeping with their levels of maturity at all times. Respect for the authority vested in all school employees, regard for public property, and consideration of the rights and welfare of all students should govern pupil actions. All employees of the district share the responsibility for seeing that behavior of students meets the standards of conduct conducive to a learning situation. Emphasis shall be placed upon the growth of the ability for the student to discipline himself or herself.

Our goal is to provide a safe, friendly, and nurturing environment for all. We feel it is essential to educate students in how to conduct their actions and behaviors in a positive, proactive social manner and to provide opportunities for students to demonstrate these manners. When students make inappropriate choices of actions and behaviors, Knoxville Schools will implement appropriate and consistent consequences. The consequences listed in

this handbook are a guide to appropriate actions, behaviors, expectations and consequences. Interpretation of measures outlined in this handbook is left to the principal in each respective building.

All expectations are established for the safety of students and to create a positive and enjoyable environment for all students. Failure to follow expectations may result in loss of privileges. The severity of the act, and/or repeated failure to follow expectations, may result in the student being assigned to an alternative area for breaks and/or lunch, or other disciplinary actions may be taken.

School Day

Students may be present on school grounds before 7:30 a.m. or after 3:40 p.m. **only** when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal.

HAWK-I Insurance for Children

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the office.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

Emergency Drills

Periodically the school holds emergency fire, tornado and evacuation drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by the school nurse or certified designee. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times

and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

Student Illness or Injury at School

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

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

Student Insurance

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the district office.

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes, who do not have and cannot afford insurance, should contact the activities director.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chickenpox.

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, dental, height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Student Surveys/Screenings

No student is required, as part of any applicable program, funded by the United State Department of Education, to submit to a survey, analysis or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or student's parent or guardian;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations or beliefs of the student or student's parent or guardian

- income,(other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program),

without the prior written consent of the parent. A parent or guardian can provide written consent for a survey by completing the following form and returning it to the student's school office. [Survey/Screening Consent Form](#)

A parent/guardian may also give the school consent for small group meetings where one or more of the above topics may be covered by completing this form. [Small Group Consent Form](#)

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the following as its Level I Investigators: Angela Nelson at angela.nelson@kcsd.k12.ia.us or 641-842-2173 or Brett Sandy at brett.sandy@kcsd.k12.ia.us or 641-842-2173.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm. Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 ([AHERA](#)) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

Student Disclosure of Identity

It is the goal of the district to provide a safe and supportive educational environment in which all students may learn. As part of creating that safe educational environment, no employee of the district will provide false or misleading information to the parent/guardian of a student regarding that student's gender identity or intention to transition to a gender that is different from their birth certificate or certificate issued upon adoption.

If a student makes a request to a licensed employee to accommodate a gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records, the licensed employee is required by Iowa law to report the request to an administrator. The school administrator receiving the report is

required by Iowa law to report the request to the student's parent/guardian. During the notification the parent/guardian may approve the change or addition of the nickname. The parent/guardian may also contact the registrar or school attendance center at any time to change and/or approve the student request to be referred to something other than assigned. When possible please include the nickname and pronoun preferences on student records during the registration process.

Physical Restraint of Students

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate and search for Timeout, Seclusion and Restraint.

STUDENT ACTIVITIES

Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the office during assemblies.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions students are considered present.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

School-Sponsored Student Organizations

School-sponsored student organizations are those which are recognized by the school district and board. School-sponsored student organizations include:

Art Club

The Art Club is open to all students and is an opportunity for students to get together and discuss, work on, and build on their artistic skills. This club gives students the chance to learn from one another and explore multiple facets of artistic expression.

Camera Club

Students explore the realm of photography that cannot be covered in class. Members receive a variety of photography opportunities such as memory mates for Middle School and varsity athletics. The final experience for many students is to have their work entered into photography exhibits.

Debate

Knoxville Debate focuses on policy and public forum debate within the Central Iowa Debate League in which we weigh the benefits against the harms of creating change or maintaining the status quo in a wide field of contemporary issues relevant to the United States as a nation.

Drama Club

Drama Club provides opportunities for students to participate in all aspects of theater. Acting, Dancing, Singing, Technical, Design and Management. Each year the club produces one spring musical and hopes to be able to grow to produce other performance education to students who have a desire to pursue a career or hobby in theater.

E-Sports Club

The Esports Club allows all students the opportunity to compete in organized scrimmages, tournaments, and leagues through video games. Members will compete as a team to develop and improve their skills in whichever games they choose to compete in. As the popularity of esports continues to grow, so do the scholarship opportunities and the colleges looking to recruit players. As a member of the Esports Club you have the opportunity to receive local and national recognition for your achievements in games. Members are encouraged to attend in person meetings, log practice hours, and attend matches during the seasons they choose. Esports has 4 seasons: Fall Major, Winter Open, Spring Major, and Summer Open.

Family, Career, and Community Leaders of America (Formerly FHA)

The FCCLA Chapter is open to all high school students. Members work together on a variety of projects including working with children, nutrition, and career exploration. Members also participate with other school districts in district and state activities.

FFA

All students enrolled in an Agricultural Science class are FFA members. Students choose the outside class activities they wish to participate in as their time allows. FFA strives to develop students' potential for premier leadership, personal growth, and career success.

Gay Straight Alliance (GSA)

GSA is a club where students learn about different identities and topics within the LGBTQ+ spectrum. In addition to weekly meetings, members of the GSA have the opportunity to attend events presented by Iowa Safe Schools in Des Moines. All students are welcome to join.

Mock Trial

Students take on roles of attorneys and witnesses to perform an imitation trial. Students acquire a working knowledge of our judicial system, develop analytical abilities and communication skills, and gain an understanding of their obligations and responsibilities as participating members of our society.

[National Honor Society](#)

Membership is by election only. Juniors and seniors with a 3.25 GPA are eligible for membership. A faculty committee makes final selection after reviewing faculty recommendations based on character, leadership, scholarship, and school service. Members are required to participate in a service project that is chosen in the fall. Please click the title to access bylaws for NHS.

Science Club

Science Club is open to all students. The purpose of Science Club is to provide members with additional opportunities not available in the classroom. Older members are eligible for trips in the fall and in the summer.

Spanish Club

Spanish Club is open to all students, even ones who do not speak Spanish or who are not enrolled in a Spanish class. Members will explore the Spanish culture, language, and cuisine. We will celebrate Spanish holidays, play games, and participate in trivia. Our goal is to learn and have fun.

Special Olympics

Special Olympics works with students with disabilities to help them stay active, maintain relationships with peers, and to network with others. Students ages 8 and up are eligible to compete in Special Olympics events. Knoxville Community School District started our Special Olympics team in 2019, and competes in three events each year. If an athlete wins their event at the regional competition, they advance to a state competition. We also work to participate in Unified Sports events, where students with disabilities participate in activities alongside their non-disabled peers.

Speech

Knoxville Speech participates in the Iowa High School Speech Association in both Large Group and Individual Events. Speech provides students with opportunities for performance in a variety of categories which include acting, musical, original oratories, extemporaneous speech, the reading of poetry and prose, and expository addresses.

Student Senate

Student government organization that is elected by the student body. Student Senate is responsible for organizing Homecoming activities and holiday activities. Student Senate also addresses issues from the student body.

Trapshooting

Trapshooting is open to all students and the season is held during the spring. Trapshooting is a school recognized activity that is not sanctioned by the IHSAA or IGHS AU. Students in trapshooting are subject to the district code of conduct and state mandated scholarship rule.

Yearbook

Yearbook develops, creates, and markets the annual yearbook. This includes selling advertising space to local businesses. Yearbook meets as a regular class, but students are expected to regularly attend other school functions for the purpose of coverage.

Coding Club

In Coding Club, we explore the realms of computer science that can't be covered in the classroom. Examples of concepts that we explore are animation, game design, virtual reality, artificial intelligence, and cybersecurity. We encourage anyone who wants to learn more about those subjects, or anything related to computers to join!

Academic Club

The Academic Club was created for students who wish to participate competitively in rounds of quick recall trivia using a buzzer system for responses. There are multiple competitions throughout the year: Knowledge Bowl, Thinking Cap Quiz Bowl, Academic Bowl and more. The question subjects include math, English language

arts, science, fine arts, sports and entertainment trivia, and current events. The club meets monthly and during panther time to prepare for competitions holding practice rounds and determining teams.

Skills USA

Skills USA mission is to improve the quality of our nation's future skilled workforce through the development of SkillsUSA Framework skills that include personal, workplace and technical skills grounded in academics. Students will work on the development and construction of special projects as well as have the opportunity to compete in various construction and manufacturing skills competitions.

DECA

Instrumental & Vocal Music opportunities:

Chamber Choir, Concert Choir, Color Guard, Marching Band, Drumline, Jazz Band

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

Pep Bus

The school district may sponsor a pep bus to transport students to school activities. A fee may be charged to students riding the pep bus. Riding on the pep bus is a privilege that can be taken away.

Students who ride a pep bus must ride to and from the event on the bus. Students must ride home on the pep bus unless prior arrangements have been made with the Activities Director or the student's parents personally appear and request to transport the student home.

Student Funds and Fund Raising

Students may raise funds for school activities upon request to the Activities Director and subsequent approval by the board of education. Fundraising requests will be generally approved at the beginning of each school year. Late requests must be submitted at least one week prior to the board meeting to approve the fund raising event and at least two weeks prior to the start of a fundraising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the Activities Director or building principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may solicit funds from teachers, employees or other students before school, during lunch, or after school. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

Use of School District Facilities by Student Organizations

School district facilities are available during nonschool hours to school-sponsored and nonschool-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings

Extracurricular activities and student groups are related to the curriculum of the secondary schools in the school district. These secondary school curriculum-related student organizations may use the school facilities for meetings and other purposes before, after, and during the instructional school day.

It is the responsibility of the building principal to determine whether a student group is curriculum-related. One or more of the following questions will be answered affirmatively if the group is curriculum-related:

- Is the subject matter of the group actually taught in a regularly offered course?
- Will the subject matter of the group soon be taught in a regularly offered course?
- Does the subject matter of the group concern the body of courses as a whole?
- Is participation in the group required for a particular course?
- Does participation in the group result in academic credit?

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations will include, but not be limited to, stating the process for establishing a curriculum-related student group, assigning a faculty advisor and obtaining board approval for each student group. The administrative rules will also include the purpose of each group and its relationship to the curriculum.

Dances

Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-district students (high school only) at school dances. KHS students and non-district students (high school only) who have been asked to leave the dance for violation of district policy or rules may not be allowed to attend another dance for one calendar year. Non-district students must complete a "Request to Attend" form and produce a photo ID to be admitted to the dance.

Student Senate

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

Student Activity Tickets

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Students who cannot afford a student activity ticket should contact the Activities Director.

Student Participation in Nonschool Athletics

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season. *Such outside participation will not conflict with the school sponsored athletic activity.*

STUDENT RECORDS

Educational Records

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the Principal's office. The records contain information about the student and the student's education and may include but are not limited to the following types of records: 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.

The following persons, agencies and organizations may have restricted access to student records without prior written consent to the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials, teachers and AEA personnel with a legitimate educational interest.

2. Officials of other school in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating Federal education programs.
4. Officials connected with a student's educational financial aid applications.
5. Governmental officials to whom information is to be reported under state law adopted prior to November 19, 1974.
6. Organizations that process and evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents and legal guardians of dependent children, regardless of child's age.
9. Appropriate parties in a health or safety emergency.

Information from student's educational records, designated as directory information by the school district, may be released without the consent of parents. Parents will have an opportunity to deny the release of directory information without their consent in a notice stating their rights under federal law. This notice will be distributed annually. Directory information includes, but is not limited to, the student's name and address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level and from middle school to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Special Education records are destroyed within five years of graduation or discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any school disciplinary proceeding or court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

The purpose for the sharing of information prior to a student's adjudication is to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education. Information shared will not be used in a school disciplinary proceeding.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings, including electronic devices and school

owned lockers, desks, and electronic devices may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and,
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, electronic devices, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, bookbags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

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

Student Lockers and Desks

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

In cooperation with law enforcement, periodic building and locker searches may be conducted with the assistance of trained drug-sniffing animals. A drug-sniffing animal may not be used to search the body of a student.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Internet

Students will be able to access the Internet. Individual student accounts and electronic mail addresses will be issued to students. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students will adhere to on-line protocol:

- Respect all copyright and license agreements.
- Cite all quotes, references and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Students should adhere to the following guidelines:

- Others may be able to read or access the mail so private messages should not be sent.
- Delete unwanted messages immediately.
- Use of objectionable language is prohibited.
- Always sign messages.
- Always acknowledge receipt of a document or file.

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

Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Inappropriate material (as defined in board policy [625](#)) transmitted through district equipment and/or during the school day or that which is a substantial disruption to the learning environment may be referred to law enforcement. Students who access restricted items on the Internet are subject to the following consequences:

1st violation

Student may use iPad only during the school day.
iPad must be checked in/out in media center for period of 10 school days.
Phone call/letter home to parent (technology referral form).

2nd violation

Student may use iPad during the school day.
iPad must be checked in/out in media center for period of 10 school days.
Phone call/letter home to parent (technology referral form).

3rd violation

Student may use iPad during the school day for specific classroom work.
iPad must be checked in/out in media center for period of 10 school days.
Phone call/letter home to parent (technology referral form).
Personalized iPad usage plan with parents.

Violations Related to Care

In an effort to prevent problems, loss or damage related to iPad misuse, consequences for students who are not following the districts' iPad use and care agreements are:

- 1st violation--warning.
- 2nd violation--conference with student and letter home/phone call to parent.
- 3rd violation--conference with student and iPad may be removed from the student for a period of time determined by the building administrator. When a student's iPad privilege has been revoked, the administrator will notify the student's teachers as soon as possible so that arrangements can be made for the student's work that could be an alternate assignment.

