



# PARENT & STUDENT HANDBOOK

POSTED: March 27, 2024

## PK-12 Parent and Student Handbook 2024-25

### Annual Notification of Non-Discrimination

The Eastern Allamakee Community School District offers career and technical programs in the following service areas:

- Health Services
- Agriculture, food and natural resources
- Human services
- Applied sciences, technology, engineering and management

### Continual Notification of Non-Discrimination

It is the policy of Eastern Allamakee Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to the policy please contact the district's Equity Coordinator, Nick Trenkamp, Superintendent, 569 Center Street, Lansing, Iowa, 52151 or 563-538-4201. Email: [ntrenkamp@kee.k12.ia.us](mailto:ntrenkamp@kee.k12.ia.us) (<mailto:ntrenkamp@kee.k12.ia.us>).

Office of Civil Rights: Director of the Office for Civil Rights, U. S. Department of Education, Citigroup Center, 500 W Madison Street, Suite 1475, Chicago, IL 60661-7204. 312-1560, fax 312-730-1576, email [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov) (<mailto:OCR.Chicago@ed.gov>).

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**EASTERN ALLAMAKEE COMMUNITY SCHOOLS**

**NEW ALBIN ELEMENTARY**

401 Locust Street

New Albin, Iowa 52160

(563)-544-4246

Mrs. Donna Thomas, Principal

Mrs. Tara Kolsrud, Building Secretary

School Day: 8:15 a.m. – 3:06 p.m.

**Lansing Middle School/Kee High School**

569 Center Street

Lansing, Iowa 52151

(563)-538-4201

Mrs. Donna Thomas, Principal

Mr. Chad Winters, Student Support

Ms. Deliverance Hope, Building Secretary

School Day: 8:10 a.m. – 3:28 p.m.

**EACS Central Office**

569 Center Street

Lansing, Iowa 52151

(563)-538-4201

Mr. Nick Trenkamp, Superintendent

Kris Darling, Administrative Assistant

Michele Martin, Business Manager

### **New Albin Elementary (PK-6)**

#### **Donna Thomas, Principal**

Kaylee Weigle, Preschool

Jana Troendle, Preschool

Shari Lubahn, Kindergarten

Sierra Colsch, Grade 1

Malerie Mathis, Grade 2

Megan Schwartzhoff, Grade 2

Jessica Kurth, Grade 3/Title One

Jenny Mohn, Grade 4

Hud Johnston, Grade 5

Susanne Herman, Grade 6/Lead Teacher

Lisa Hermeier, Phy. Ed./Title One

Kathy Ehlers, Sp. Ed./Beh. Interventionist

Erin Mettille, Sp. Ed.

Dolan Pazour, Vocal Music

Tara Kolsrud, Secretary

Heather Darling, Paraprofessional

Maddie Galema, Paraprofessional

Michele Gallagher, Paraprofessional

Jersey Mathison, Paraprofessional

Jill Mitchell, Paraprofessional

Susan Pitzenberger, Paraprofessional

Erin Riehm, Paraprofessional

Brooke Stanley, Paraprofessional

Kari Wood, Paraprofessional

Darcy Dibert, Cook

Gail Whalen, Cook

Terry Beardmore, Custodian

Bob Kasten, Custodian

### **Transportation**

#### **Kenny Johnson, Coordinator**

Patricia Coots

Ray Garin

Tom Garrett

Fred Rethwisch

Faye Schluter

Ann Wagner

Diane Weymiller

### **Lansing Middle/Kee High School**

#### **Donna Thomas, Principal**

Elizabeth Bahr, 5-12 Instrumental Music

Ann Berns, Spanish

Kathleen Block, Math

Simon Carlson, Social Studies

Claire Chandler, Social Studies

Melissa Cota, Sp. Ed.

Charlie Edge, Art

Allison Fitzwater, Science

Teresa Havlik, Science

Danny Love, Special Education/Athletic Director

Tammy Manning, English/Language Arts

Dolan Pazour, Vocal Music

Ray Rankin, Industrial Tech/Agriculture

Misty Rogers, English/Language Arts

Hannah Steiber, Family and Consumer Science

Alberto Whitlatch, Math

Chad Winters, Phy.Ed./Student Support

Deliverance Hope, Secretary

Shauna Ashbacher, Paraprofessional

Jody Johnson, Paraprofessional

Heather Nuehring, Paraprofessional

Faye Schluter, Paraprofessional

Sarah Whitehead, Head Cook

Mary Sand, Cook

Alyssa Hostert, Cook

Len Waters, Custodian

Wanda Waters, Custodian

### **Serving All Buildings**

Dave Ellefson, District Tech Coordinator

Hailey Harms, School Counselor

Debra Masek, District Librarian

Julie Welsh, District School Nurse

### **EACS Central Office**

#### **Nick Trenkamp, Superintendent**

Kris Darling, Admin. Assistant

Michele Martin, Business Manager

### **DISTRICT WIDE INFORMATION**

#### **General**

### **EACS Vision Statement**

Through diverse 21st century educational experiences, Eastern Allamakee Community School District strives to develop students into lifelong learners who are employable. Student employability is represented by financial literacy, health literacy, technological literacy and civil literacy.

### **EACS Mission Statement**

Eastern Allamakee Community Schools is dedicated to providing a quality educational service to all students by providing a student-centered learning environment, a results-based staff and a positive community relationship.

### **EACS Board of Education**

Director District #1- Bobbie Goetzinger (board president)

Director District #2-

Director District #3- Arla Wagner

At Large- Melanie Mauss

At Large- Joe Manning

### **School Improvement Advisory Committee (SIAC)**

Nick Trenkamp, Superintendent

Donna Thomas- PK-12 Principal

Susanne Herman- Teacher

Val Reinke – Allamakee Economic Development

Chris Troendle – Parent

Heather Schulte- Parent

Alexis Grotegut – Parent/Daycare Provider

Jenny Cole – Parent/3 yr old preschool

Julie Welsh- Nurse

Hailey Harms – Guidance Counselor

Isabelle Hammell – Student

**Lansing Schools Daily Schedules****Regular Schedule**

Pd 1 8:10-9:11

Pd 2 9:15-10:16

Pd 3 10:20-11:21

Pd 4 11:25-12:56

**Group A lunch 11:25-11:51/Class 11:55-12:56****5th-6th lunch 11:55-12:21****Group B lunch 12:30-12:56/Class 11:25-12:26****Homeroom 1:00 – 1:18**

Pd 5 1:22-2:23

Pd 6 2:27-3:28

**1:30 PM Dismissal**

Pd 1 8:10-8:53

Pd 2 8:57-9:40

Pd 3 9:44-10:27

Pd 4 10:31-11:14

Pd 5 11:18-12:41

**Group A lunch 11:18-11:43/Class 11:47-12:41****5th-6th lunch 11:47-12:12****Group B lunch 12:16-12:41/Class 11:18-12:12**

Pd 6 12:45-1:28

**2 Hour Late Start**

Pd 1 10:10-10:53

Pd 2 10:57-11:40

Pd 3 11:44-12:09

**Group A lunch 11:44-12:09/Class 12:13-1:07****5th-6th lunch 12:13-12:38****Group B lunch 12:42-1:07/Class 11:44-12:38**

Pd 4	1:11-1:54
Pd 5	1:58-2:41
Pd 6	2:45-3:28

## **STUDENT HEALTH**

### **School Nurse**

Julie Welsh, B.S.N., is the district's school nurse. Her hours are shared between the Lansing and New Albin attendance centers. Specific hours in each building are varied depending on the health needs in each of the attendance centers.

