

Student Handbook

2015-16

Keokuk High School
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Keokuk, Iowa 52632-2834
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Zach Wigle, Principal
Associate Principal
Jayson Campbell, Activities Director
Tim Hood, Superintendent

This Agenda belongs to:

Name _____

Address _____

City _____

State _____ Zip Code _____

Agenda Number _____ Homeroom _____

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*Great Chief and most heroic Sire,
The wisdom of your counsel fire,
Through generations of success
Make possible our K.H.S.
Your life has earned you true and lasting fame.
Great Chief, all honor to your name.*

1929 Comment

School Mascot: Chief
School Colors: Purple and White
School Song:

**ONWARD KEOKUK,
ONWARD KEOKUK,
FIGHT ON FOR YOUR FAME
SEND THE BALL CLEAR DOWN THE FIELD (Court)
FOR TOUCHDOWN/BASKET EVERYTIME.
RAH! RAH! RAH!**

**ONWARD KEOKUK,
ONWARD KEOKUK,
FIGHT ON FOR YOUR FAME
FIGHT FELLOWS, FIGHT FIGHT FIGHT!
TO WIN THIS GAME.
K-K-KEO K-K-KUK, KEO-KUK,
KEOKUK!!**

The Keokuk Community School District is an equal opportunity educational institution and will not discriminate on the basis of age, color, creed, national origin, gender, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or family status in its activities, programs or employment practices as required by Title IX, Section 504 and others. Any person having inquiries regarding these procedures, civil rights or appeals (grievances) shall contact Mr. Tim Hood, Superintendent, Title VI, IX, Section 504 at the Affirmative Action Compliance Office at 1721 Fulton Street, Keokuk, IA 52632, (319) 524-1402 or the Human Rights Officer/the District's Equity Coordinator, Mr. Tim Hood, Superintendent, 1721 Fulton Street, Keokuk, IA 52632, (319) 524-1402.

K-Pride

KHS will continue to use PBIS (Positive Behavior Interventions and Supports) during the 2014-2015 school year. Our K-Pride team along with our high school staff has worked hard to develop expectations and acknowledgment systems for our students. We will be teacher expected behaviors in the following areas; lobby/hallways, cafeteria, restrooms, campus/parking lot, classroom, school activities, restrooms and with electronic devices. Our expectations in each area will focus on the students being respectful, responsible, and ready for the real world. Students who demonstrate these expected behaviors will be acknowledged with simple rewards. The focus will be the good behaviors we see.

Minor infractions are problems dealt with in the classroom and major Infractions are office-managed behaviors.

Minor Infractions	Major Infractions
Defiance/Disrespect	Abusive Language/Inappropriate Language
PDA	Arson
Disruption	Bomb Threat
Inappropriate Language	Bullying/Harassment
Other (not prepared for class)	Defiance/Insubordination/Non-Compliance
Physical Contact/Aggression	3 Minor Offenses
Property Misuse	Dress Code Violation
Tardy (will be handled by office staff)	Fighting
Technology Violation	Forgery/Theft
	Lying/Cheating/Plagiarism
	Physical Aggression
	Property Damage
	Truant
	Use/Possession of Alcohol/Drugs/Tobacco/Weapon

Keokuk High School Staff Beliefs

What it means to be part of the KHS Chief Staff...	Respectful (Value the opinions & values of others, tolerant, acceptance, non-violent, & courteous)	Responsible (Accountability, pursuing excellence, & self-control)	Ready (Prepared for success in the teaching world!!)
<p style="text-align: center;"> Administrators Coaches/Advisors Custodians Lunch Personnel Para Professionals Security Secretaries Student Services/Nurse Substitutes Teachers/Media Center </p>	<ul style="list-style-type: none"> *Greet students respectfully *Be friendly & approachable *Make a difference at KHS *Contribute to the KHS school community *Actively supervise *Model appropriate cell phone behavior *Model appropriate language and conversation *Build professional relationships with other staff members that encourage success *Attend school functions to support our students 	<ul style="list-style-type: none"> *Support the attendance policy *Model positive Chief behavior *Arrive on-time *Be prepared *Be consistent and firm *Professional usage of electronic devices (including social media, e-mail, & text) *Keep lines of communication open with parents and community members *Update grades in a timely fashion 	<ul style="list-style-type: none"> *Model appropriate dress code (dress professionally) *Acknowledge effort *Collaborate *Promote professional and learning standards *Expect excellence *Acknowledge and support peers as well as students *Create a safe learning environment