Dress Code

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may lead to material and substantial disruptions to the school environment or present a threat to the health and wellbeing of students, employees and visitors on school grounds. Exceptions to these rules may be made when necessary to accommodate students with disabilities or those with bona fide religious beliefs which require accommodations or other unique circumstances.

1. Basic Principle: School facilities are intended to provide an environment for academic achievement. All persons present in school facilities should conform their clothing and appearance to commonly accepted standards of modesty and cleanliness. Regarding modesty, certain body parts must be covered for all students at all times. Clothes must fit and be worn in such a way that private parts are covered with opaque (non see-through) fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students **Must** Wear*, while following the basic principle of Section 1 above:

- A Top such as a shirt or blouse, with fabric in the front (chest and torso), back, and on the sides,
AND

- A Bottom such as pants/skirts or the equivalent (for example, jeans, sweatpants, leggings, a dress or shorts), AND

- Footwear with soles under the feet.

*Courses that include particular attire as part of the curriculum or for student safety (for example, professionalism, public speaking, job readiness, laboratory classes) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

3. Students **May** Wear, as long as these items do not violate Section 1 above:

- Hats. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.

- Religious headwear and other garments.

- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face must be visible to school staff).

- Fitted pants, including opaque (non see-through) leggings, yoga pants and “skinny jeans”

- Pajamas

- Ripped jeans, as long as underwear and buttocks are not exposed.

- Tank tops, including spaghetti straps; halter tops

- Athletic attire

- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students **Cannot** Wear:

- Violent language or images.

- Images or language depicting/suggesting illegal drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).

- Profanity, sexually explicit language or images.

- Images or language that creates or is likely to create a hostile or intimidating environment for other students or staff.

- Any clothing that reveals the undergarments (visible waistbands and visible straps are allowed)

- Swimsuits (except as required in class or athletic practice).

- Accessories that could be considered dangerous and therefore unsuitable for the academic environment or could be used as a weapon.

5. Dress Code Enforcement:

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1, 2 and 4 above. Students in violation of Section 1, 2 and/or 4 will be provided three (3) options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.

- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.

- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Driving and Biking to School

It is a privilege to park on school grounds. Students are to park in the student lot which is on the west side of the high school building. Students need to park in their designated areas. Students not complying with this will be subject to fine. Reckless driving (speeding/spinning tires/revving engines) is prohibited and may result in a fine and loss of parking privilege. Destruction of school property (i.e. lawn, parking lot, sign posts, trash cans) and littering is also prohibited and may result in loss of parking privileges.

Bikes, skateboards, and roller blades are appropriate ways to get to school. Students need to walk their bikes or pick up their skateboards when approaching bus loading areas and parking lots. Please park bikes in racks provided. Students will park mopeds in the east parking lot in the parking spots facing Park Street on the east side of the lot.

Hall Passes

Students must have teacher permission to be in the hallway during class.

Illegal Items Found in School or in Students' Possession

Weapons

Possession of weapons, dangerous objects (i.e. pocket knives), or look-a-likes, on school property or at school-sponsored activities, may present a serious threat to the health and safety of students, employees, and visitors. Students shall not possess nor bring these items on school property. These items shall be taken from the students immediately. Law enforcement officials may be called to assist. Parents of students found to possess these items on school property or at a school-sponsored activity, shall be notified of the incident. Confiscation of these items shall be reported to local law enforcement officials, and students will be subject to disciplinary action, including suspension or expulsion from school. Students threatening another person with injury while in possession of a weapon, dangerous object, or look-a-like shall be immediately suspended from school, referred to the police, and may be recommended to the Board of Education for expulsion. The weapons policy will attempt to remain consistent with Iowa Code and district policy when applicable.

Possession of Firearms and Explosives

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. The superintendent shall have the authority to recommend modification of the expulsion requirement 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 a weapon, or any explosive including firecrackers, incendiary or poison gas.

Weapons under the control of law enforcement personnel, or weapons, dangerous objects, or look-a-likes used in displays for educational purposes authorized by the school administration shall be exempt from this policy. The firearm and explosives policy will attempt to remain consistent with Iowa Code and district policy when applicable.

Weapons

Controlled Substances

Use or possession of, or purchase of any controlled substance, drugs, alcoholic beverages, tobacco, e-cigarettes, vapor products and look-alikes will result in disciplinary action. Use or possession of tobacco, alcohol, e-cigarettes, vapor products, look-alikes, or other controlled substances will be reported to local law enforcement authority. The controlled substances policy will attempt to remain consistent with the Zero Tolerance Policy, district policy, and Iowa Code when applicable. (Iowa Code 204, 279.8, 279.9)

Tobacco-Free Environment

The Board of Directors recognizes its responsibility to provide a healthy, safe and productive environment in which to work and learn. In meeting this responsibility, the Board directs that a tobacco-free environment be established and maintained on all school premises. Schools may use detectors to ensure a tobacco-free environment. For purposes of this policy, “premises” includes all buildings, grounds, and vehicles of the District or on school grounds. This requirement extends to employees and visitors. This policy applies at all times, including school sponsored and non-school sponsored events. Individuals failing to abide by this policy will be required to cease their use of tobacco or leave the school district premises immediately. District personnel failing to abide by this policy may be subject to disciplinary action. It is the responsibility of the administration to enforce this policy.

Cheating

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit and use of media center or iPad/device.

Electronic/Technological Devices

Any pictures taken during the school day must be in conjunction with a teacher assigned project. No picture is to be taken without the person's consent. The school is not responsible for the loss, theft, or damage of personal items. Devices which allow students to send or receive personal messages that would contribute to cheating, access the Internet, take pictures, and/or create an educational disruption may be prohibited.

Cell phones with cameras and other portable handheld technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of handheld technology devices in school locker rooms or restrooms.

Inappropriate use of a device or a prohibited item will be taken away from the student and returned at a later date. Typical response to infractions of electronic use will be for the student to give the item to the staff member to be turned into the office. The student may retrieve the item at the end of the day for first infractions. Second infractions require a parent to pick up the item. Third infractions may result in suspension. Inappropriate use of a personal electronic device will result in discipline up to a recommendation to the board for expulsion. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately. Electronic devices may be turned over to law enforcement and may be subject to search by law enforcement and/or administration.

Posting of Information

Students who wish to post or distribute information on school grounds must receive permission from the principal prior to posting or distribution of the material. This applies whether the information deals with school-sponsored or nonschool-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Initiations, Hazing or Harassment

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, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status; and which creates an objectively hostile school environment. Harassment against employees based upon the employee's race, color, creed, gender, sexual orientation, gender identity, national origin, religion, age, or disability is 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:

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

"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 of students may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical, or written harassment, bullying, hazing, or other victimization.
- Repeated remarks of a demeaning nature.
- Implied or explicit threats concerning one's grades, achievements, property, etc.
- Demeaning jokes, stories, or activities directed at the student.
- Unreasonable interference with a student's performance.

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:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student;
- 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.

Hazing shall mean any conduct or method of initiation into any student organization/activity by student(s) or other person, whether on public or private property, whether voluntary or forced, which willfully or recklessly endangers the physical or mental health of any student or person. Such conduct shall include:

- *whipping, beating, branding,*
- *forced calisthenics,*
- *exposure to the weather,*
- *forced consumption of food, liquor, beverage, drug, or other substance*
- *any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation*

Any student who organizes or willfully participates in Hazing/Initiation activities will be subject to consequences including code of conduct violation, Suspension, or Expulsion. Any person(s) who witness such actions are duty bound to report actions to school officials. Failure to do so could result in disciplinary action.

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:

- 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
- 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 which may include suspension or expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures which may include termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures which may include exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The district's investigative officer for claims of bullying and/or harassment or designee will be responsible for handling all complaints by students alleging bullying or harassment. The district's investigative officer for claims of bullying and/or harassment or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop

procedures regarding this policy. This team is also responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent and principals shall provide an annual report of alleged bullying/harassment incidents to the board.

Student Complaints

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 5 school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within 5 days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to be placed on the board agenda. The board determines whether it will address the complaint.

Student Publications

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the district website. (Board Policy [553](#))

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:

- obscene;
- libelous;
- slanderous; or
- encourages students to:
 - ✓ commit unlawful acts;
 - ✓ violate school district policies, rules or regulations;
 - ✓ cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - ✓ disrupt or interfere with the education program;
 - ✓ interrupt the maintenance of a disciplined atmosphere; or
 - ✓ infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

STUDENT SCHOLASTIC ACHIEVEMENT

Grade Reports

Students have access to progress reports in the form of electronic report cards at the end of each quarter and/or semester through Infinite Campus. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within 2 weeks after the start of the next

quarter/semester. Extensions may be granted by the teacher with the permission of the principal. Failure to finish incomplete assignments may result in a failing grade and loss of credit for those particular assignments.

KCSD Grading Scale

A+ 97% - 100%	B+ 87% - 89%	C+ 77% - 79%	D+ 67%- 69%	F 59% and below
A 94% - 96%	B 84% - 86%	C 74% - 76%	D 64%-66%	
A- 90% - 93%	B- 80% - 83%	C- 70% - 73%	D- 60%-63%	

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time.

Standardized Tests

Students are given standardized tests. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless they are excused by the principal.

FAST-Fall, Winter, Spring
ISASP- Spring

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction (Board Policy [613](#)).

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the Superintendent of Schools for information and forms.

<https://www.educateiowa.gov/pk-12/options-educational-choice/open-enrollment>

Dual Enrollment Students

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the district office for dual enrollment paperwork and the building in which the student attends for scheduling. [Dept. of Education: Private Instruction \(Homeschooling\)](#)

Class Loads

High school students must be registered for at least 8 classes per semester unless prior permission is granted by the principal.

Adding/Dropping Courses

Students who wish to add or drop a class must do so within 2 days after the start of the term. The counselor's permission is necessary to add or drop a class.

Honor Roll and Academic Honors

The school district honors students who excel academically.

All students who earn a 3.0-3.9 G.P.A. ("B" average) will be listed on the "B" Honor Roll. Students who earn a 4.0 G.P.A. (all "A's") will be listed on the "A" Honor Roll. The honor roll will be published each semester.

ACADEMIC HONORS

HONORS GRADUATES--If a student receives an A or B in 15 honors courses and has an overall GPA of 3.00 or above, that student will be designated an "Honor Graduate" and receive an "Honor Diploma." Honors courses are designated in the Syllabus.

HONOR K AWARDS--Will be made to seniors in May of each school year. Points are earned through participation in the various extracurricular activities and service to the school throughout the years in senior high. Seniors with 75 points or more receive these awards.

BLACK K AWARD--Will be made to seniors that accumulate ten varsity letters for athletic participation during high school. Letters must be earned in a state sanctioned athletic activity to count towards the Black K. Letters earned as a manager, statistician, cheerleader, or drill team member will not be counted toward the Black K.

Code of Conduct

Knoxville Community School District will enforce the Code of Conduct (Good Conduct Policy) to maintain a high standard for eligibility to participate in student activities

STATEMENT OF PHILOSOPHY

Participation in school activities is a privilege. School activities promote additional interests and advance abilities in the students during their school years and for a lifetime.

Students who participate in extracurricular/co-curricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular and co-curricular activities must conduct themselves in accordance with board policy.

The extra-curricular, co-curricular, school sponsored activities, elected and honorary positions are part of the total educational program which provide youth with unique opportunities to develop desirable qualities such as: principles of justice, fair play, good sportsmanship, respect for rules and authority, respect for others, respect for one's own health and physical well-being, development of leadership, group pride, teamwork, self-discipline, and values of self-sacrifice. This school district recognizes that rules and regulations concerning the decorum and conduct of the student body will vary with the times and mores of the community. It is the policy of this school district that participation in any extracurricular or co-curricular activity is a privilege. Therefore, certain kinds of conduct shall be deemed inappropriate to the generally accepted standards acceptable to the school district.

All extracurricular and co-curricular activities are covered under Board Policy [550](#), including but not limited to: athletics, cheerleading, drill team, instrumental and vocal music performances*, drama productions, speech contests, FCCLA, National Honor Society, Trapshooting, Camera Club, all clubs (e.g. Art Club, Science Club), all honorary and elected offices (e.g. Homecoming Court members**, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, or any other activity where the student represents the school district outside the classroom.

*If the student is required to perform as part of a grade (e.g. band or chorus), and that student violates the Code of Conduct, the student may either be allowed to participate or withheld from participation but without any impact on the student's grade for the course.

**To be eligible to be part of any honorary or elected office (Homecoming Court, class officer, student government officer, club officer) a student cannot be serving a Code of Conduct (550) suspension at the time of the election, nor have one on their record to be served. A student that is determined to have violated the Code of Conduct (550) after being selected as a member of the Homecoming Court will be removed immediately.

In view of the above statement, coaches or sponsors as employees of the Knoxville Community School District will enforce the following policies and procedures relative to standards for participation in extracurricular and co-curricular activities through the calendar year both in and out of school.

DETERMINATION OF VIOLATION

A student violates this policy (550) when the student is:

1. Found to have committed a public offense by a court of law, or
2. Formally charged with a criminal offense or ticketed by law enforcement (excluding minor traffic violations),
3. Admits to violating one of the standards described in this policy, or
4. Observed by the coach, sponsor, or law enforcement personnel, engaging in a violation, or
5. When the administration receives credible information to support a determination that the student violated the Code of Conduct

STANDARDS AND SANCTIONS—ATHLETICS

ARTICLE I

Athletes or team personnel (managers, statisticians, video personnel as examples) who are found guilty of use, possession, or purchase of any controlled substance, drugs, alcoholic beverages, tobacco, e-cigarettes, vapor products and look-alikes will be subject to a Good Conduct violation; "use" includes having the odor of alcohol or tobacco on one's breath.