### **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, prescriptions, 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 website at <http://www.hawk-i.org/> (<http://www.hawek-i.org/>), for more information.

### **Immunizations**

Students enrolling in the district for the first time shall provide a certificate of immunization against disease as required by law. Students may be conditionally admitted to school if they have not yet completed all of the required immunizations but are in the process of doing so. Failure to meet immunization requirements may be grounds for denial of admission. Exemptions from the immunization requirement will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid State of Iowa Immunizations exemption certificate to be exempt from this policy.

### **Health Screening**

Vision, hearing and good dental health are extremely important to your child's success in the school setting. It is recommended that children have an exam with a physician, eye doctor and dentist prior to entering school, and continue regular follow up with medical providers to screen for concerns.

Students may have the opportunity to participate in various health screenings during the school year. Keystone Area Education Agency staff provide hearing screenings to students in grades K, 1, 2, and 7, as well as any new students. Keystone staff also monitor students with known hearing issues on a regular basis. Students in other age groups may be screened at any time upon parent request.

Vision screenings and dental screenings are conducted in conjunction with local agencies and providers during Pre-Kindergarten round up. The school nurse also performs vision screenings during the school year for grades K-8 and for any student upon request. A dental screening is required by the state for entry into Kindergarten and an exam with a dentist or dental hygienist is required for students entering 9th grade.

Parents are notified if concerns are identified during these screenings and may be asked to follow up with a medical or dental provider. These screenings do not replace care that can be given by medical or dental providers.

### **Illness or Injury at School**

In the event that a student becomes ill or is injured while at school, parents or legal guardians shall be notified as soon as possible and may be asked to pick up the child from school. In the event of illness or injury, authorized school personnel may administer first aid to students and/or contact local emergency medical services as needed. Students who have a fever or what are ill should remain at home until symptoms subside to help minimize the spread of illness to others.

### **Physical Examinations**

Students enrolling in Pre-K or Kindergarten in the school district must have a physical exam by a licensed provider and provide documentation of a health exam to the school district. Students desiring to participate in athletic activities shall have a yearly physical exam and provide documentation of health and clearance to participate in sports to the school. These records are kept on file at the attendance center.

### **Administration of Medication**

Medication is administered by the school nurse or, in the absence of the nurse, may be administered by personnel who have successfully completed an Administration of Medication course. Written authorization from the parent or legal guardian is required for administration of medication at school. A medication authorization form must be completed.

Medication must be presented to the school in the original container labeled by the pharmacy or manufacturer with the name of the child, name of medication, dosage, times and duration for which the medication will need to be given. School personnel will work with families and medical providers to help ensure safe and effective medication delivery to our students in accordance with Eastern Allamakee Community School District policy and with state and federal laws.

### **Communicable and Infectious Diseases**

Communicable disease means an infectious or contagious disease spread from person to person or animal to person or as defined by law. Students and family should notify the school as soon as possible when they learn they have an infectious disease. School personnel will work with families, medical

providers, and local public health agencies to determine if the child may remain in school or if the child must be excluded from school for a period of time.

## **STUDENT TRANSPORTATION**

### **Bus Behavior**

Transportation safety is a team effort involving the school staff, bus drivers, students, and parents. Students who ride the bus need to report concerns or incidents to their driver. When student bus concerns or incidents are told to parents by students, parents are asked to contact the bus driver by phone.

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavior standards while riding school buses as in the classrooms and hallways of the school building.

### **Bus Routes**

Bus routes are reviewed annually to ensure that the student transportation program is operating efficiently. Tentative route stop information is provided to families for review in early August. Final route stop information is communicated at August registration.

### **Bus Stop Rules**

- Get to your bus stop 3-5 minutes before your scheduled pick up time;
- Respect the property of others while waiting at your bus stop and keep your arms, legs and belongings to yourself;
- Use appropriate language;
- Stay away from the street, road or highway when waiting for the bus;
- Wait until the bus stops before approaching the bus;
- After getting off the bus, move away from the bus;
- If you must cross the street, always cross in front of the bus where the driver can see you;
- Wait for the driver to signal to you before crossing the street;
- No fighting, harassment, intimidation, or horseplay.

### **Bus Rules**

- Follow the directions of the adult in charge;
- Sit in your seat facing forward. No moving from seat to seat while the bus is in motion;
- Talk quietly and use appropriate language;
- Keep all parts of your body inside the bus;
- Keep your arms, legs, and belongings to yourself;
- No fighting, harassment, intimidation, or horseplay;
- Do not throw any object in or from the bus;
- No eating, drinking, or use of nicotine related substances or drugs;

- Do not bring any dangerous objects on the bus;
- Do not damage the school bus.

### **Inappropriate Bus Behavior**

Students that use the school-provided transportation are expected to conduct themselves in a mature and orderly manner at all times. Conduct problems are addressed with a progressive discipline system that begins with a simple warning and proceeds along a continuum that ultimately ends with suspension of transportation privileges.

### **Riding a Different Bus**

At no time is a student allowed to ride a bus to and from school other than the one to which he/she is regularly assigned. Permission must be obtained from the principal to ride another bus or to be the guest of another student on another bus. Parents must send a note to the bus driver for permission for a child to ride another bus. This is to be decided before the child comes to school.

### **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. Prior to attending a field trip, students must return a field trip permission form signed by the student's parents. *Students must be in good academic and attendance standing to participate in a field trip.*

When on field trips, students are considered ambassadors and representatives of the school district. Students must demonstrate respect and courtesy at all times.

## **FOOD SERVICE**

### **Cafeteria**

A well balanced breakfast and lunch is available to students in the cafeteria each school day. Students may opt to bring a sack lunch from home in lieu of the school lunch. However, all lunches must be eaten in the cafeteria or assigned area. Students are expected to demonstrate mature behavior in accordance with general conduct guidelines.

### **Meal Times**

Breakfast is served in Lansing and New Albin. All children who attend school in New Albin will have the opportunity to have breakfast in New Albin. Lunch is built into the daily schedules of all buildings and programs. Specific lunch times are shown within the daily schedules.

### **Accounts**

Kee High and Lansing Middle School employ a lunch card system that essentially acts as a debit card for students for doubles and ala carte items. Any amount of money can be deposited in an account and should be done before the school day begins. The system automatically deducts the cost of the meal from the balance of the account. A student is notified when the account balance is at or below the \$5 mark. No charging or borrowing is allowed.

### **Food/Drink**

Food must be consumed in the cafeteria. Water bottles are allowed in all areas and vending machines are available in the hall.