Athletes or team personnel that engage in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s) will be subject to a Good Conduct violation.

Athletes or team personnel that are suspended (in or out) from school for a total of five or more days total during the school year will be subject to a Good Conduct violation. Any additional incidents in a school year that results in a suspension (in or out) will be considered another violation of this Good Conduct policy. If in subsequent school years, a student again accumulates five days of suspension, the sanction will move to the next level. If a Good Conduct violation causes a student to be suspended, and these additional suspended days push the student's days suspended total past 5 - the student will not receive the additional Good Conduct violation for surpassing 5 days of suspension.

**NOTE: Each act may be considered a separate violation even if a series of acts occur on a single occasion. All aggravating and mitigating circumstances will be considered when making a determination.*

- A. Upon the establishment of guilt, first offense of any of the above during their middle school/high school career, the student shall be suspended for 33% of the contests in his or her sport or activity.
- B. Upon a second offense during their middle school/high school career, a student shall be suspended for 66% of the contests in his or her sport or activity.
- C. Upon a third offense during their middle school/high school career, the student shall be suspended from all sports/activities for one calendar year.
- D. Upon a fourth offense during their middle school/high school career, the student will be suspended from participating in athletics/activities for the rest of his/her middle school/high school career. A student may petition the activities director and/or the principal for reinstatement after serving a minimum of one calendar year of ineligibility. If reinstatement is considered, the student will have to complete all stipulations before a final decision is reached.

In the event a student regains their eligibility for softball or baseball, that student may begin playing in contests immediately and will not need to wait until the end of all spring state tournaments.

ARTICLE II

This policy is not to be construed as the only policy governing those involved in athletics. The individual coach may have rules and regulations over and above these and may enforce them. Also, students involved in both athletics and co-curricular activities (including elected and honorary offices) will have sanctions enforced in both areas with each violation. When students are participating in multiple sports at the same time, the percentages of ineligibility for the 1st and 2nd offenses will be applied to each sport they are participating in.

NOTE: When a student athlete participates at more than one level of competition in a sport (e.g. junior varsity and varsity) the period of ineligibility is measured against the higher level of competition at which the student athlete participates. The period of ineligibility will be served at that level of competition and will include all other games/meets in the interim at any level of competition. If the higher level of competition plays an abbreviated schedule (e.g. sometimes only a few games may be scheduled at the junior varsity level in a sport which generally schedules several more games) the period of ineligibility will be measured against the full schedule of the lower level competition.

STANDARDS AND SANCTIONS—STUDENTS PARTICIPATING IN CO-CURRICULAR (NON ATHLETIC EXTRACURRICULAR) ACTIVITIES

ARTICLE I

Students who are found guilty of use, possession, or purchase of any controlled substance, drugs, alcoholic beverages, tobacco, e-cigarettes, vapor products and look-alikes will be subject to a Good Conduct violation; "use" may be established by having the odor of alcohol or tobacco on one's breath.

Students that engage in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s) will be subject to a Good Conduct violation.

A student that is suspended (in or out) from school for a total of five or more days during the school year will be subject to a Good Conduct violation. Any additional incidents in a school year that results in a suspension (in or out) will be considered another violation of this Good Conduct policy. If in subsequent school years, a student again accumulates five days of suspension, the sanction will move to the next level. If a Good Conduct violation causes a student to be suspended, and these additional suspended days push the student's days suspended total past 5 - the student will not receive the additional Good Conduct violation for surpassing 5 days of suspension.

Each act may be considered a separate violation even if a series of acts occur on a single occasion. All aggravating and mitigating circumstances will be considered when making a determination.

- A. Upon the establishment of a violation, first offense of any of the above during their middle school/high school career, the student will have a period of three weeks of nonparticipation when the organization is active and include at least one performance. The instructor/sponsor will decide if the student is to attend practice.
- B. Upon a second offense during their middle school/high school career, the student will have a period of nine weeks of nonparticipation when the organization is active and include at least two performances. The instructor/sponsor will decide if the student is to attend practice.
- C. Upon a third offense during their middle school/high school career, the student will have a period of one calendar year of nonparticipation when the organization is active. The instructor/sponsor will decide if the student is to attend practice.
- D. Upon a fourth offense during their middle school/high school career, the student will be suspended from participating in athletics/activities for the rest of his/her middle school/high school career. A student may petition the activities director and/or the principal for reinstatement after serving a minimum of one calendar year of ineligibility. If reinstatement is considered, the student will have to complete all stipulations before a final decision is reached.

ARTICLE II

This policy is not to be construed as the only policy governing those involved in athletics or co-curricular activities. The individual sponsor or coach may have rules and regulations over and above these and may enforce them. Also, students involved in both athletics and co-curricular activities (including elected and honorary offices) will have sanctions enforced in both areas with each violation.

PERIOD OF SUSPENSION--ATHLETICS

Suspension shall begin immediately if the activity is in season. If the period of suspension is longer than the remaining season, it will carry on to the next season or the next activity in which the student participates. The amount of remaining ineligibility will be based on the percentage of ineligibility completed during the current season. Periods of ineligibility will carry to the post season tournament series if the period of ineligibility has not been completed. The student will be eligible again when the required number of playing dates has been satisfied.

If the violation occurs prior to the season, the suspension will begin on the first day of scheduled contests for his/her next immediate season. Students must continue to practice and travel with the team during the period of suspension, but may not dress for games. Students cannot participate in scrimmages against other schools, but scrimmage dates do not count towards ineligibility.

The period of suspension will be determined on the basis of the number of regular season playing dates. The number of playing dates will be divided by the length of the suspension and a date of eligibility will be established. The term contest used in this Code will be interpreted as playing dates. Students that are serving ineligibility for the state's No Pass-No Play academic rule and also have Good Conduct ineligibility will serve those punishments consecutively, not concurrently.

**NOTE: Any athlete regaining his/her eligibility in a sport must complete the full season in that sport unless he or she is unable to do so because of an injury. The student must finish the season in 'good-standing' with their coach for the ineligibility to fully go away.*

APPEALS PROCESS

Any student who is found by the Activities Director to have violated the Good Conduct Rule (550) may appeal to the Principal. Written contact with the Principal asking for appeal must be within three (3) school days of the Activities Director's decision. A student may seek further review of the Principal decision by the school board by filing a written appeal with the board secretary within three (3) school days following the Principal's decision or by 4:00 PM on the Friday before the next regularly scheduled board meeting, whichever is sooner. The board will hear the appeal no later than the next regularly scheduled board meeting.

**NOTE: A student is still required to submit a written appeal request by 4:00 PM on the Friday before the next regularly scheduled board meeting even if the Principal's decision is made on Thursday or Friday.*

The review by the board will be in closed session unless the student's parent (or the student, if the student is eighteen or older) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule (550) or the penalty is in violation of the Handbook Rule or Board Policy.

The student shall be suspended from activities while his/her case is pending.

**NOTE: If the Principal is part of the initial ruling/determination that a Good Conduct violation occurred - the appeal should go to the Principal's direct supervisor.*

OTHER PROVISIONS

EVALUATION AND TREATMENT

A student who has a second violation of the alcohol, drug or tobacco provision of the Code of Conduct Policy - if the 1st violation was also for violating the alcohol, drug or tobacco provision of the Code of Conduct Policy - may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse care provider. All evaluations and treatments will be at the student's parent/guardian expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the care provider to report back to the superintendent or designee regarding

recommendations for treatment or follow-up care, the student's athletic suspension for the second violation may be reduced from 66% of a season to one-third (33%) of a season. This reduction is not available for first or third, or subsequent violations. The student's co-curricular suspension for the second violation may be reduced from nine weeks and at least two performances to five weeks and at least one performance.

ADMISSION PRIOR TO INVESTIGATION (SELF-REPORT)

If a student comes forward to a coach, administrator, or activity sponsor of Knoxville Community School District to admit (self-report) within 72 hours of violating the Code of Conduct and the admission is prior to being questioned by the administration, or prior to any other report being made to the administration regarding the alleged conduct, (the student's athletic suspension may be reduced up to one half of the original penalty for a first offense).

BEHAVIOR AGREEMENT FOR 3RD VIOLATION OFFENDERS

A student who has committed a 3rd violation of this Good Conduct policy may seek to reduce the penalty by entering into a Behavior Agreement. The Agreement shall be in writing and shall include, but not be limited to, an oral apology for the student's behavior to affected parties, restitution where appropriate, and a presentation before students in the elementary and/or middle schools regarding the inappropriateness of the student's behavior. Presentation materials must be approved by all administrative parties in advance of the presentation. The degree of reduction of the penalty in such situations shall rest with the administrator, but in no event shall the reduction exceed one-third (4 months) of the penalty.

TRANSFER STUDENTS

If a student transfers in from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of the Code of Conduct in the previous school or school district, the student will be subject to the Knoxville Community School District Code of Conduct and its consequences and will be penalized based on the length of suspension already served in his/her previous district.

SCHOOL CONSEQUENCES

If a student commits a violation of the Code of Conduct while on school grounds or at a school event or activity off school grounds, that student may receive school consequences (e.g. detention, suspension) as outlined in the Behavior Expectations section of the student handbook in addition to the sanctions described in this policy.

In the event that a situation occurs which is not specifically covered in this code, the Principal or the designee will provide a ruling based upon the intentions of the code.

If a student engages in conduct that would be considered a felony under the criminal code, the student may be suspended indefinitely from any extracurricular or co-curricular activities.

If a student commits a violation of the Code of Conduct policy while at a school dance, they will be subject to a Good Conduct violation and they will also have a 1 year ban on attending school dances.

KNOXVILLE MIDDLE SCHOOL/KNOXVILLE HIGH SCHOOL

This policy applies to both Knoxville Middle School and Knoxville High School activities. Once a student's 8th grade year is done, their Good Conduct record resets and they start their high school career with a clean slate. Students that just completed 8th grade are considered high school students for Good Conduct policy tracking

purposes the minute their 8th grade school year ends. Eighth grade students that are participating in high school baseball or softball are considered high school students when those seasons begin.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Middle School Policy

All graded, co-curricular, and non-graded activities will be subject to this policy. Eligibility will be evaluated approximately every two weeks, and Ineligibility Reports will be mailed home. Each semester, students will be granted a warning that results in a grace period of two weeks. The warning will apply to the first eligibility period the student is declared ineligible.

A student who receives a failing grade, in any class, on their report card, progress report, or bi-weekly eligibility list will be considered ineligible to participate in contests and performances for at least a period of two weeks. Please contact the middle school office for a copy of the grading schedule. The classroom teacher will make a phone call or send an email to the parents of any student failing at the time reports are calculated.

A student may regain their eligibility through the following:

- Eligibility may be regained only after the two- week period has expired.
- Grades in all classes will be checked at the end of the second week following the student having been declared ineligible.
- If the grades meet the eligibility requirements, the student will become eligible on the next eligibility date.
- If the student is required to perform as part of a grade (e.g. band or chorus), the student may either be allowed to participate or be withheld from participation without any impact on the student's grade for the course. The instructor will make the decision regarding participation.

A student who participates in high school baseball or softball at the conclusion of their 8th grade year must meet the requirements of the high school's eligibility policy.

High School Policy

The State Board of Education, which adopts all the rules in chapter 36, only has authority from the Iowa Legislature to adopt eligibility rules for students who compete in interscholastic athletics. (See Iowa Code section 280.13.) The IHSSA (speech – www.ihssa.org) and IHSMA (music – www.ihsm.org) set their own rules. Competitive dance, drill teams, cheer squads, etc., are not "sports" sanctioned by either the IHSAA or the IGHSAU; therefore, local policy alone dictates the eligibility requirements of participants in those activities.

In order to be eligible for extracurricular and co-curricular activities at Knoxville High School (KHS), students must have passed all credited subjects the previous term. KHS will adhere to guidelines on the "Scholarship Rule" 36.15(2). If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded the contestant is ineligible to dress for and compete in the next contest/performance/competition in which the contestant is a contestant for 30 consecutive calendar days. For determining eligibility there are four grading periods as follows: (1) First term (2) Second term (3) Third term (4) Fourth term. This policy will also govern any student that serves in a support capacity to an athletic team (i.e. manager, statistician, video).

Per the Scholarship Rule, students are required to serve a period of ineligibility of 30 calendar days in their next sanctioned IHSAA or IGHSAA sport. Team managers/statisticians/videographers, and cheerleading, dance, and trapshooting are not sanctioned activities governed by the IHSAA or IGHSAA. Students subject to the Scholarship Rule participating in cheerleading, dance, or trapshooting or team managers/statisticians/videographers who do not participate in or do not have any history of high school participation in a sanctioned sport will be required to serve their 30 day consequence in cheerleading, dance, or trapshooting or the sport in which they are a team manager/statistician/videographer.

Students subject to the Scholarship Rule who are bonafide participants in a high school sanctioned sport will be allowed to participate fully in cheerleading, dance, or trapshooting or the sport in which they are a team manager/statistician/videographer with the understanding that they will serve their 30 day consequence in their next sanctioned sport. *Bonafide participants are defined as participating and finishing in a high school sport during the season immediately previous to receiving the failing grade.* If the student decides not to participate in or does not have the opportunity to participate in a sanctioned sport, they will be required to serve their 30 day consequence in the next season of cheerleading, dance, or trapshooting or the sport in which they are a team manager/statistician/videographer.