## **EMERGENCY PREPAREDNESS**

### **Communication**

In the event that the school day must be delayed, canceled, or altered because of weather or other emergencies, official announcements will be made via the JMC messaging system. At registration, parents indicate appropriate phone numbers and email for both daytime and evening announcements. Announcements will also be communicated to the following radio and television stations: KNEI, WDRT, KCRG, KWWL, WXOW, WKBT, and KGAN.

### **Fire and Wind Disaster Drills**

Periodically the schools hold emergency fire and tornado drills. At the beginning of each trimester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exits are posted in all rooms. Absolute cooperation is a must during emergency drills. The school will annually practice other drills as part of the school crisis plan.

### **Eastern Allamakee Safety Procedures**

Drills for fire safety shall be performed routinely throughout the school year. During these drills we will work toward fast and non-emotional evacuation of the building.

Drills for tornadoes shall be performed in the fall, spring, and as needed. During these drills, students and staff will practice going to specific predetermined spaces. Depending on the nature of the situation, these spaces could change. For drills, the intercom system will be used as well as other forms of communication as needed.

In a lockdown, whether drill or real, students will be accounted for, all doors will be locked and students will remain in rooms until all clear.

In an evacuation, students will get out of the building quickly and calmly. If an evacuation is not possible, students will barricade, hide, and lock doors.

Drills for intruders and/or active shooter in the building shall be conducted annually at a minimum. These drills may consist of a table talk drill which presents various scenarios about a possible crisis and what to do. These drills may also consist of a mock evacuation, lockdown, or both.

The curriculum shall consist of awareness and discussion about safety procedures, possible crisis situations and drills. The book Be Prepared, Not Scared shall be read to elementary students. Students in all grades shall be informed of our safety procedures and the on-going process.

In a significant emergency JMC messaging system will be used to communicate to the public. Students, employees, local and county law enforcement, and those who regularly use the school shall be included in this communication. Parents are signed up for JMC messaging during registration. If contact information changes please update by contacting the office. Other media, including Facebook, Twitter, and Instagram shall be used as time and the situation permits.

Citizens can report threats to the school district by calling the Allamakee Sheriff's Office at 563-568-4521. If it is found that a fraudulent or prank threat has been reported, criminal action will be taken.

In the event of an evacuation drill or crisis, a reunification plan shall be in place. Parents may pick up their child at an announced designated area. Parents may have a check-in location and your child will be delivered to you. You may need to fill out a reunification card to determine identity. All students will need to sign out and parents are expected to understand and work with officials in this process.

## **POLICY NOTICES**

### **Notable Board Policies**

The following Eastern Allamakee Board of Education policy summaries have been condensed to only the essential information that impacts students at New Albin Elementary, Lansing Middle School and Kee High School. Links to board policy are available for review on the Eastern Allamakee website: [www.e-allamakee.k12.ia.us](http://www.e-allamakee.k12.ia.us) (<http://www.e-allamakee.k12.ia.us>).

### **Educational Equity/Homelessness**

It is the policy of the Eastern Allamakee Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, or socioeconomic status (for programs) in its educational programs and employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's equity coordinator, Nick Trenkamp, Superintendent, 569 Center St., Lansing, Iowa 52151, 563-538-4201, [ntrenkamp@kee.k12.ia.us](mailto:ntrenkamp@kee.k12.ia.us) (<mailto:ntrenkamp@kee.k12.ia.us>).

### **Homeless Youth:**

Many families in Iowa experience homelessness. This is also true of Allamakee County and may be more prevalent than you are aware. Please understand the correct definition of homelessness as it may differ from what you believe it to be. If you know of any homeless child or unaccompanied youth not attending school, please notify us. Eastern Allamakee will make reasonable efforts to identify homeless youth children and youth of school age in our district. Homeless children will not be denied enrollment for lack of normal required registration protocol such as school/immunization records and residency. Other barriers such as transportation, special needs, and English as a second language are also included in this waiver. For more information or to seek assistance, please contact the EACS homeless liaison, Hailey Harms, [Hharms@kee.k12.ia.us](mailto:Hharms@kee.k12.ia.us) (<mailto:Hharms@kee.k12.ia.us>).

### **Homelessness Defined:**

The MicKinney-Vento Act defines homeless children and youth as individuals who lack a fixed, regular and adequate nighttime residence. This definition also includes:

- Those sharing the housing of other person due to a loss of housing, economic hardship, or similar reason;
- Those who may be living in motels, hotels, trailer parks or shelters;
- Those with a primary nighttime residence that is a public or private place not designed for ordinary use as regular sleeping accommodations;
- Those living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- Migratory children who are living in similar circumstances listed above.

### **Abuse of Students by District Employees**

Physical or sexual abuse of students by either paid employees or volunteers of the school district is an intolerable offense subject to disciplinary action up to and including discharge. Any guardian that feels a district employee or volunteer has abused a child is encouraged to contact the Level 1 investigator, Donna Thomas at 563-538-4201.

### **Harassment/Bullying**

Harassment and bullying of students and employees are against federal, state, and local policy and are not tolerated by the board. No student shall be subjected to any type of harassment, bullying, hazing, or any other victimization from another student on the basis of age (actual or perceived), color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability, ancestry, political party preference, political belief, SES or familial status. A student who feels victimized by such an offense must contact the building principal or any other staff member. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

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

Harassment and bullying means 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
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities or privileges provided by the 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 phone, electronic text messaging or similar technologies.

Harassment and bullying may include, but not limited to, the following conditions:

- 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
- 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
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment mean 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
- The conduct has the purpose or effect of interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

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 and/or employees alleging bullying or harassment.

## **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 prevent harm to persons or property. A cadre of EACS staff are trained in Crisis Prevention Intervention (CPI) techniques to de-escalate potentially aggressive students or dangerous situations.

State law also places limits on school employees' ability 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 student. If a student is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the student's parent or guardian.

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 website:

[www.iowa.gov/educate](http://www.iowa.gov/educate) (<http://www.iowa.gov/educate>), and search for Timeout, Seclusion and Restraint.

## **Student Records**

The legal guardian of a student has the right to review and inspect that student's cumulative record file. If there is a disagreement regarding the contents of the file, the guardian can request a hearing for clarification and/or removal of the item in question. The school does not allow access to a student's file to anyone other than school personnel unless written consent has been obtained from the guardian. All student files are maintained for a minimum of three years after graduation.

## **Student Directory Information**

All student directory information may be released to the public unless a request to withhold information is on file from an individual student's guardian. The request to withhold the information must be renewed annually. Ideally, such a request should be filed during the August registration period.

## **Free and Reduced Status**

Families who are unable to afford the full cost of student fees may be eligible for full or partial waivers. Information on the program is available in the EACS business office.

## **Technology/Appropriate Use of the Internet**

All students are assigned a school laptop. The students should make sure to properly care for their assigned device. In the case where the device is damaged due to improper care, the student and/or family will be responsible for the total replacement cost.

A student that accesses restricted or inappropriate items on the internet or uses school technology devices and sites in an inappropriate manner shall lose all internet privileges for two weeks. A second violation may result in loss of privileges at school for the balance of the year. The school does utilize

internet protection software, but responsibility for appropriate use rests with the individual student. A copy of the full acceptable use policy can be found under *Online Resources/Important Documents* on the school webpage.

### **Weapons Policy**

Any student who brings a weapon or "look alike" weapon onto school grounds shall be suspended from school immediately by the principal with the guardian being contacted promptly. Students may be reported to law enforcement. School Administration shall review each incident to determine the length of the out of school suspension (5-10 days) or possible expulsion as defined in the complete policy.

### **Illegal Substances**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using and being under the influence of alcohol, drugs, or look-a-like substances; and possessing or using nicotine and tobacco products or look-a-like substances (including all vaping products) at any school event or activity. Violation of this policy will result in immediate suspension by the principal with the guardian being contacted promptly.

### **Emergency Disaster Plan**

New Albin Elementary, Lansing Middle School and Kee High are prepared for fire, weather, and intruder emergencies. Each classroom has designated areas for safety that are communicated by the teacher in case of an emergency. Three practice drills for fire and weather including both exiting and relocating within the building are held each year. Cooperation is essential during all drills.

### **The Social Program**

The social program is under the direction of the principal. All social events are open only to students of the sponsoring attendance center with the exception of Prom which is open only to juniors and seniors and one guest per student. Out of school guests must be signed in at the office. The hours and guidelines for each event will be communicated in the bulletin. Typically school social events will not end after midnight.

### **Open Night**

No student school activities will be scheduled on Wednesday evenings during the academic year. All students must be out of the building by 6 p.m. on these days. Parents should contact the building principal if there are concerns at 563-538-4201 or [dthomas@kee.k12.ia.us](mailto:dthomas@kee.k12.ia.us).

### **Asbestos Policy**

The Eastern Allamakee Community School District is in compliance with the regulations of the Asbestos Hazard Emergency Response Act which was enacted by the United States Congress in 1986. The district's attendance centers were free of asbestos by August 2006.

## **GENERAL**

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### **Parent-Teacher Conferences**

Parent-Teacher Conferences are typically scheduled around week eight of each trimester. NAE parent-teacher conferences are scheduled by the administrative office. LMS and KHS conferences are scheduled by guardian phone contact with the principal's office. Please note that individual conferences can be arranged any time at the guardian's request.

### **School Visitors**

Any student wanting to bring a visitor or relative to school must first seek permission from the building principal at least two days in advance of the desired visitation and have a valid reason for visiting. All visitors of school age must be in good standing with their home school.

### **Birthday Parties**

Students at the Lansing campus are not allowed to bring treats to share for student birthdays.

Students attending the New Albin campus are welcome to bring treats to share with all classroom peers. Please make sure the treats are nut free.

## **STUDENT DISCIPLINE**

### **Video Surveillance**

Cameras are located at all out exits and in hallways for student safety.

### **Disciplinary Action**

Solid discipline based on mutual respect is critical to maintaining an appropriate learning environment. Students that fail to meet the conduct expectations of the school are subject to consequences that align with the seriousness of the violation. The potential consequences by rank of severity are:

- Verbal reprimand
- After-school detention
- In school suspension
- Permanent removal from class
- Out of school suspension
- Expulsion from school

The principal is responsible for assigning any and all consequences that are more severe than simple after-school detentions. Many consequences are dictated by various school board policies. The administration has reviewed the policies to develop discipline matrices to ensure consistent expectations and consequences. The matrices are available for viewing on pages 21-23 of this handbook.

Students and guardians that object assigned consequences are guaranteed due process rights. A request for a hearing may be filed with the next level in the school district's chain of command– teacher, principal, superintendent, board of education.

### **Hallway Conduct**

The conduct of students in the hallways is typically the basis used by visitors to evaluate the entire school. Students are expected to demonstrate mature behavior in accordance with general conduct guidelines.

Running, boisterous behavior, abrasive language, and inappropriate displays of affection are all considered intolerable in the hallways. Students should “keep to the right” and avoid gathering in groups that hinder the flow of traffic in the hallways.

### **Cafeteria Conduct**

Students are expected to demonstrate mature behavior in accordance with general conduct guidelines.

Disciplinary actions may be implemented if students don't adhere to expectations in the cafeteria and hallways.

## **KEE HIGH SCHOOL SPECIFICS**

### **Accreditation**

Kee High School is accredited by the Iowa Department of Education. Accreditation certifies that high school credit earned is acceptable for admission to colleges and universities throughout the United States.

### **School Basics**

School Colors: Purple, Gray, and White

School Nickname: Hawks

School Newspaper: Talon

Conference: Upper Iowa

## **EARNING A DIPLOMA**

### **Graduation Requirements**

The Eastern Allamakee Community School District Board of Education requires that students desiring a high school diploma earn 60 credits (30 units) for receipt of a diploma.

The required credits must include a prescribed number of courses in English, Social Studies, Math, Science, Technology, Physical Education, Health and elective classes. By definition, a credit represents successful completion of one trimester of academic coursework.

### **Required Courses**

All students in pursuit of a diploma must successfully complete certain required courses in defined curricular areas as part of the credit requirements list in the preceding section. The courses are as follows:

English/Language Lab	9 credits
Mathematics	9 credits
Science	6 credits
Social Studies	7 credits
Science/Soc St elective	3 credits
Other required	6 credits
Health	
P.E.	
Fine Arts	

In addition, students must take at least 6 courses or the equivalent of that time during each trimester.

### **Early Graduation**

The philosophy of the Eastern Allamakee Community School District is that students benefit the most by remaining in school for the traditional four years. However, early graduation is possible for students that complete the required units in less time even though diplomas are only awarded in May of the original graduating year. Students who wish to graduate early must gain approval through the guidance office.

### **Commencement Exercises**

Commencement is held at or near the end of each academic year– typically on a Saturday or Sunday in May. All participants in commencement exercises must have met the graduation requirements prescribed by the Eastern Allamakee Community School District Board of Education.

## **THE ACADEMIC PROGRAM**

### **The Long Range Plan**

As eighth graders, students and their parents will work with the Kee High school counselor to develop long-range plans for high school coursework. The direction of the plan is directly dependent upon each student's academic pathway, which is simply a basic map of the necessary courses to prepare for post-secondary interests.

Although the long-range plan is important to the overall academic program, it is reviewed and adjusted annually to meet a student's changing interests. Amendments to a long-range plan can be made during the course registration process each year.

Regarding students with Individualized Education Plans, graduation criteria may be met in unique and individualized ways.

### **Registration**

Course registration is a very important administrative process because it determines the number of authorized sections of each course, which dictates the necessary number of teachers and classrooms. The process of registering students for the next academic year begins in mid-February.

Student schedules will be determined by the course selection worksheets completed during the registration process and the online registration in JMC. After registration is complete, changes will only be allowed if they negatively impact the necessary number of sections, teachers or classrooms.