Students that participate in band and/or choir that fail a class after a grading period will have their 30 calendar days of ineligibility start on the first school day after the grading period ends. Students are able to participate in a performance/contest during their 30 days of ineligibility if that performance is part of their grade for band/choir class. Students that participate in band and/or choir may have separate 30 day ineligibility periods to serve depending on what sports they participate in due to the nature of the State governing bodies setting the Scholarship Rule.

At the end of each grading period, if a student has an Incomplete to make-up that will be considered failing a class for ineligibility purposes. Once the Incomplete has been made to a passing grade, the student will regain eligibility.

Students who are dropped from a class for any reason will be given a W to indicate that the student was withdrawn from the class. **A withdrawal from class will be considered a failing grade for the purpose of determining eligibility and the student will be subject to the Scholarship Rule consequences.**

A student with a disability who has an individualized education program shall not be denied eligibility on the basis of the Scholarship Rule if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

Postsecondary Enrollment Options

Students in grades nine through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities.

The school district may pay up to \$250 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. Summer school classes, however are eligible for credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district.

Students interested in participating in this program should contact the high school guidance counselors.

Early Graduation

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the high school principal for early graduation. Students must apply at least one semester prior to the completion of the graduation requirements.

Students who graduate early become alumni of the school district and are not allowed to participate in school activities except for prom, senior awards, the senior picnic, and graduation ceremonies.

Graduation Ceremony

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony. **ALL** student fees and fines must be paid prior to the graduation ceremony in order to participate.

MISCELLANEOUS

Telephone Use During the School Day

Generally, students receiving telephone calls during school hours will not be called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

School Announcements

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission, in advance, from the principal.

Visitors/Guests

Visitors to the school grounds must check in at the school office and present a photo ID. This ID will be scanned into the RAPTOR system for all visitors entering the building and traveling past the office area. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit and the guest must sign in.

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record. Student's legal name will be used on all official school documents.

Open Gym During Non-School Hours

Open gyms are to take place after all activities in the gym have been completed for the day and they shall not be held at times that conflict with other activities. Open gym must be supervised by appropriate personnel. Paid and board approved volunteer coaches are reminded it is illegal to instruct during open gym times while having an open

gym for an out of season sport.

Cafeteria

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. Food cannot be taken outside of the cafeteria without adult permission.

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Persons riding in school district vehicles shall adhere to the following rules: 1. ALWAYS RESPECT the bus driver and others on the bus 2. STAY SAFE - Face forward in your seat and keep your hands to yourself and keep the aisle clear 3. DO NOT throw or hang anything out of the window 4. NO yelling, screaming or using any inappropriate language and/or gestures 5. NO gum, food or drink 6. NO WEAPONS of any kind

Show your PANTHER PRIDE while riding the bus. Be Safe, Be Respectful, Be Responsible!

The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations. District behavior expectations are expected to be followed while riding in school vehicles.

Media Center

The school media center is available to students during school hours. The media center is a place for study and research. Students are expected to conduct themselves as if they were in class while in the media center.

Lost and Found

Lost and found items will be kept in the respective schools. Please see office for assistance when missing items.

Guidance Program

The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

Citizenship

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

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

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal.

ELEMENTARY INFORMATION

West Return to Learn Plan & Northstar Return to Learn Plan 2020-21 Plans - created 2020-22

Introduction

The district's philosophy promotes creating a learning environment that is centered on being a caring, cooperative atmosphere. We want your child to be excited to come to school because it's a place where he/she feels welcome, happy, and successful! We acknowledge the influence of our students' families in the educational process. This handbook is meant to inform students and families about policies and procedures to maintain a safe and secure environment. In this partnership between the school district and you in educating your child, we expect you to discuss the contents of this student handbook with your child. Many of these items may be new to children. You, as the parent, are the one best equipped to discuss the items with your child.

Healthy Kids Act (2009)

All physically able students in grades K-5 shall engage in physical activity for a minimum of 30 minutes each school day. This requirement may be met through recess and/or physical education classes.

Enrollment

Students enrolling in Kindergarten must be five years of age by September 15 of the school year. Proof of birth (such as a birth certificate) and a record of immunization will be required upon registration. Teacher requests are not accepted. If you have a legal reason why your child cannot be in a specific teacher's class, please follow up with the principal to share that documentation in order to facilitate a change in placement.

Arrival/Departure

Students being dropped off/picked up from school by parents or caregivers will say goodbye to those adults outside the building. In an effort to encourage independence, students will be expected to walk into the building with peers or a staff member. The only exception to this is for preschool students. Preschool students are to be walked to their classroom by an adult or met by a staff member to be walked to the classroom.

West Elementary preschool students will enter through the north door. Parents/guardians who wish to drop off K-2 children in the drive on the east side of West Elementary and the west side of Northstar Elementary must remain in their vehicle at all times and not block traffic. Any parent or guardian who wishes to walk to the school door with their child must park in a parking lot designated for parking.

Communications to and from School

When sending a note or money to school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or the money. Also, the school regularly communicates general information via email for all students for whom we have email addresses. Teachers also send notes and papers home with students. Parents need to remind their child to notify teachers of notes that are being returned. Parents are responsible for knowing the contents of the notes or papers sent home.

The Panther Press is the district's newsletter and is accessed through the [district website](#). West Elementary and Northstar Elementary also have their own Facebook and Twitter accounts where parents can access information.

Recess and Playground Rules

The playground is an important part of our educational setting. We want students to enjoy their breaks with their peers. The school and parents can work to help students have positive experiences on the playground. If a student is repeatedly having problems, the parents will be notified. If your child is having a problem on the playground,

please make sure the school is aware of it. At all times students should- *Do Their Panther Best: Be Safe, Be Respectful, Be Responsible*. At recess, this would include but isn't limited to:

1. Good sportsmanship will be shown at all times.
2. Hitting, roughhousing, or physical abuse of others is not allowed (no body contact games).
3. There is to be no fighting, unacceptable language, or spitting.
4. A student who needs to leave the playground for any reason must request permission from a supervising adult before leaving the area.
5. Treat all recess supervisors with respect.
6. Equipment is to be used in a proper manner for student safety and to maintain district resources
 - One student per swing, with no sideways swinging or twisting the chains.
 - No running between the swings.
 - No jumping off equipment or from one piece of equipment to another.
7. No sliding on ice or throwing snow during winter months.
8. Snow, rocks, tire chips and playground surface, etc. will remain on the ground.
9. Playground equipment is provided by the school and we request if toys are brought, it becomes the student's responsibility if the toys are stolen or lost. Also, absolutely no look-a-like weapons. Violation of this policy shall result in confiscation of the "weapon" and detention or suspension, depending upon student's disciplinary history. (Code 502.6)

All students will be required to go outside for recesses, weather permitting. Please make sure they have the proper clothing during cold weather. If you feel your child should not go out because of illness, send a note stating that. A statement from the doctor will be needed if you want your child to stay in more than 1 day. During extremely inclement weather, wind chill of below 15 degrees (preschool only) and below 0 degrees (K through 5th grade), recess will be inside. Wearing coats/jackets is advised, even during the spring and fall seasons. During these seasons, weather is unpredictable, so having a jacket available is important, especially in the chilly mornings. When the temperature feels like 60 degrees or above, students may choose not to wear the coat/jacket. The principal or a teacher may detain a student from a recess privilege because of conduct or academic problems. Dress should be in accordance with the weather. When the black top is snowy or muddy, students are asked to wear boots or overshoes. Younger students could bring extra pants and socks to school during winter and spring months. Hats and gloves should be worn as needed.

School Bus Expectations

The Knoxville CSD has implemented a district wide approach in regards to expected behaviors within our schools and transportation department. The school buses are an integral part of the school day and an extension of the school building. For many students, the bus driver is the first staff member to greet them each day and get the day off to a good start. A positive experience on the bus will lead to a more positive day for learning.

Bus Expectations

BE SAFE	Stay seated Sit appropriately and face forward Keep food and drink in backpack Keep hands and feet to self
BE RESPECTFUL	Use indoor voice Use appropriate language Address bus driver appropriately
BE RESPONSIBLE	Pick up your area Report problems to an adult

The Bus Expectations we will follow are pictured to the right, and they will be posted at the front of each bus. We want students to Be Safe, Be Respectful and Be Responsible to each other, themselves and the adults with whom they work. These are general expectations for appropriate bus behavior to allow for the drivers to focus on providing a safe commute to and from school.

Along with the expectations, a process has been made to help determine an appropriate consequence for the student's choice of behavior. The Bus Triangle, pictured to the right, shows a tiered system of behaviors. Minor behavior choices may be handled by a simple warning, while continued minor choices or major behavior choices may lead to a Red Card. If a student receives two Red Cards, he/she will be assigned a seat for five days. Two Assigned Seat Infractions will be a five-day bus suspension and two Bus Suspensions will lead to a 30 day bus suspension.

Our goal is for all students to be aware and understand the importance of making good choices at school and on the bus routes. If you have any questions, please feel free to contact the bus barn, 842-3313 or any building office.

Birthday Treats/School Parties

The only parties which we observe at school will be student/teacher planned. We recognize that students enjoy bringing treats to their classmates for these parties. If your child is interested in bringing a treat for a party, we ask that you contact your child's teacher in advance to make arrangements. In this way, we can manage the amount of food items that are brought in for any given celebration. We would like to encourage students to bring healthful foods which are low in salt, fat, and sugar. We also recognize students enjoy treating their classmates on their birthdays. Another acceptable option to bringing food as birthday treats would be to donate a book or game to the room which all students can enjoy. (Parents who have objections to their child participating in holiday parties because of religious beliefs should notify the child's teacher in advance). ALL TREATS NEED TO BE PURCHASED AND PRE-PACKAGED WITH AN INGREDIENT LABEL RATHER THAN HOME-MADE. THIS IS DUE TO CONCERNS FOR FOOD SAFETY AND FOOD ALLERGENS.

Invitations to Parties

Student invitations to birthday parties and other special occasions (which are not school sponsored) should not be distributed at school, unless the entire class is receiving an invitation to the occasion.

School Supplies

OFFICE HOURS

The school office is open from 7:30 AM until 3:30 PM.

- o Northstar Elementary 641-842-6527
- o West Elementary 641-842-2185

West Elementary	Northstar Elementary
Breakfast begins to be served 7:30, (Mon.-9:30)	Breakfast begins to be served 7:30, (Mon.-9:30)
Student can start entering the building 7:55	Student can start entering the building 7:55
School Start Time 8:05, (Mon.- 10:05)	School Start Time 8:05, (Mon.- 10:05)
School Day Ends 3:25	School Day Ends 3:25

MEAL AND MILK PRICES

When depositing money into your child's account for meals or milk, please use JMC or send your check or cash to school in an envelope. On the outside of the envelope put your child's name, the amount of money enclosed, and the date. Here are the costs of meals and milk. **Adults wishing to eat lunch with students should let the school office know by 8:30 a.m.**

- Breakfast Student \$2.25 Breakfast Adult \$3.00
- Lunch Student (K-5) \$3.00 Lunch Adult \$4.50

WAIVER OF STUDENT FEES

- A. A student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition Program, the Family Investment Program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
- B. A student will be granted a partial waiver of fees by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition Program.
- C. A student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents experience financial difficulty. Temporary waivers may be applied for at any time throughout the school year.
- D. Parents or students eligible for a fee waiver shall make annual application on the form provided by the school district. Applications may be made at any time but must be renewed annually.

STUDENT RESPONSIBILITIES

Students are responsible for:

- 1. Coming to school every day on time.
- 2. Going to all classes and doing the work to the best of their ability.
- 3. Asking teachers for help when needed.
- 4. Caring for books, supplies, and all school property.
- 5. Following school rules, teachers, and staff.
- 6. Being respectful to all students, teachers and staff.
- 7. Not using words that may offend others.
- 8. Being neat and clean.
- 9. Acting in a way that will help all students to learn.
- 10. Avoid fighting or hurting other students; keep hands, feet, and objects to self.

STUDENT RIGHTS

All students have the right to:

- 1. Learn.
- 2. Be protected from physical or verbal abuse or sexual harassment.
- 3. Receive help with studies, but to learn to develop the ability to work independently.
- 4. Learn to make decisions.
- 5. Know the reasons for any disciplinary action taken against them.
- 6. Be informed of the school rules, regulations, and discipline policies.
- 7. **FREEDOM OF EXPRESSION:** Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency. The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as not to disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

PARENT RESPONSIBILITIES

Parents of elementary children are responsible for:

- 1. Checking with the office before coming to visit the classroom.
- 2. Seeing that their children attend school regularly.
- 3. Seeing that children arrive at school on time, but not before the designated time, and picking children up at the designated dismissal time.
- 4. Understanding the responsibilities of the teacher, who takes the place of parents during the school day.

5. Seeing that children are neat and clean. During winter months, warm clothing and suitable outerwear for outdoors should be provided.
6. Supporting the rules of the school, the district and the community.
7. Safeguarding their children's health by making sure that children go to the doctor and dentist with regularity.
8. Attending school conferences and other activities, when possible.
9. Planning a time and place, with supervision, for children to do homework.
10. Talking with children and the teacher about school and report cards.
11. Cooperating with the school regarding the discipline policy.
12. If you have religious beliefs that preclude your children participating in certain activities at holidays, or other times during the year, let us know so that we can make special arrangements.

PARENT RIGHTS

All parents have the right to:

1. Expect a classroom atmosphere that allows quality education.
2. See their child's school records.
3. Be informed of student attendance, learning or behavior problems.
4. Share student's right to be told why the child is being disciplined.
5. Share in school activities.
6. Receive regular reports on their child's progress in learning.
7. Schedule a meeting time that is conducive to a private discussion with a teacher, professional school counselor or principal about any concerns or questions they may have.