Final registration takes place prior to the start of school in August of each year. The procedure includes payment of enrollment fees, distribution of schedules as needed, and communication of other items important to efficient operation of the school. Dates and times for final registration will be announced on social media, via family email and in the July issue of Schoolhouse Scribblings in late July.

### **PICC and Concurrent Enrollment**

Juniors and seniors are eligible for enrollment in college credit courses offered at qualified post-secondary institutions if comparable courses are not offered at Kee High. The college credits earned in those courses may also be applied toward local requirements for receipt of a diploma. Further information on PICC and concurrent enrollment classes can be obtained from the school counselor.

### **Academic Assessment**

Student reports of academic progress can be accessed at any time in the JMC system. Please contact the principal's office if you need assistance gaining access to JMC. Grades are updated at least every two weeks.

### **Final Examinations**

Final examinations are given at the end of each trimester. The schedule for finals will be communicated to students at least one week in advance of testing. Open campus privileges are in place for students during finals. Exams may not be taken prior to the first scheduled testing session.

### **Final Waivers**

Two final waivers will be offered each trimester. Students may waive two finals if the following conditions are met. Students must have no more than two tardies and students must not have any late or missing assignments for that current trimester.

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### **Late Academic Work**

Instructors expect assignments to be turned in on the established due dates. The only time late work must be accepted is in the case of an excused absence. Typically the time allowed for completion of the work is equal to the number of school days missed. If the absence occurs at the end of a trimester, an "I" may be used on the report card until the student has had an opportunity to complete the work.

### **Plagiarism**

Plagiarism is when a person uses another author's work, or a close imitation of, and claims that work as their own. Plagiarism is taken seriously and may result in no credit for plagiarized work. EACS expects our students to complete their own work or give recognition to the initial author as directed by their course instructor.

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### **The Honor Roll**

The honor roll is compiled by the principal's office after each trimester to recognize the academic accomplishments of students. The "A" honor roll recognizes students with grade point averages of 3.67 or better while the "B" honor roll recognizes students with a grade point average of 3.00-3.66. Students included on the honor roll cannot have any Ds or Fs for the trimester.

### **Academic Awards**

Academic awards are presented to students for trimester long academic achievement. Students must earn a minimum grade point average of 3.33 without any Ds or Fs for the trimester to be recognized. A certificate is presented to the student for each trimester of high achievement. Students must have attended Kee High the entire trimester to be eligible.

### **Senior Academic Awards**

Senior academic awards are determined as follows:

- The Governor's Award is presented to the senior with the highest GPA rounded to two decimal places at the end of the second trimester.
- KWWL Best of the Class is awarded to the senior with the second highest GPA rounded to two decimal places at the end of the second trimester.
- The commencement address will be given by a senior chosen randomly from among those with a 3.67 GPA or better at the end of the second trimester.
- Valedictorian and Salutatorian are awarded to the seniors with the first and second best respective GPA at the end of the third trimester.

## **STUDENT ATTENDANCE**

### **Philosophy on Regular Attendance**

The Kee High philosophy on regular school attendance is based on the premise that something important happens in every class, every day, and the interaction of teachers and students can never be exactly duplicated. Thus absences can truly impact student progress. Cooperation from guardians is critical in maintaining the rate of attendance necessary for students to maximize the opportunities available through the educational program.

A concerted effort will be made by the principal's office to ensure that students are absent only when necessary. In all instances where a student is absent from school, that student retains the responsibility for obtaining all pertinent information in each class missed. The guardian retains the responsibility for ensuring that absenteeism is not hindering the student's academic progress.

### **Excused Absences**

An excused absence requires communication (telephone call, email or written note) between the guardian and the principal's office. In order to ensure that all absences are necessary and unavoidable, the reason for the absences shall be provided with the final determination of excused or unexcused resting with the building principal. In some cases for appointments, a written note from the provider may be requested to excuse an absence.

The school asks that a guardian contact the principal's office by telephone or email before 9 a.m. on the day of the absence. If the necessary communication does not occur within 24 hours of the absence, it will be recorded as unexcused.

Guardians are expected to closely monitor student attendance. Excessive absenteeism may require the guardian and student to meet with the principal to formally address the attendance issues.

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### **Unexcused Absences**

An unexcused absence is any absence that lacks the necessary communication between the guardian and the principal's office OR one that is deemed unnecessary by the building principal. The attendance secretary may contact the guardian directly or require the student to provide a written note from the guardian to verify knowledge of an absence. However, the student is ultimately responsible to ensure that the necessary communication takes place. An absence classified as unexcused will not be changed to excused once the defined time period has expired. Each unexcused absence will result in no credit for work done in class on the impacted day. Three unexcused absences may result in an attendance hearing to determine if the student should be dropped from the class(es) in question with complete loss of credit. The hearing will allow the guardian, student and principal to discuss a resolution to the attendance struggles that may allow the student to remain in class and earn credit.

## **Assignment Requests**

A student who is absent may obtain the homework missed on Google classroom.

If a student has prior knowledge of an upcoming extended absence from school, that student should obtain permission from the principal to receive all make-up work prior to the absence. A phone call or note from the guardian will be necessary for release of the assignments. The student retains the responsibility for completing all of the work with the time frame established with each individual teacher.

## **STUDENT MANAGEMENT**

### **Personal Attire/Dress Code**

High students are expected to present a personal appearance of neatness and cleanliness. School personnel reserve the right to determine whether or not appearance and attire are appropriate for school. The school's philosophy asks the simple question of whether the appearance and attire in question disrupts the educational process.

Typical violations in the area of appearance and attire result from immodestly worn apparel and/or inappropriate slogans on clothing. If the determination is made that the educational process is negatively impacted, the student will be asked to make an alteration to comply with building expectations. Repeat offenders may face disciplinary action.

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### **Tardy to Class**

Students are expected to be in their assigned classrooms when the bell rings. Upon the fourth tardy in a class during a given trimester, the student shall be sent to the office with an unexcused absence. All tardies that exceed 10 minutes of a given period shall be considered an unexcused absence from that class.

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### **Lockers and Search Procedures**

Although lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The cleanliness of the assigned locker is the responsibility of the student. The school district retains the right to inspect lockers if there is reasonable suspicion that they are being poorly maintained, contain illegal or contraband items, or contain evidence of a violation of law or school policy. Locker inspections may be conducted periodically by a school administrator provided that an adult witness is present. The building principal may also invite locker inspections by law enforcement agencies that utilize canines in the search for illegal items. Any illegal items discovered during locker searches shall be confiscated by the school personnel and turned over to law enforcement.

### **Arriving Late/Leaving Early**

Any students who arrive or depart outside of regular school hours must report to the office to complete the formal documentation procedure (sign in/out sheet). Notification in the form of a written note or telephone call from the guardian is mandatory for a pass to be issued to excuse a student's late arrival or early departure. The student is responsible for presenting the pass to the teacher of the class impacted by the arrival or departure change. If the defined procedure is not followed, the student will be assigned an unexcused absence in all affected classes.

### **Library Regulations**

The library is a resource area shared by all students and is typically open from 8 a.m. to 3:30 p.m. each school day. Books not on reserve are available for check out for a period of two weeks with a possibility of a two week renewal.

## **CELL PHONES AND ELECTRONIC DEVICES**

### **Use of Cell Phones and Electronic Devices**

Kee High School will determine appropriate student use of electronic devices, including cell phones during the school day (8:10 am-3:30 pm). Kee High strongly believes that electronic devices such as cell phones can be excellent resources to support learning in the school setting. However, students are asked to follow common courtesy guidelines in the use of such devices. Students are reminded that use of any electronic device during the school day is a privilege, not a right.

Students in grade 7-8 may NOT use their cell phone during the school day. Devices are to be turned off and in lockers during the school day.

### **Cell Phone Policy**

- Classroom/study hall– no cell phone is to be used without teacher permission;
- Restroom/locker room– no cell phones to used at any time;
- Assemblies– no electronic devices to be used unless requested;
- Cafeteria– cell phones may be used during lunch time.

### **Cell Phone Violation Policy**

EACS staff will confiscate cell phones and electronic devices when they are used in violation of policy. Staff members will ask students to turn over their phone when they are found in violation of policy. The phone will be turned into the office in a timely manner. Students refusing to relinquish a phone will be issued a referral for insubordination.

First violation: The teacher will give the device to the office and it will be returned to the student at the end of the day.

Second violation: The device will be turned into the office and is returned at the end of the day. Parent contact will be made. The student will need to turn the device into the office on a daily basis for two weeks.

Third violation: The device will be turned into the office and must be retrieved by a parent or guardian. The student will need to turn in the device to the office for the remainder of the trimester.

### **Cell Phone and Electronic Device Search Policy**

School authorities may search a student cell phone based upon reasonable suspicion under the circumstances and in a manner reasonable in scope in order to maintain order and discipline in the school and promote student safety.

### **Telephone Access for Students**

Students are only allowed to use the office phone in emergency situations or to conduct school business.

### **Telephone/Personal Messages for Students**

Students are not called to the office during school hours for telephone calls except in cases of extreme emergency. Messages can be left for students with office personnel. All messages are forwarded to students during lunch periods, passing time and at the end of the day if possible.

### **Student Vehicles**

Students are permitted to park on school premises as a matter of privilege, not of right. Horseplay with vehicles is strictly prohibited because of the danger to pedestrian and vehicle traffic around the school. In all school matters involving vehicles, the building principal cooperates fully with law enforcement to ensure that appropriate action is taken regarding students who operate their vehicles in an inappropriate manner. Any student driving a vehicle to school must observe the following rules:

- Office permission is needed to visit the parking lot during school hours
- Vehicles are not to be moved during the academic day

School officials retain the right to search vehicles in the school parking lot if there is reasonable and articulable suspicion that they may harbor illegal, unauthorized, or contraband items.

### **The Open Campus Pass**

Juniors and seniors are eligible for open campus privileges which allows them to be away from the school building during either 1st or 6th hour each day. Students who request the privilege must adhere to the following conditions:

- Student released 6th period is not involved in sports with practice beginning after school;
- Acceptable academic progress in all classes;
- Acceptable behavior in all school areas;
- Punctual attendance in all classes.

If the conditions are not met by a student, the pass will be revoked by the building principal for a period of time in accordance with the circumstances of the violation.

## **STUDENT ACTIVITIES**

### **Activities Program**

Students are encouraged to participate in the diverse activities program at Kee High. Athletic opportunities include competition in football, volleyball, cross country, basketball, wrestling (with Waukon), track, baseball and softball. Fine arts opportunities including band, chorus, drama and speech. Other school-sponsored club membership opportunities include National Honor Society, class officers, student council, International Club.

### **Student Transportation**

Students attending any school sponsored field trip, sporting event or activity are required to ride school provided transportation. If a student wants to return from an event with a parent, they may do so with permission from the coach or teacher chaperone. Students may ride with their parent or guardian only.

### **The Upper Iowa Conference**

Kee High competes in co-curricular and extra-curricular activities as a member of the Upper Iowa Conference. Other conference schools include Central (Elkader), Clayton Ridge, MFL/Mar-Mac, North Fayette Valley, Postville, South Winneshiek, Turkey Valley, and West Central (Maynard).

### **Academic Eligibility Requirements**

The academic eligibility regulations of the Iowa High School Athletic Association and the Iowa Girls' Athletic Union govern participation in the Kee High activities program. A participant must have passed 20 hours (4 classes) the previous trimester and must be passing all classes (a minimum of 4) at all checkpoints during the current trimester in order to be eligible. An F at the first checkpoint will result in a one week probation to remedy the grade. The minimum period of mid-term eligibility for an F at the second checkpoint will be two weeks. Poor classroom conduct can also result in suspension from an activity.

### **Attendance Requirements**

Students who are absent during any portion of the school day are ineligible for participation in any part of co-curricular activities on the day of the absence unless the absence was approved by the principal's office personnel. Illness and fatigue will not be approved. Typically the only approved absences are those that involve a family emergency or medical appointment. A doctor's note may be required. This policy will be in effect for all activities and practices. Students who are absent will not be allowed to return to school and participate in a co-curricular activity or attendance practice, including sports, speech and drama.

### **The Good Conduct Rule**

**Purpose:** All participants in the activities program serve as ambassadors of the Eastern Allamakee Community School District throughout the calendar year. The school district maintains high conduct expectations through the provisions of the Good Conduct Rule for students that enjoy the privilege of activities participation.

**Violations:** A violation of the Good Conduct Rule is any action for which the student could be placed under the supervision of a juvenile court officer. The most typical violations of the good conduct rule are possession of tobacco/nicotine products or look- alikes, alcohol or controlled substances, theft, and other types of criminal mischief. Students are expected to report all violations within 72 hours of the occurrence or face additional suspension time.

**Investigations:** The principal and activities director execute the investigation of potential violations of the Good Conduct Rule through information obtained from school personnel, law enforcement, juvenile court officers, and the student in question. Cooperation of the student is vital to the investigative process. A student that fails to cooperate with an investigation can be assigned additional suspension time.

### **Consequences:**

First offense:

- Self-reported- athlete suspension will be the foremost event in every activity in which the student participates for one calendar year
- Not self-reported- athlete suspension will be the three foremost events in every activity in which the student participates for one calendar year.

Subsequent offenses:

- Self-reported- athlete suspension will be the foremost events in every activity in which the student participates for one calendar year correspondent with the number of violations incurred (example: 4 violations= 4 events in every activity)
- Not self-report- athlete suspension will be two events in every activity in addition to the number that would have been assigned had the violation been self-reported.

Special note: Speech and drama activities have special considerations under the Good Conduct Rule if the violation occurs within two weeks of a scheduled performance. The exceptions are in place due to the minimal number of performances and potential lack of substitutes. The sponsor of those activities will communicate the consequences in a contract that must be signed prior to participation.

**The Suspension Conference:** The principal and activities director review the details of an imposed suspension with the student in question in a formal suspension conference. Guardians may also attend the conference.