TEACHER RESPONSIBILITIES

Teachers of elementary students are responsible for:

1. Providing the best possible education and a quality classroom climate which allows for learning to take place.
2. Respecting all students and parents.
3. Being available to talk with staff, parents, and students, especially about class work and discipline.
4. Enforcing the rules of the school courteously, consistently, and impartially.
5. Addressing disciplinary problems; quickly, firmly and impartially.
6. Helping with discipline outside of the classroom, in the halls, the rest rooms, and on the school grounds.
7. Teaching respect for community property and good citizenship.

TEACHER RIGHTS

All teachers have the right to:

1. Expect children to behave properly.
2. Be respected by students, parents and other staff.
3. Protection from physical harm, assault or theft of personal property.
4. Excuse a student from a class when that student is disrupting the education of others.
5. Call for a parent/teacher conference when a student violates the discipline code or is having trouble doing his or her class work.

LUNCHROOM BEHAVIOR

Students are expected to conduct themselves in an orderly and mannerly fashion while in the lunchroom. Please stress to your child the importance of eating a healthy meal.

Expectations:

1. Students will proceed through the lunch line and carry their trays to the condiments cart to choose additional items, then go to the table as directed by the supervisor.
2. Students will keep all food items on their own trays, and will display appropriate manners by keeping hands and feet in their own personal space.
3. Student conversation will be at an "inside voice" level in order to maintain functional noise levels within the lunchroom.

4. If assistance is needed, a student will raise his/her hand and gain help or permission from the supervisor.
5. When students are dismissed, they are expected to walk to the area to clear and stack their trays.
6. Students will follow directions from the lunchroom supervisors.

ARRIVAL/DISMISSAL

Students arriving at school before the bell rings for classes to begin should go directly to the playground until breakfast begins at 7:35am. To assist you in determining whether the weather conditions warrant coming into the building upon arrival, both elementary buildings are using the flag system. The yellow flag signifies good weather and students remain outside; black flag indicates that students will come inside.

Please follow the instructions provided below for dropping off/picking up students including drive-up and parking procedures. Parents are expected to wait outside until the students are dismissed to reduce the amount of traffic in our hallways and to ensure that your child gets where he/she needs to go at the end of the day.

West Elementary	Northstar Elementary
<p>Drop Off/Pick Up: Preschool~After 8:00, students may be dropped off at the preschool door on the north side of the building. A staff member will meet your child at the door of your vehicle as you arrive and stop. At the end of the session, students will be escorted to cars to meet their parents/caregivers.</p> <p>K-2~Vehicles enter the north end of our parking lot and proceed toward the south end. Students should exit/enter a vehicle only on the sidewalk side so as to avoid accidents by opening a door in the driving lane. The lane closest to the building is expected to move relatively quickly as this lane is only for dropping off students. The left lane is reserved for drive through at a pace of safety. Students/adults should cross lanes of traffic only at the designated crosswalk. Parked cars are to be in a designated parking space in the parking lot.</p>	<p>Drop Off: Vehicles enter the south end of our parking lot and proceed to the north end where students can walk to the playground or go inside to breakfast. Please pull down to the north end of the parking lot. During these busy times, stopping near the front door creates many traffic/safety issues that need to be avoided.</p> <p>Pick Up: Vehicles enter the south end of the parking lot and proceed to the north end where students will be dismissed. Please make sure you are parked so that you do not impede traffic flow. Avoid picking up your child(ren) in the middle of the lane. *** Please do not use the bus lane or the streets to drop off/pick up. This is a safety issue.</p>
<p>Students Entering: At 7:30am students will be allowed to enter the building only if they are eating breakfast at school. Those not eating breakfast should enter the building and go directly to the playground. No supervision is available on the playground or in the building prior to 7:35am on Tuesday through Friday or prior to 9:35am on Mondays.</p>	<p>Students Entering: At 7:30am students will be allowed to enter the building only if they are eating breakfast at school. Those not eating breakfast should proceed directly to the playground. No supervision is available on the playground or in the building prior to 7:35am on Tuesday through Friday or prior to 9:35am on Mondays.</p>
<p>Students Dismissing: At 3:25 students who will be picked up are walked out of the building by a teacher or staff member. Bus students are lined up inside the building, supervised by a staff member, and wait to board their respective buses as they arrive.</p>	<p>Students Dismissing: At 3:25 students who will be picked up are walked out of the building by a teacher or staff member. Bus students will be called to board their respective buses as they arrive.</p>

STUDENT PICK UP

Parents who need to pick their student up early from school for an appointment or emergency need to go into the office and sign the student out. The building's administrative assistant will call the classroom and ask the student to come to the office to meet his/her parent. We ask that parents do not go to the classroom as this disrupts the learning atmosphere. All visitors to the building must check in at the office upon arrival.

DOCTOR AND DENTAL APPOINTMENTS

Whenever possible, parents should make appointments after school hours. Students will be counted absent if they miss 1/2 a day for doctor or dental appointments. If a student arrives after 9:30, but before afternoon classes start, the student will be marked absent for 1/2 day. If a child leaves during the afternoon, before 1:30 PM and does not return for the day, she/he will be absent for 1/2 day.

TARDY OR ABSENCE

If a student arrives after 8:05 AM, but before 10 A.M, the student will be marked tardy. The student will be considered tardy excused if he/she has a doctor or dental appointment (evidenced by a physician's excuse) and arrives by 9:30. If a student arrives late to school because the bus is late, this is not counted as being tardy. An absence is defined as not attending school from 7:55am-3:25pm. A student will be counted one-half day absent if she/he arrives at school after 10 or leaves school before 1:30.

CONTACTING STUDENTS

When calling the office with a message for your child, please call before 2:30 PM. At 2:30, messages will be delivered to each classroom. If you call after that time, we will do our best to deliver the message but we cannot guarantee that we will catch your child before school is over.

HEALTH AND MEDICATION POLICY

Students who are enrolling in a school for the first time shall have a physical examination by a licensed physician and provide proof of such an exam to the school. It is also the responsibility of the parent to provide the school with a current immunization certificate (Code 604.1).

A school nurse is available or on call to all buildings. If a student becomes ill during school, he/she is to report to the office. Parents or persons designated by the parents will be notified. If a student is under a doctor's care or takes medication, please contact the nurse.

Medication, both prescription and nonprescription, will be given at school only if the following conditions are met:

1. Medication(s) must be in the original prescription container with the doctor's name, student's name, current date, and name of medication and dosage. Most pharmacies will prepare an extra bottle for school use.
2. Written permission from the parent to administer the medication must be on file.
3. Nonprescription or over-the-counter medicines will not be given unless an authorization is signed by a doctor and a parent.
4. Medications given less than four times per day should be administered at home unless ordered differently by the physician.
5. Medication, while at school, shall be kept in a designated place in a locked drawer and cabinet and access will be under the authority of the nurse or other persons designated to administer medication.
6. When medication is completed, it is the student's or parent's responsibility to pick up the medication from the school and take it home. If not taken home within a reasonable period of time, it will be discarded.

Students should be fever-free/vomit free for 24 hours after an illness. If your student has a special problem concerning his/her health, please contact the nurse.

In case of emergency, if you cannot be reached, your student will be taken to the local hospital to be treated by the "on-call" physician at your expense. Pertinent medical information will be shared with appropriate individuals who are a part of your student's educational process. **Please be sure that the school has the names & phone numbers of at least two or three people who can be reached in case of emergency, if you are not available.**

ALLERGIES

Parents must notify the school when a child had been diagnosed with any type of allergy. In the event of these allergies, a health care plan may be developed with the school nurse.

HEAD LICE

Head lice is a constant concern for school-age children. The most common signs of lice are itching and small sores on the scalp. Parents are encouraged to make checking for head lice a part of routine hygiene. Notify the school if your child has head lice. We make every effort to keep this information confidential. Mechanical removal of head lice and nits is safer and more likely to be successful than repeated chemical treatments. Contact your child's school, your pharmacist, or your healthcare practitioner for assistance in dealing with head lice. It is imperative to get all lice and eggs out of your child's head in order to avoid re-infestation.

GUIDANCE PROGRAM

The school counseling program reaches all students through classroom guidance, individual appointments, or in small groups. The professional school counselor will be available full-time at each building.

The professional school counselor is a member of the teaching team, participates in team-planning sessions and is available to assist in a variety of ways to meet the objectives of the curriculum. The professional school counselor will work with students to help them understand themselves better, develop good study habits, meet and overcome problems which they may confront, develop satisfactory relationships with other students, and develop a strong positive self-concept so that they will come to know and believe that they are worthwhile individuals.

TITLE I READING

Title 1 services are available to qualified students. Parental notification is required before a student may begin attending these extra classes in reading.

ENHANCED LEARNING PROGRAM (ELP)

In a society that seeks to offer educational opportunities appropriate to each child's ability, the Knoxville Community School District makes provisions for the unique needs of the talented and gifted. Such children are those who demonstrate achievement or potential ability, or both, in the areas of general thinking, creative thinking, leadership ability, or specific ability aptitude. The ELP program also provides assistance in regular classrooms as time and circumstances permit. This program for eligible students begins in fourth grade.

HIGHLY QUALIFIED TEACHER/LIMITED ENGLISH PROFICIENT PROGRAM

Parents have the right to know the qualifications of their child's teacher(s) and paraprofessional(s). The district will ensure that parents will be notified in writing that their child has been assigned to or will be taught for four consecutive weeks by a teacher who is highly qualified. Parents will be notified if their child is placed in a Limited English Proficient program.

SPECIAL ASSISTANCE

Special Education services are available for qualified students. Students are referred by parents and teachers for evaluation. Parents are notified of any concerns. The students may be served in the special education classroom and/or in the regular classroom by the classroom teacher and/or the special education teacher.

Any complaints or grievances concerning equal educational opportunity should be handled by calling the Knoxville Central Office.

PHYSICAL EDUCATION

All students are to participate in P.E. unless a signed note from a doctor excuses them or participation is proven to be a violation of religious rights.

BOOKS/MATERIALS

Students are responsible for returning all textbooks and library books in good condition. Lost books must be replaced and fines may be levied for unnecessary damage.

LIBRARY

Each room will be assigned a library time when the librarian will be available. Books may be renewed.

LOST AND FOUND

Found articles are to be placed in the office and moved to the lost and found area if not claimed. Children may find their lost items there. Be sure to mark all outerwear with the student's name or initials or a symbol. Please mark backpacks on the inside.

VISITORS

Due to COVID-19, visitors will be restricted to the office. Please note that all visitors will be required to wear a mask at all times.

STUDENT APPEARANCE

Outerwear, including jackets and caps, is not to be worn in the school at any time, with the exception of entering and exiting the building or when the teacher gives permission to do so. At times during the winter months, different shoes or boots, other than those worn in the classroom, will be required if the children are to play on the playground. Snow pants and boots are required to play in the snow. If warm weather is questionable, you may send clothing for the child to change.

REPORT CARDS AND CONFERENCES

Report cards are issued at the end of each nine week interval. These reports are sent home with each pupil for parents to discuss with their children. Parents will be notified if their child's progress has dropped below normal, or if the child is in danger of obtaining a D or F on his/her report card at any time during each quarter. Formal conferences will be scheduled during the 1st and 2nd semesters. **At any other time during the year, parents or teachers may request a special conference.**

ASSIGNMENTS/HOMEWORK/GRADES

Students will be expected to do homework when assigned. Giving assignments for students to complete at home is a normal school procedure. However, to a large extent, most work can and should be completed at school. Heavy amounts of homework should not be necessary. Most often, the key to avoiding having extensive homework is to make wise use of work periods as they arise throughout the day. To access real-time data on student assignment, homework and grades, please use the JMC link on our district webpage.

PROMOTION-RETENTION-ACCELERATION

Each child's grade placement is considered on an individual basis as to what the staff and parents feel is in the child's best interest. If a teacher questions the wisdom of promoting a child to the next grade level, the student's teacher(s) and the principal will assess the child's academic performance, academic ability, size, age, number of previous retentions, attendance, social behaviors, etc. They will then confer with the parent(s) prior to the end of the school year.

FIELD TRIPS

At registration, parents will be asked to sign a permission form before students will be able to participate in field trips. The principal must give prior authorization for all field trips and/or excursions. Parents will be notified prior to any field trip. Field trips are a supplement to our curriculum. Field trips may be withheld from a student due to behavior. Adult volunteers accompanying classes on field trips must pay their own admission fees. Chaperones shall not bring preschool siblings on field trips due to liability considerations. Chaperones and volunteers need to be board approved before going on the field trips. *****Due to COVID-19, field trips will be suspended at this time.**

EMERGENCY DRILLS

Safety drills are conducted on a regular and routine basis to practice protective/escape measures.

Tornado Safety: "Tornado watch" means that conditions are right for a tornado to develop. In case a "tornado watch" is in effect for this area, the teacher will be notified. The teacher will help prepare students to move to their assigned "safe area" should a "tornado warning" be given. "Tornado warning" means that a tornado has actually been reported and may be approaching. When the "tornado warning" is given, all students will move immediately to their assigned "safe" area. If a book is readily accessible to carry to the safe area, it should be used as a "tent" to protect the head while waiting for the all clear signal. Individual safety plans will be written for physically challenged students prior to the first day of school.

Fire Safety: During a fire drill, be calm and do not push or run. Follow directions in a quiet, orderly manner. Know the correct exit. Stay with your class! Exit directions are posted in each room. Be familiar with them. Each class will go to an assigned area by the fence outside the building. Individual evacuation procedures for physically challenged individuals will be in place before the first day of school. Teachers of such students are responsible for the plan.

TELEPHONE/CELL PHONE USE

The telephone should be used only for emergency calls. Students must obtain permission from their teacher before they use the phone. If a student needs to make a long distance call because of an emergency, permission must be granted in advance.

We recommend that students give their cell phones to the teacher to keep it safe during the day. Students may use cell phones during non-school hours. During the regular school day, cell phones are to be turned off and kept in student lockers or in student book bags. The purpose of this policy is to protect the instructional time from interruption as much as possible. If a student is found with a cell phone turned on during the regular school day (including before and after school recesses), the following procedures will be followed:

First offense—The cell phone will be turned in to the office and the student may pick the phone up at the end of the school day. Parents will be notified.

Second offense—The cell phone will be turned in to the office, and the parent will be notified to come and pick up the phone.

Subsequent offenses—The cell phone will be turned in to the office, and a meeting with the parent(s), student and principal will be held.

****The school district is not responsible for lost, stolen or damaged cell phones.***

DISCIPLINE REFERRALS TO OFFICE

When a student is sent to the office, a disciplinary notice may be sent or a phone call made to the child's parents explaining the misconduct and the action taken. All discipline referrals to the office are documented for future reference and data collection.

DETENTION OF STUDENTS

Students may be detained by a teacher after school. The teacher will make contact with the student's parent(s) regarding the detention. The school will not be held responsible for transportation of students who are detained. Unless there is an emergency, a town student will stay the same night she/he receives a detention. A rural student may stay the same night, or the following night, depending upon transportation arrangements.

CARE OF SCHOOL PROPERTY/VANDALISM

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as be subject to additional discipline. At the discretion of the administration, such incidents may be turned over to local law enforcement officers.

MISBEHAVIORS AND CONSEQUENCES

Students are to act in such a manner at school so that all students can obtain, without interference, quality education.

Step 1 - Misbehavior of students will be immediately handled by the teacher or adult in charge. Such minor offenses may include, but not be limited to:

1. Disturbing the class.
2. Being late to class.
3. Using words or gestures which may be offensive to others.
4. Not doing assignments or following teacher directions.
5. Cheating and/or lying.
6. Bringing water guns and/or nuisance toys.

Step 2 - Referral to principal after being immediately handled by the teacher or adult in charge:

- A. Continuation of misbehaviors listed in Step 1 which the teacher has previously documented and disciplined.
- B. 1st time for these actions:

1. Forging notes or excuses.
2. Cutting classes.
3. Disrespect toward adults and/or authority.
4. Threatening adults or other students.
5. Throwing objects which might injure others.

Consequences may include:

1. Temporary removal from class or area.
2. Withdrawal of privileges (recess, for example.)
3. Writing of acceptable behavior plan.
4. Detention after school.
5. Parent conference.
6. In-school suspension.
7. Suspension of bus privileges (if applicable).

Step 3 - Referral to Principal

- A. Continuation of misbehaviors in steps 1 and 2.
- B. 1st time for these misbehaviors:
 1. Fighting (hitting, roughing, physical abuse, sexual harassment).
 2. Vandalism.
 3. Stealing.

Consequences may include:

1. Temporary removal from class.
2. 60 minutes - 1/2 day of in-school suspension.
3. Parent-Principal-Teacher Conference.
4. Suspension of bus privileges (if applicable).
5. Pay back or replace damaged or stolen property.

Step 4 - Referral to Principal

- A. Continuation of misbehaviors in Steps 1, 2, and 3.

Consequences may include:

1. Full day In-school or Out-of-School suspension.
2. Parent-Principal conference.
3. A complete written report will be submitted to the Superintendent and, if necessary, Board action may be taken.

Severe action - Referral to Principal and proper authorities

1. Alcohol/Drug Possession, Use, or Sale.
2. Assault/Battery
3. Possession and/or use of weapons or objects that might inflict injury.
4. Setting Fires/Arson.
5. Stealing of a serious nature.
6. Vandalism of school property.
7. Sexual harassment.

Consequences for severe actions may include:

- a. The principal will investigate the offense, and listen to the explanations of the incident from the student and any witnesses.
- b. The student will be immediately removed from classes and parent contacted.
- c. The matter will be referred to law enforcement officials.
- d. Suspension may be in school or out-of-school as deemed necessary.
- e. A complete written report will be submitted to the Superintendent and, if necessary, Board action may be taken.

SUSPENSION

When suspensions are necessary there will be two types:

1. In-school suspension. Students will be assigned to the office or another supervised room other than the regular classroom.
2. Out-of-school suspension. Students will be kept out of school under the supervision of parents.

Students are required to do class work. Parents will be notified by telephone and/or by letter. The success of a school discipline policy depends greatly on parental support. If at any time you wish to discuss a discipline procedure with the teachers or principal, please feel free to call for an appointment.

EXPULSION

Only the Board may expel any student from school for a violation of rules and regulations approved by the Board, or when the presence of that student is considered to be detrimental to other students within the educational process.

The building administrator who makes the original recommendation for expulsion shall have the authority to suspend the student from attendance until such time as a special meeting of the Board to act upon the recommendation. This is called “suspension pending hearing.” The hearing shall be held within a reasonable time, and no later than five days, following the “suspension pending hearing.” If, for some reason, it is impossible to hold the hearing within those five days, the student may be granted provisional re-admittance to classes until such time as a hearing can be scheduled. When a student is suspended pending a hearing, the student shall be afforded means of alternate education during the period of such suspension in order to guard against the loss of credit for classes missed, should the hearing prove the student innocent (Code 502).

DUE PROCESS

Students who are punished for infractions of school rules are entitled to the following due process steps:

1. The student should be informed orally or in writing of the charged infraction.
2. The student is allowed to present his or her side of the story.
3. If the complaint cannot be resolved by the teacher, the student may discuss this matter with the principal within 10 days. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 10 days after speaking with the principal.
4. The student has the right to be represented by a third party at all appeals. Please refer to the Board Policy for more information.

AREA EDUCATION AGENCY 11

The following services are provided to all school districts within AEA 11.

Speech/Language Therapy

Psychological testing, counseling, and consultation

Social Work services

Educational Consultation

Teaching and consultation for the visually and hearing impaired

Media (Books, films, laminating)

Inter-school and AEA office mail delivery services

Preschool consultation, evaluation, and educational services

[Little Panther Preschool Information](#)

KNOXVILLE MIDDLE SCHOOL EXPECTATIONS AND RULES

[KMS Return to Learn Plan 2020-2022](#)

Visitors

We invite parents and community to attend some of our many activities and events that are planned each year. If your visit is for the purpose of attending a scheduled activity or event, you may proceed directly to the activity or event. For the safety of our students and staff, all other visitors are asked to enter the west doors and sign in at the

main office before proceeding. All other entrances may be locked from the outside. Visitors to the school grounds must check in at the school office and present a photo ID. This ID will be scanned into the RAPTOR system for all visitors entering the building and traveling past the office area. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit and the guest must sign in.

Tardy & Truancy Policies

Tardy Policy - Organization of time and planning is important in school and in a place of employment. Attendance is taken each class period and reported electronically to the office by the teachers. The office will maintain a cumulative record of student attendance and tardiness.

Students are allowed 2 tardy passes to school per semester. For each additional tardy, students will serve a 20 minute detention. If a student is tardy more than 5 times, they will write a success plan, a parent contact will be made, and the student may lose privileges. The administration will decide on a case- by- case basis of unavoidable delays that will be excused. During the school day, the individual teacher will handle a tardy. Students are allowed 1 tardy pass per semester, per class. For each additional tardy, students will serve a 20 minute detention. On the fourth tardy, the student will write a plan for success with a counselor, parent contacts will be made, and the student may lose privileges.

Truancy Policy - Truancy is the failure to attend school for the minimum number of days established in the school calendar by the Board of Education, without an accepted excuse. Truancy is also defined as a student's absence from school and/or classes without the knowledge and consent of parent(s) or guardian(s) and/or knowledge and consent of school authorities. The Knoxville Middle School administration retains the discretion to determine a student truant.

If the absence is determined to be a truancy, a one hour detention before or after school will be assigned, and the amount of time truant from school will be expected to be made up with the Knoxville Middle School office or designated personnel.

If a student is truant a second time, a conference will be required with the student, parent, counselor, and administration before the student resumes classes. A one hour detention before or after school will be assigned, and the amount of time truant from school will be expected to be made up with the Knoxville Middle School office or designated personnel.

Further truancy will result in the Knoxville Middle School administration contacting the school liaison officer. A one-hour detention before/after school will be assigned, and the amount of time truant from school will be made up with the Knoxville Middle School office or designated personnel. The Marion County Attorney may be contacted.

PBIS Expectations

Panther PRIDE is...

- Being respectful
- Being responsible
- Being safe

PBIS focuses on positive student behaviors while they are at school. PBIS expectations are followed at all times while at school. Teachers and staff members can recognize positive behaviors by handing students a panther dollar as a token for their positive behavior. Students may use those panther dollars to buy prizes from the Panther PRIDE

Store. In addition, every quarter, classes earn celebrations for demonstrating positive behavior. If students do not meet the guidelines for earning the celebration with their classmates, they will be assigned to a classroom for goal setting and homework completion.

Before and After School Areas

- Students are expected to follow all PBIS expectations.
- Students should arrive at school between 7:40-7:50 AM. Students wanting to eat breakfast may enter the building starting at 7:30 AM.
- Between 7:40-7:50 AM, students have three choices:
 - Breakfast in the cafeteria. Wait in designated areas indoors (I.E. gym hallway-8th grade, media center hallway- 7th grade, office corridor-6th grade)
 - Once students have arrived on school grounds, they are not permitted to leave the school property.
- Bicycle riding, skateboard riding, and skating are not permitted on the property. These items should be walked to the building once students arrive on school property. Bicycles are to be parked in the bike racks upon arrival at school.

For the safety of students and the manageability of traffic, students being dropped off by a personal vehicle should be dropped off on the west side of the building.

Classroom & Hallways

Classroom

- Students are expected to follow all PBIS expectations.
- Students are expected to participate positively in class activities and learning.
- Students are expected to prepare for class by being in their seat on time with all class materials

Knoxville Middle School teachers and staff have the authority to determine additional expectations for their classrooms and/or areas of supervision. Knoxville Middle School staff and administration have the authority to implement reasonable, appropriate, and consistent consequences when expectations are not met. If a student fails to satisfactorily resolve the disciplinary consequences set forth by the Knoxville Middle School staff, administrative consequences may be applied (i.e., success plans, suspension). Knoxville Middle School staff and administration encourage ongoing communication between the school and the home. A phone contact will be made by the classroom teacher to the parent of any student that is earning a failing grade.

Hallway

Students and staff are expected to:

- Follow all PBIS expectations.
- Walk to the right-hand side of the hall.
- Carry a pass while in the hall during class time. Staff will provide passes appropriately.
- Help keep our hallways clean and free of trash.
- Be in class on time.

Media Center

The media center is supervised and available for student use during regular school hours.

- Follow all PBIS expectations.
- Stay on the task that has been assigned.
- Be respectful of other groups who may be using the media center.
- Use a level one voice (unless otherwise noted by your instructor).

- Return all materials to their proper place when you have finished using them.
- Use technology and furniture for their intended purposes only.

Lunch and Break Period

Lunch

- Students are expected to follow all PBIS expectations.
- Students eat in the cafeteria unless otherwise approved by the administration.
- Students may leave the cafeteria when dismissed, but must remain in designated areas on school grounds.
- Students may bring a sack lunch (no caffeine drinks or pop), select from the school menu, or choose not to eat. Any variations to these choices must be approved by the administration.
- Lunch money is to be placed in an envelope and deposited in the wall containers by the office or in the cafeteria.
- Students are to write their name and amount of deposit on the envelope. The PIN number assigned to the student should remain confidential.
- Students will adhere to posted lunchroom expectations.

Indoor Noon Break (Gym)

- Students are expected to follow all PBIS expectations.
- Students must take their shoes off and wear socks if they wish to participate in noon activities in the gym.
- Shoes are to be placed along the east wall of the gym, and other students are expected to leave the shoes alone.
- When the end of lunch is signaled, students will hold the ball still and then place the ball on the ball rack. Students will locate their shoes, line up on the black lines, and wait to be dismissed.
- Any student asked to leave the gym, will immediately exit the gym to sit with the supervisor. If the student chooses not to leave immediately, further disciplinary actions may occur.
- Students will adhere to posted noon break expectations.

Outdoor Behavior (Breaks, noon break, after school)

- Students are expected to follow all PBIS expectations.
- Students are not permitted to climb or hang on equipment such as the basketball hoops or goal posts.
- When the ground is wet and muddy, students are asked to remain on paved areas.
- When the end of lunch is signaled, students will hold the ball still and then place the ball in the ball bag. They will line up in designated area and wait to be dismissed.
- Students are expected to stay within the designated school boundaries at all times during the school day unless prior arrangements have been approved.
- Students will adhere to posted noon break expectations.

Before and After School Activities

Persons attending before and after school activities are responsible for demonstrating appropriate sportsmanship and behavior. Failure to follow applicable expectations may result in exclusion from the activity and/or future school activities.

- Students are expected to follow all PBIS expectations.
- Students should leave school grounds directly after school unless they have an after school activity such as going to the media center, activities, teacher appointments, detention, or other school related matters.