**Appeals:** After the suspension conference appeals may be made first to the superintendent, then to the EACSD Board of Education, and finally to the Iowa Department of Education.

**A Final Note:** The Good Conduct Rule is not intended to be punitive. Rather the rule is in place to promote responsibility, citizenship, and health

decision-making among program participants.

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### **Student Council**

The Kee High Student Council maintains as its purpose a commitment to promoting harmonious relations though the entire school by serving as the voice of the student body. The council is composed of two elected running-mate seniors to serve as co-presidents, two elected running-mate juniors to serve as co-presidents elect and elected representatives at each grade level. In May of each year, the student council shall coordinate the elect of the next year's members using the following guidelines:

- Candidates for president-elect must complete a nomination form and return it to the principal's office one week prior to the election;
- Nominees must not have had any violations of the Good Conduct Rule during the calendar year immediately preceding the election;
- The vote is held by secret ballot via google forms;
- The top vote-getters shall become members of the student council;
- A student council member that incurs a violation of the Good Conduct Rule shall be removed from the group and be replaced by the candidate with the next highest number of votes.

### **National Honor Society**

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. All sophomores, juniors and seniors with a cumulative grade point average of 3.33 that have not incurred a violation of the Good Conduct Rule during the previous 12 months are eligible to fill out an application to indicate their interest in membership. The timelines for completion of the application are communicated in the daily bulletin. The application serves as the initial step in the selection process. The final step is the faculty council review which ultimately determines induction based upon the personal qualities of scholarship, service, character, and leadership. New inductees will be notified at a short all-school assembly and the faculty council review. The induction will take place shortly thereafter.

As per the national charter handbook, the selection process contains both objective and subjective components and the proceedings of the faculty council must remain confidential. No reasons are provided for candidate inclusion or exclusion. An inductee that incurs a violation of the Good Conduct Rule shall face consequences up to and including removal from the organization.

## **STUDENT SERVICES**

### **Student Assistance Team**

The Student Assistance Team (SAT) is in place to assist students with the personal struggles that accompany adolescence. The SAT meets weekly to discuss the situations of students who have been referred to the team by staff members, peers, family members and/or community/agency members. The goal of the SAT is to recognize, assess, motivate and support students in need of assistance. All

information shared with an SAT member is held in the highest confidence. Information is not released to any person or agency without prior written approval of the student and/or guardian. Questions can be forwarded to the high school counseling office at 563-538-4201.

## PARENT GUIDE TO ACTIVITIES

**Necessary paperwork:** Student-athletes must have the following paperwork items on file with the athletic director prior to any sort of physical participation in a given sport– current physical exam, good conduct policy acknowledgement, emergency contact card and concussion information sheet.

**Academic eligibility:** Students participating in co-curricular activities must be passing all courses at formal checkpoints of a given trimester/semester in order to be academically eligible to participate in events and contests. If an F is cited at a checkpoint the period of ineligibility is three weeks.

As per IHSAA and IGHS AU rules, students involved in co-curricular activities must have passed at least four classes the previous semester and must be enrolled in at least four classes during the current semester in order to be academically eligible for participation in athletics.

**Daily attendance:** Students involved in activities must be in attendance for the full length of their schedules in order to be eligible to practice or play in any after-school activity. The only exceptions are family emergencies and pre-approved absences for doctor's appointments. Students who are absent during any portion of the school day are ineligible for participation in any part of co-curricular activities on the day of the absence unless it was approved by the principal's office personnel. Students who are absent will not be allowed to return to school and participate in a co-curricular activity or attend practice, including sports, speech, music, and drama.

**Practices:** Coaches will define stop times for all practices and the practice schedule so parents can arrange necessary transportation without inconvenient wait times. Practice times will not exceed two hours during the school week. Weekend practice times may on occasion be longer than two hours if a scrimmage or intrasquad game is involved.

**Sportsmanship:** Game officials state the sportsmanship of our players, coaches and fans at each contest and submit those ratings to the IHSAA or IGHS AU. Parents are asked to set an example of good sportsmanship at our athletic contests.

**Participation/playing time– what to expect:** The benefits of participating in co-curricular activities are numerous– personal fitness challenges, the spirit of competition, and social relationships to name a few. Participation in activities offers students an experience that will help them through their lives.

At times the focus of athletics is narrowed to the issue of playing time in those games. The school district's coaches have been directed to operate under the following philosophy:

- **High**— All participants will play in all grade-appropriate games provided that the participant's practice attendance and effort have been consistent;
- **Freshmen/JV**— Coaches will attempt to play all participants in all games provided the participant's practice attendance and effort have been consistent. Ability becomes a factor in playing time at the high school level;
- **Varsity**— Coaches will make playing time decisions based on what gives the team the best chance for success. Ability, attitude and work ethic are the prevailing factors in determining playing time.

**Parent, coach or director contact:** Coaching is a difficult job. Parents need to respect the fact that perfect coaching or directing is likely an impossible task. A parent should never approach a coach or director before or after an event, on the street or call a coach/director at home to discuss coaching strategies, playing time, or other event specific issues. A concerned parent should contact the school office and make arrangements for the coach or director to return a call at a time convenient for both parties. This ensures that parent concerns are addressed confidentially at an appropriate time and place. A parent that fails to follow protocol will not be allowed to attend the next scheduled home contest. Continued non-adherence to policy may result in a parent not being able to attend school activities.

**School transportation:** Reminder that students attending any school sponsored field trip, sporting event or activity are required to ride school provided transportation. If a student wants to return from an event with a parent, they may do so with permission from the coach or teacher chaperone. Students may ride with their parent or guardian only.

Dear Parent and Student,

Welcome back!

EACS created a handbook to inform you of our procedures and expectations in effort to ensure smooth running of school operations. Parents and students are asked to review this handbook. If you have any questions, please reach out to the principal. Once your questions are answered, please sign and return this form stating that you have read and discussed the handbook with your student(s).

Thank you,

Donna Thomas, PK-12 Principal

[dthomas@kee.k12.ia.us](mailto:dthomas@kee.k12.ia.us) (<mailto:dthomas@kee.k12.ia.us>)

Your signature indicates that both parent and student have reviewed the handbook and understand all procedures and expectations posted in the handbook.