- Students participating in after school activities may leave their belongings and their iPads in their lockers before attending activities. Coaches will unlock and supervise the hallways for students to pick up their iPads and other items from their lockers. Students may use the telephone with permission. Students are expected to inform their parents when staying after school. They are also responsible for arranging for transportation to pick them up promptly when the activity, practice, or event is completed.
- Every effort is made by coaches and supervising teachers to end activities, practices, or rehearsals in accordance with established schedules.
- Participation is a privilege. Participants are subject to the expectations of Knoxville Middle School administration, staff, supervisors, coaches, and/or sponsors.
- It is our belief that whenever possible, teams and groups should ride home together on the bus. However, if there is a need for a student to ride home with a parent, that parent should sign a release form held by the coach or sponsor.
- Students not attending a full day of school may not be permitted to attend school activities that evening.

Dances/Fun Nights

- Students are expected to follow all PBIS expectations.
- Dances & Fun Nights are designated for Knoxville Middle School students only. Only the grades designated may attend.
- No food or drink is allowed in the gym area.
- School policies apply to all school property and school sponsored events.
- No students will be admitted one half hour after the dance or fun night begins. Once a student signs out and leaves, he or she will not be allowed back in. Students are to leave the school property immediately.
- Any student suspected of use/abuse and/or possession of a controlled substance will be dealt with as stated in the Conduct Policy.
- Students absent from school the day of the dance may not be permitted to attend school activities that evening.
- Knoxville Middle School Administration retains the discretion to make decisions on a case-by-case basis.

Detention & Suspension

Detention: Students and parents are responsible for knowing Knoxville School policies and expectations. Detention may be assigned at the discretion of the Knoxville Middle School staff and administration if these policies and expectations are not met. An attempt to notify the parent/guardian will be made via telephone when students have been asked to serve a detention. If a student fails to satisfactorily resolve the detention set forth by the Knoxville Middle School staff, additional consequences may be applied (e.g., additional time, suspension). Unless prior arrangement has been made with approval of the Knoxville Middle School personnel who assigned the detention, the assigned time is to be served with that staff member within two school days in attendance from the date assigned. Staff and students are expected to discuss the inappropriate behavior and a plan for improvement.

Suspension: A suspension is a disciplinary action taken by the school officials that temporarily prohibits a student from attending regular classes and related school events. The length of the suspension will normally vary from one day to ten days depending on the offense. When a pupil is suspended out of school, he or she will be suspended by a school authority who will attempt to notify parents. The suspended student will not be allowed on the school grounds or in the building during the time of suspension. Students will not be allowed to participate in or attend school activities during the period of the out of school suspension. The Knoxville Middle School suspension policy may be modified to accommodate the special needs of students who have a written and approved Behavioral Management Plan and/or a written and approved Individual Educational Plan. If a student receives a suspension the last week of school, he/she will begin the next school year with this suspension on their file, if the suspension has

not been completed. Knoxville Middle School administration retains the discretion of determining suspensions on a case- by- case basis.

When students are placed on In-School Suspension (ISS), they are allowed to practice in extra-curricular activities, but they are not allowed to perform in any contests, concerts, performances, or games. Students will be allowed to perform at co-curricular activities that directly affect the student's grade.

Student Advisory

The Student Advisory Committee is composed of 6th, 7th, 8th grade student representatives. The Student Advisory Committee was developed to improve and maintain positive relations between Knoxville Middle School students, Knoxville Middle School staff, administration, and the surrounding community. The committee may assist by volunteering services, planning events and programs, making contacts, and/or provide funding for Knoxville Middle School improvements, events and programs.

Election and Removal Process

1. Eighth Grade: six representatives will be determined through a class election process. A president, and vice-president will be selected. A secretary will be appointed by the president from the 4 representatives selected.
2. Seventh Grade: Six representatives will be elected.
3. Sixth Grade: Six representatives will be elected .
4. All representatives will be elected by the third Tuesday of September, unless the school calendar makes this unreasonable.
5. Representatives are allowed two absences from meetings throughout the year. If a member reaches three absences, a meeting with an advisor will be held. A phone call will be made to the parents to inform them that their student is not showing the leadership qualities required to be on the Student Advisory. If there are extenuating circumstances, the member may be allowed to continue. If not, they will be removed from the Student Advisory.
6. Representatives will be replaced with a candidate nominated by their class representatives if a student is removed from the advisory committee or moves to another school district. The 8th grade may hold a special election.

Talented and Gifted

Student assessment data and teacher recommendations are used to select students for participation in the Talented and Gifted Program. A Personal Education Plan (PEP) is created for each student to maximize their learning. For a more complete description of the program, please call the middle school and ask for a TAG facilitator or the principal.

Math & Reading Plus

Math and reading plus classes are scheduled for students who are determined to be non-proficient in these areas based on FAST and ISASP. The objective is to increase the student's proficiency so that they are able to successfully complete their regular education classes now and in the future.

Panther Assistance Team (P.A.T.)

The Panther Assistance Team is a problem solving team facilitated by grade level teachers. Students experiencing academic and/or behavioral difficulties are brought to the attention of the P.A.T. Students can volunteer or be referred to the P.A.T. by parents, any Knoxville Middle School staff, or any support agency having a vested interest in the success of the student. The P.A.T. examines the academic or behavioral concerns being experienced by the student and recommends modifications and/or interventions to address the concern. Follow-up meetings allow for evaluation and assessment of the modifications and/or interventions. The P.A.T. is intended to be a positive and

cooperative effort between students, parents, counselors, Area Education Agency resources, Knoxville Middle School staff and administration, and any other appropriate support agency or personnel who can assist in the success of Knoxville Middle School students.

Extra-Curricular Programs

The following extra-curricular athletic activities are offered to eligible seventh and eighth grade KMS students:

Fall- Football, Volleyball, and Cross Country

Spring- Track and Trap Shooting

Winter- Wrestling, Basketball

Summer- Baseball, Softball

Schedules, which include the location, time and dates of all practices and contests, will be dispersed to all participating students. Additional copies of athletic activities may be obtained from the coaching staff or by contacting the Activities Director.

Participation in extracurricular activities is considered an important component of the middle school experience. Programs are designed to develop social, emotional, intellectual, and physical needs of middle school students. However, participation is a privilege. Participants are subject to expectations of Knoxville Middle School administration, staff, supervisors, coaches and/or sponsors. Additional information regarding student eligibility and responsibilities can be located in the following sections of this handbook; Grading and Evaluations, Student Conduct and Expectations, the Knoxville Middle School Academic Ineligibility Policy, and the Legal Waivers and Codes.

An approved athletic physical form, proof of applicable insurance or insurance waiver, and code of conduct form must be filed with the Knoxville School District prior to engaging in any physical participation of extra-curricular athletics.

Students who wish to participate in school-sponsored activities must attend the entire school day the day of the activity unless permission has been given, in advance, by the school administration. Knoxville Middle School administration retains the discretion to make determinations on a case- by- case basis.

Academic Eligibility Policy

All graded, co-curricular, and non-graded activities will be subject to this policy. Eligibility will be evaluated approximately every two weeks, and Ineligibility Reports will be mailed home. Each semester, students will be granted a warning that results in a grace period of two weeks. The warning will apply to the first eligibility period the student is declared ineligible.

A student who receives a failing grade, in any class, on their report card, progress report, or bi-weekly eligibility list will be considered ineligible to participate in contests and performances for at least a period of two weeks. Please contact the middle school office for a copy of the grading schedule. The classroom teacher will make a phone call to the parents of any student failing at the time reports are calculated.

A student may regain their eligibility through the following:

- Eligibility may be regained only after the two-week period has expired.
- Grades in all classes will be checked at the end of the second week following the student having been declared ineligible.
- If the grades meet the eligibility requirements, the student will become eligible on the next eligibility date.

- If the student is required to perform as part of a grade (e.g. band or chorus), the student may either be allowed to participate or be withheld from participation without any impact on the student's grade for the course. The instructor will make the decision regarding participation.

(7th and 8th grade Iowa High School Athletic Association/Iowa Girls High School Athletic Union -- boys and girls)

A student who participates in high school baseball or softball at the conclusion of their 8th grade year must meet the requirements of the high school's eligibility policy.

Personal Electronics

Students are asked to leave electronics at home. If it is necessary for a student to have one of these items, it must be left in the locker and cannot be used during school hours without permission. If noise is coming from a locker, the locker will be opened and the item will be brought to the office. Headphones may be used at teacher discretion.-At all other times, they should be turned off, removed from ears, and placed in the student's locker. Any pictures taken during the school day must be in conjunction with a teacher assigned project. No picture is to be taken without the person's consent. The school is not responsible for the loss, theft, or damage of personal items. Typical response to infractions of electronic use will be for the student to give the item to the staff member to be turned into the office. The student may retrieve the item at the end of the day for first infractions. Second infractions require a parent to pick up the item. Third infractions may result in suspension or alternate plan. Inappropriate use of a cell phone will result in discipline up to a recommendation to the board for expulsion. Examples include, but are not limited to, academic cheating, inappropriate use of a camera or video component of a cell phone in a locker room or for the purpose of ridiculing another person, or inappropriate text messages used to harass another student. Phones may be turned over to law enforcement and may be subject to search.

Knoxville High School Information

[KHS Return to Learn Plan 2020-2022](#)

HATS/Hoods

Hats and Hoods are allowed in KHS, as long as the face remains visible and it does not block the student's vision. However, as stated in the dress code policy, there may be certain areas, classes, or situations where hats/hoods are asked to be removed for safety, or other necessary reasons.

Lunch

Lunch is split into 4 different sections. Students will go to the lunch section that has been assigned to their 3rd block class.

When it is a class's assigned time, students will either go directly to the commons, or leave the building for open lunch (if able or eligible). Students staying in the commons for lunch will find a seat and wait to be directed to the lunch line. Students may use the restroom or go retrieve items from their lockers, only after getting permission from the lunchroom supervisors. Otherwise, students should remain in commons until the end of lunch and have been dismissed back to class by the lunchroom supervisors. Juniors and Seniors who choose to leave for open lunch must remain outside the building until the end of their lunch shift. Students may bring a sack lunch, select from the school menu, or choose not to eat. Students are not allowed to place orders for delivery from restaurants, all deliveries to KHS will be rejected at the door unless approved by administration. Students are not allowed to eat school lunch or bring their own lunch to eat in classrooms.

Any visitor wanting to join a student for lunch must receive prior approval from the office. Visitors to the school grounds must check in at the school office and present a photo ID. This ID will be scanned into the RAPTOR system for all visitors entering the building and traveling past the office area.

Open Lunch:

Juniors and Seniors may leave the building during lunch & Panther Time. This is a privilege and may be revoked by administration if students fail to comply with expectations.

- Failure to return to class at assigned times.
- Bringing outside food back into the building and/or to other students.
- Leaving trash and other messes in the parking lot.

Open Campus Privileges

Open campus is defined as leaving the building during an open block. Open campus lists will be reviewed periodically. GPAs will be reviewed periodically. Grades and behavior will be reviewed at the conclusion of each semester.

To earn open campus privileges, seniors must meet the following criteria:

1. All grades must be a D+ or higher when periodic grade checks are completed.
2. Seniors must have a minimum of 32 credits toward graduation.
3. Students must sign out in the office when leaving and must sign in once they return.
4. When a student leaves the building, that student must leave school property. If driving students must leave school property, they are not allowed to drive around school grounds. Upon returning to school, students must legally park their vehicles in the student parking area. Students must not loiter in the parking lot.

Reasons for loss of open campus privileges:

- Students not in good standing may lose privileges

- Students missing 5 or more days per term will lose “good standing” and will have their open campus privileges revoked for the remainder of the term.
- Behavior- Administration may revoke open campus privileges as a consequence for inappropriate behavior
- Suspension- Open campus may be lost for a period of time, up to the duration of the school year, if a student receives a suspension
- Students that do not return from open campus or are excessively late may lose open campus privileges based on the discretion of the assistant principal or principal.

Academic Dishonesty

Academic honesty will be required of all Knoxville High School students. Academic dishonesty will be divided into instances in which a staff member simply suspects that cheating may have taken place and those in which there is substantive evidence of or witness to cheating. Academic dishonesty can be divided roughly into two broad categories: Plagiarism – misrepresenting someone else’s work as one’s own; and Cheating – attempting to violate the academic rules of the classroom by deceiving the teacher.

Plagiarism involves verbatim use of material from a published source, or from another student’s work previously submitted for credit in a course. Plagiarism could also be presenting a direct quote as a paraphrase or not giving credit to a direct quote or paraphrase. Plagiarism does not have to occur in the entire paper. It may be only a page, a paragraph or a section. Since writing, analytical, and critical thinking skills are part of the learning outcomes, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace and/or post secondary educational experiences.. Therefore, **AI-generated submissions are not permitted** without teacher pre-approval.

Cheating is demonstrated by the copying of another’s answers, the use of notes during an exam, the copying of someone’s homework assignment, or the sharing of information to obtain or give an unfair advantage on an exam. Plagiarism and cheating diminish the quality of the educational experience for all and reduce the value of honesty-earned grades and diplomas. Use of personal or school issued technology devices to reproduce, share, or send material to other students constitutes cheating. Within those categories the following actions will take place:

Plagiarism

- Require student to rework the assignment or substitute assignment (1st offense)
- Loss of credit for the assignment for any further offense

Cheating

- Cheating on an exam: Require student to rework the exam or substitute exam
- Cheating on an assignment: Require student to rework the assignment or substitute assignment

Multiple Offenses

- Loss of credit for the course

Dropping Classes after -day Term Deadline

Changes after the first four days of each Term will be made only on the recommendation of the counseling office or the teacher involved. Any student dropping a class after this time will have an "F" recorded on their permanent record. Any student dropped from a class by administration will receive a “W” on their permanent record.