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

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

## Kee High School Matrix

	<b>1st offense</b>	<b>2nd offense</b>	<b>3rd offense</b>
<b>Assault towards a Staff Member with intent to harm</b>	5 day OSS, police referral	10 day OSS, police referral	referral to Superintendent and Board for change in setting
<b>Behavior that results in a disciplinary referral to the office (disruptive, insubordinate, disrespect to staff, etc.)</b>	30 min detention	1 hr detention and parent meeting	1 day ISS
<b>Bullying, Harassment or Threats toward Students</b>	2 days OSS	5 days OSS	10 days OSS
<b>Fighting (with injury)</b>	5 days OSS, police referral	10 day OSS, police referral	recommend for expulsion
<b>Fighting (without injury)</b>	2 day OSS	5 day OSS, police referral	10 day OSS, police referral
<b>Inappropriate use of Camera/Phone Camera</b>	1 day OSS	3 Day OSS	5 day OSS, police referral
<b>Non-permitted Use of Electronic Device</b>	confiscate until end of day	Turn in to office, parent pick up at end of day	Turn in to office, parent pick up, kept in office daily for remainder of term
<b>Possession/use of illegal drugs</b>	5 day OSS, police referral	10 day OSS, police referral	Recommend for expulsion
<b>Possession and/or use of Nicotine Products</b>	1 day OSS, police referral	3 day OSS, police referral	5 day OSS, police referral

<b>Possession of weapon or look-alike</b>	3 day OSS	5 day OSS	referral to Supt and Board for change in setting
<b>Tardies exceeding 3 in a term</b>	detention, make up time	parent phone call	parent meeting
<b>Threats toward Faculty or Staff</b>	2 day OSS	5 day OSS	referral to Supt and Board for change in setting
<b>Truancy, not signing out, skipping/leaving class, leaving school during lunch without permission</b>	1 day ISS	3 day OSS	5 day OSS
<b>Use or under the influence of alcohol</b>	3 day OSS, police referral	5 day OSS, police referral	referral to Supt and Board for change in setting
<b>Vandalism or Theft</b>	1 day OSS, repair/replace	3 day OSS, repair/replace, referral to police	5 day OSS, repair/replace, referral to police
<b>Violation of Acceptable Use Policy</b>	determined by policy	determined by policy	determined by policy
	All consequences are subject to discretion of administration based on individual circumstances		
	All above offense will include parent contact/meeting		

## Lansing Middle School Matrix

	<b>1st offense</b>	<b>2nd offense</b>	<b>3rd offense</b>
<b>Assault towards a Staff Member</b>	3 days OSS	5 day OSS	referral to Supt and Board for change in setting
<b>Behavior that results in a disciplinary referral to the office (disruptive, insubordinate, disrespect to staff, etc.)</b>	30 min detention	1 hr detention and parent meeting	1 day ISS
<b>Bullying, Harassment or Threats toward Students</b>	2 days OSS	5 days OSS	10 days OSS
<b>Fighting (with injury)</b>	5 days OSS, police referral	10 day OSS, police referral	recommend for expulsion
<b>Fighting (without injury)</b>	2 day OSS	5 day OSS, police referral	10 day OSS, police referral
<b>Inappropriate use of Camera/Phone Camera</b>	1 day OSS	3 Day OSS	5 day OSS, police referral
<b>Non-permitted Use of Electronic Device</b>	confiscate until end of day	Turn in to office, parent pick up at end of day	Turn in to office, parent pick up, kept in office daily for remainder of term
<b>Possession/use of illegal drugs</b>	5 day OSS, police referral	10 day OSS, police referral	Recommend for expulsion

<b>Possession and/or use of Nicotine Product and/or alcohol</b>	1 day OSS ,police referral	3 day OSS, police referral	5 day OSS, police referral
<b>Possession of weapon or look alike weapon</b>	3 day OSS	5 day OSS	referral to Supt and Board for change in setting
<b>Tardies exceeding 3 in a term</b>	detention, make up time	parent phone call	parent meeting
<b>Threats toward Faculty or Staff</b>	2 day OSS	5 day OSS	referral to Supt and Board for change in setting
<b>Truancy, not signing out, skipping/leaving class, leaving school during lunch without permission</b>	1 day ISS	3 day OSS	5 day OSS
<b>Use or under the influence of alcohol</b>	3 day OSS, police referral	5 day OSS, police referral	referral to Supt and Board for change in setting
<b>Vandalism or Theft</b>	1 day OSS, repair/replace	3 day OSS, repair/replace, referral to police	5 day OSS, repair/replace, referral to police
<b>Violation of Acceptable Use Policy</b>	determined by policy	determined by policy	determined by policy

	All consequences are subject to discretion of administration based on individual circumstances		
	All above offense will include parent contact/meeting		

### New Albin Elementary

	1st offense	2nd offense	3rd offense
<b>Assault towards a Staff Member with intent to injure or harm adult</b>	Removal from setting, OSS for remainder of the day, parent contact	1 day OSS, parent meeting	2 day OSS, parent meeting
<b>Behavior that results in a disciplinary referral to the office (disruptive, insubordinate, disrespectful to staff etc.)</b>	Loss of recess to complete work, parent contact	Removal from setting, ISS for remainder of the day, parent contact	Parent meeting
<b>Bullying, Harassment or Threats toward Students</b>	Loss of recess, parent contact	Removal from setting, ISS for remainder of the day, parent contact	Parent meeting
<b>Fighting (with injury)</b>	Removal from setting, OSS for remainder of the day, parent contact	1 day OSS, parent meeting	2 day OSS, parent meeting

<b>Fighting (without injury)</b>	Removal from setting, parent contact	Removal from setting, ISS for remainder of the day, parent contact	1 day ISS, parent meeting
<b>Inappropriate use of Camera/Phone Camera</b>	Confiscate until end of day, parent contact	Turn in to office, parent pick up at end of day	Turn in to office, parent pick up, kept in office daily for remainder of term
<b>Non-permitted Use of Electronic Device</b>	Confiscate until end of day, parent contact	Turn in to office, parent pick up at end of day	Turn in to office, parent pick up, kept in office daily for remainder of term
<b>Possession/use of illegal drugs</b>	Police referral, parent contact	Police referral, parent contact, 1 day OSS	Police referral, parent contact, 2 day OSS
<b>Possession and/or use of Tobacco</b>	Parental contact	Police referral, parental contact, 1 day OSS	Police referral, parent contact, 2 day OSS
<b>Possession of weapon</b>	Confiscate until end of day, parent contact, 5 day OSS	Confiscate til end of day, parent contact, 10 day OSS	Referral to Superintendent and Board for change of placement.
<b>Threats toward Faculty or Staff</b>	Removal from setting, parent contact	Removal from setting, ISS for remainder of the day, parent contact	1 day ISS, parent meeting



<b>Vandalism or Theft</b>	Loss of recess, clean up if possible, return item, parent contact	Loss of recess, clean up if possible, return item, parent meeting	Loss of recess, clean up if possible, return item, police referral
<b>Violation of Acceptable Use Policy</b>	determined by policy	determined by policy	determined by policy
	All consequences are subject to discretion of administration based on individual circumstances.		

## ADDITIONAL INFORMATION

► [Learn More \(https://docs.google.com/document/d/1E34SP2hheLafME7\\_5kIOjdkKEqfrawKOfvYXi-71IMg/edit\)](https://docs.google.com/document/d/1E34SP2hheLafME7_5kIOjdkKEqfrawKOfvYXi-71IMg/edit)

**ALL KEE-HAWK DOCUMENTS (/DOCUMENT)**





 (<https://www.facebook.com/Eastern-Allamakee-Community-School-District-449488638752043/>) 


([https://twitter.com/EACSD\\_Iowa](https://twitter.com/EACSD_Iowa)) 

(<https://www.youtube.com/channel/UCgsR4SMaf3dkz1YMRDjhHkg>)


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