Students enrolled in any college course, may drop that class without penalty on or before the drop date established by the enrolling college. Please note: different colleges may have different drop dates (ex: Central’s drop date may be different than the drop date at DMACC).

Commons Before School

- Students should arrive at school between 7:30-7:50 AM
- Students wanting to eat breakfast may enter the building starting at 7:30 AM
- School doors will not open until 7:30 AM Please be sure that students are dressed appropriately, especially when dropping them off before that time
- Breakfast will stop being served at 7:45 (9:45 on Monday) each morning, please arrive accordingly
- Commons should be cleared by 7:50 AM

Students are expected to keep the commons clean before school. Students that eat food and drink to the commons before school are required to clean up after themselves. Failure to keep the commons clean before school will result in outside food not being allowed in the commons area.

Unexcused Absences/Removal from Class

A student who has an unexcused absence may be subject to disciplinary action from administration. Excessive unexcused absences in a class may result in the student being dropped from that class, with no credit. Removal from a class for disciplinary reasons will result in the student not receiving any credit toward graduation. A student may be removed from a class for the balance of the term if it is determined that the behavior situation is serious or continuous. The student will report to an assigned location and will be required to complete a remedial course online instead of that scheduled class. When students are removed from a class for not following classroom or school-wide behavior expectations, a parent meeting may be required before a student can return to the class.

Tardy Procedure

A Tardy can be defined as not being inside the classroom by the start of class, up to **30 minutes** after the start of class. Beyond 30 minutes is to be counted as an absence.

A student who comes to class late but has a pass from the office or a teacher excusing his/her being late will not be counted tardy. Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardies. Tardies will be tracked on a class by class basis. The following actions will be followed:

TARDY - PER CLASS	ACTION	REFERRAL
1	WARNING	NONE
2	WARNING	NONE
3	TEACHER CONSEQUENCE	MINOR
4	TEACHER CONSEQUENCE	MINOR
5	TEACHER CONSEQUENCE	MINOR
6	MAJOR OFFICE REFERRAL-OFFICE DETENTION	MAJOR
7	1 day of In-School Suspension and Parent Meeting required with Attendance Team	MAJOR

HANDHELD TECHNOLOGY DEVICES (HTD) (Personal Electronic Devices)

Possessing, displaying and/or using, a HTD is considered a privilege during the normal school day. The Knoxville CSD extends to high school students this privilege to possess, display and use cell phones or other HTD's before school, after school, during passing periods in the hallway, during lunch in the cafeteria area, and in the cafeteria and/or media center during their free periods. Cell phones are not to be used, seen, or heard in the classroom. Cellphones are to be turned off or placed in "airplane mode" and be kept in the cell phone pockets or the student's locker during class time. Cellphones are not to be used in a classroom or academic hallways during class time unless permission is granted by the classroom teacher. If a cell phone is not turned off or placed in "airplane mode", and it is seen, or heard during class time, it **will be** confiscated by a teacher and kept till the end of the period. If a student refuses to put their cell phone in the pocket it will be taken to the office until the end of the school day. If a student refuses to give up the cell phone to the office upon request the students may be in-school suspended for one day. If the student continues to refuse to give up the cell phone, the student may be suspended out of school for one day and have his or her cell phone privileges on school grounds restricted for up to 6 weeks. The school reserves the right to require students to surrender their cell phone privileges during the school day or during class time in order to maintain the integrity of the learning environment.

Bags/Backpacks/Purses/Etc.

As Knoxville HS has reviewed safety protocol it has become apparent for the students safety that bags in the classroom needed to be addressed in order to safely evacuate classrooms in case of an emergency. Therefore, all bags, backpacks, purses, etc other than **a clear/see-through pencil pouch** must be kept in the student's locker. If a student brings a bag to the classroom the teacher will direct the student to take the bag to his or her locker. If a student refuses to take the bag to his or her locker the student will be referred to the office for disciplinary action.

Detention & Suspension

Teacher Detentions: Teachers may assign detention for not following classroom or school expectations. Teachers may assign a detention to be served before or after school. When a detention is assigned, the teacher will document it in an office referral and notify the student's parent or guardian via phone or email. If a student fails to serve a detention on the assigned date, the detention will be increased and re-assigned. If the student still fails to serve the detention, an additional office referral will be written and the consequence will be turned over to the office.

Office Detention: A student may receive an office referral for breaking school policies or expectations; such as a classroom misbehavior or attendance/tardy related reasons, a detention may be assigned to be served as a consequence. Detentions assigned by the office are tracked and may accumulate over the course of a student's high school career. Students who have accumulated detention will lose good standing, and the privilege to attend school functions such as dances, games, etc. All accumulated office detention time must be served before privileges are reinstated, such as participating in graduation activities. Students may make up assigned time before school, after school, or Monday mornings (8-9:45).

Students and parents are responsible for knowing Knoxville School policies and expectations. Detention may be assigned at the discretion of Knoxville High School staff and administration if these policies and expectations are not met. An attempt to notify the parent/guardian will be made when students have been asked to serve a detention. If a student fails to satisfactorily resolve the detention set forth by the Knoxville High School staff, additional consequences may be applied (e.g., additional time, loss of privileges). Unless prior arrangement has been made with the approval of Knoxville High School personnel who assigned the detention, the assigned time is to be served

with that staff member within two school days in attendance from the date assigned. Staff and students are expected to discuss the inappropriate behavior and a plan for improvement.

Suspension: When a pupil is suspended out of school or in school, he or she will be suspended by administration, who will attempt to notify parents. The suspended student will not be allowed on the school grounds or in the building during the time of out-of-school suspension. Students will not be allowed to participate in or attend school activities during the period of the in-school or out-of-school suspension.

Student Interpersonal Relations

The school setting is to be a setting conducive to education and resemble a professional environment. Self-respect and having respect for others does not include public displays of affection. Discretion and good taste are expected from everyone. Public display of affection will be limited to holding hands and friendly greetings.

Signing out of the Building

If a student must leave the building because of illness or for any other reason other than a class or open lunch, the student must make arrangements beforehand and sign out in the office when he/she leaves and also sign in when returning to the building. Leaving school without permission is classified as unexcused absence, and truancy. The act of leaving the building without permission may receive consequences accordingly. Any student who has been counted absent from class will need to sign into the office before attending class.

SUPPLEMENTAL MATERIALS

[104 Anti-bullying/harassment](#)

[Objection to Instructional and Library Material](#)

Department of Public Health Listing of Communicable and Infectious Diseases and Reporting Form [Exhibit A](#)
Iowa Department of Education –Guidance on Student Fees [Exhibit B](#)

Communicable Diseases

DISEASES REPORTABLE TO IOWA DEPARTMENT OF PUBLIC HEALTH DISFASR RPPORTING HOTLINE 800-362-2736 SECURE FAX: 515 281-5698		
REPORTING Reporting daily by fax or phone promotes and protects the health of Iowans.		
OUTBREAK REPORTING Outbreaks of any kind, unusual syndromes, or uncommon diseases should be reported immediately by phone . These could be infectious, environmental or occupational in origin including food borne outbreaks and illness secondary to chemical exposures (e.g., pesticides, anhydrous ammonia).		
BIOTERRORISM REPORTING Diseases or syndromes of any kind caused by a biological, chemical or radiological agent or toxin when the provider reasonably believes or suspects that the agent or toxin may be the result of a deliberate act such as terrorism should be reported immediately by phone . Examples of these agents or toxins include (but are not limited to); anthrax, mustard gas, sarin gas, ricin, tularemia and smallpox.		
REPORTABLE DISEASE / CONDITION	REPORTING REQUIREMENTS	MAXIMUM TIME FRAME
Acquired immune deficiency syndrome (AIDS) and AIDS defining conditions	Mail "Pediatric or Adult Confidential Case Report" form. Laboratories: Mail copy of lab report or the "Iowa Confidential Report of Sexually Transmitted Disease & HIV Infection" form.	Weekly
Anthrax	Report by phone, fax or mail.	Weekly
Botulism	Report by phone - 800-362-2736.	Immediately
Brucellosis	Report by phone, fax or mail.	Weekly
Campylobacteriosis	Report by phone, fax or mail.	Weekly
Chlamydia	Mail "Iowa Confidential Report of Sexually Transmitted Diseases & HIV Infection" form.	Weekly
Cholera	Report by phone - 800-362-2736	Immediately
Cryptosporidiosis	Report by phone, fax or mail.	Weekly
Cyclospora	Report by phone, fax or mail.	Weekly
Diphtheria	Report by phone - 800-362-2736.	Immediately
Encephalitis, arboviral (e.g., West Nile, St. Louis, LaCrosse, WEE, EEE, VEE)	Report by phone, fax or mail.	Weekly
Enterococci, <u>invasive</u> disease	Laboratories: Send isolates to University Hygienic Lab (UHL) - 319 335-4500	Weekly
Escherichia coli O157:H7 and related diseases including HUS	Report by phone, fax or mail. Laboratories: Send isolates to University Hygienic Lab (UHL) - 319 335-4500.	Weekly
Giardiasis	Report by phone, fax or mail.	Weekly
Gonorrhea	Mail "Iowa Confidential Report of Sexually Transmitted Diseases & HIV Infection" form.	Weekly
Haemophilus influenzae type B, <u>invasive</u> disease	Report by phone - 800-362-2736. Laboratories: send isolates to University Hygienic Lab (UHL) - 319 335-4500	Immediately
Hansen's disease (Leprosy)	Report by phone, fax or mail.	Weekly
Hantavirus syndromes	Report by phone, fax or mail.	Weekly
Hepatitis A, B, C, D, F	Report by phone, fax or mail.	Weekly
Human immunodeficiency virus (HIV) infection including HIV-exposed newborn infants	Mail "Pediatric or Adult Confidential Case Report" form. Laboratories: Mail copy of lab report or the "Iowa Confidential Report of Sexually Transmitted Diseases & HIV Infection" form.	Weekly
Legionellosis	Report by phone, fax or mail.	Weekly
Listeria monocytogenes, <u>invasive</u> disease	Report by phone, fax or mail. Laboratories: Send isolates to University Hygienic Lab (UHL) - 319 335-4500.	Weekly
Lyme disease	Report by phone, fax or mail.	Weekly
Malaria	Report by phone, fax or mail.	Weekly
Measles (rubeola)	Report by phone - 800-362-2736.	Immediately
Meningococcal, <u>invasive</u> disease	Report by phone - 800-362-2736. Laboratories: Send isolates to University Hygienic Lab (UHL) - 319 335-4500.	Immediately
Mumps	Report by phone, fax or mail.	Weekly
Pertussis	Report by phone, fax or mail.	Weekly
Plague	Report by phone - 800 362 2736.	Immediately
Pollomyelitis	Report by phone - 800-362-2736.	Immediately
Psittacosis	Report by phone, fax or mail.	Weekly
Rabies (human and animal)	Report human cases by phone - 800-362-2736. Report animal cases by phone, fax or mail.	Immediately Weekly
Rocky Mountain spotted fever (RMSF)	Report by phone, fax or mail.	Weekly
Rubella (including congenital)	Report by phone, fax or mail.	Weekly
Salmonellosis (including Typhoid fever)	Report by phone, fax or mail. Laboratories: Send isolates to University Hygienic Lab (UHL) - 319 335-4500.	Weekly
Severe acute respiratory syndrome (SARS)	Report by phone - 800-362-2736	Immediately
Shigellosis	Report by phone, fax or mail. Laboratories: send isolates to University Hygienic Lab (UHL) - 319 335-4500.	Weekly
Smallpox	Report by phone - 800 362 2736.	Immediately
Staphylococcus aureus, <u>invasive</u> disease Methicillin-resistant, <u>invasive</u> disease Vancomycin resistant	Laboratories: Mail only the number of isolates to University Hygienic Lab (UHL) - 319 335-4500. Laboratories: Send isolates to University Hygienic Lab (UHL) - 319 335-4500. Report by phone - 800-362-2736. Laboratories: Send Isolates to University Hygienic Lab (UHL) - 319 335-4500	Quarantary Weekly Immediately Weekly
Streptococcus pneumoniae, <u>invasive</u> disease	Laboratories: Send Isolates to University Hygienic Lab (UHL) - 319 335-4500	Weekly
Streptococcus, Group A, <u>invasive</u> disease	Laboratories: Send isolates to University Hygienic Lab (UHL) - 319 335-4500.	Weekly
Syphilis	Mail "Iowa Confidential Report of Sexually Transmitted Diseases & HIV Infection" form.	Weekly
Tetanus	Report by phone, fax or mail.	Weekly
Toxic shock syndrome	Report by phone, fax or mail.	Weekly
Trichinosis	Report by phone, fax or mail.	Weekly
Tuberculosis	Report pulmonary and laryngeal (infectious) by phone - 800-362-2736. Report extra pulmonary by phone, fax or mail.	Immediately Weekly
Viral hemorrhagic fever (VHF) (e.g., Lassa, Marburg, Ebola, Crimean-Congo, South American)	Report by phone - 800-362-2736.	Immediately
Yellow fever	Report by phone - 800-362-2736.	Immediately

Reporting of the above diseases is required by Iowa Administrative Code [641] Chapter 1
Iowa Department of Public Health/Center for Acute Disease Epidemiology
Lucas State Office Building, 321 E. 12th Street, Des Moines, Iowa 50319-0075 Phone - 800 362-2736 Secure fax - 515 281-5698
Visit our web site at <http://www.idph.state.ia.us>
STD questions call 515 281 3031.....HIV/AIDS questions call 515 242 5150Immunization questions call 515 281 4938.....TB questions call 515 281 7504
Reporting forms may be obtained by calling 866 398-9696



10/04