KEOKUK HIGH SCHOOL CHIEFS

Will Be.....	Lobby/Hallways	Cafeteria	Restrooms	Campus/Parking Lot	School Activities	Electronic Devices	Classroom
<p>Respectful (Value the opinions and values of others, tolerant, acceptance, non-violence and courteous)</p>	<p>Use appropriate language & volume</p> <p>Be courteous to all</p> <p>Avoid distracting classrooms along your route</p> <p>Keep your hands to yourself</p>	<p>Wait patiently in line</p> <p>Use appropriate language & volume</p> <p>Be courteous to peers & staff</p> <p>Practice good table manners</p>	<p>Use appropriate language & volume</p> <p>Respect people's privacy</p> <p>Respect the facility</p>	<p>Drive with care & caution</p> <p>Respect other people's vehicles</p> <p>Watch for pedestrians</p> <p>Open doors carefully</p>	<p>Stand & remove hats for the National Anthem</p> <p>Stand for the Fight Song</p> <p>Cheer & applaud appropriately</p> <p>Stay off the playing surface</p>	<p>Silence electronic devices during class/school activities</p> <p>Use listening devices only in hallways or at lunch and at teacher discretion in the classroom</p>	<p>Arrive on time</p> <p>Honor the opinions & answers of others</p> <p>Use appropriate language & volume</p> <p>Keep your hands & feet to yourself</p>
<p>Responsible (Accountability, pursuing excellence and self-control)</p>	<p>Clean up after yourself - throw your stuff away</p> <p>Use a planner/pass</p> <p>Walk</p>	<p>Clean up after yourself -throw your stuff away</p> <p>Consume food & beverages in the cafeteria only</p> <p>Remain in the appropriate lunch areas until the bell rings</p>	<p>Use restrooms between classes and/or lunch</p> <p>Keep the restroom area clean</p> <p>Clean up after yourself</p>	<p>Park in student parking areas only</p> <p>Follow appropriate driving rules/laws</p> <p>Lock your car to protect valuables</p> <p>Clean up after yourself</p>	<p>Appropriate behavior to match the event</p> <p>Be on time</p> <p>Clean up after yourself</p>	<p>Be responsible for your own devices</p> <p>Leave other's devices alone</p>	<p>Participate in classroom discussion/activity</p> <p>Complete all assignments promptly with honesty & integrity</p> <p>Have materials ready for class</p>
<p>Ready (Prepared for success in the real world!!)</p>	<p>Move to class promptly using the most direct route</p> <p>Demonstrate understanding of appropriate behaviors & expectations</p>	<p>Share your table – accept others</p> <p>Carry on appropriate table conversation</p>	<p>Practice good hygiene – wash your hands</p> <p>Get in...Get out!</p>	<p>Buckle up</p> <p>Tunes not text</p>	<p>Good sportsmanship</p> <p>Positive attitude</p> <p>Encourage & be courteous to others</p>	<p>Use devices appropriately</p>	<p>Show interest & motivation</p> <p>Lend a hand to those in need</p> <p>Take care of school property</p>

Attention

HIGH SCHOOL TELEPHONE DIRECTORY

High School..... 524.2542
High School Learning Center..... 524.0222

MENU OPTIONS: THE OPTION NUMBER MAY BE SELECTED AT ANY TIME.

OPTION

- 1 TO REPORT THE ABSENCE OF A STUDENT
- 3 HIGH SCHOOL OFFICE
- 4 ACTIVITIES OFFICE
- 5 GUIDANCE CENTER
- 6 ALTERNATIVE SCHOOL
- 7 **SCHOOL CLOSING AND EVENT ANNOUNCEMENTS**
- 0 FOR RECEPTIONIST

VOICE MAIL: During class hours phones do not ring in classrooms. Calls received during class times are transferred to staff voice mail boxes.

WEAPONS AT SCHOOL

Students who bring a firearm to school shall be expelled for not less than twelve months. See page 33 for additional information.

ACTIVITY TICKETS

Student \$40.00
Adult \$65.00
Family \$175.00
Single Adult Admission, Varsity Event..... \$5.00
Single Student Admission, Varsity Event \$5.00
Single Adult or Student Admission, Junior Varsity Events..... \$3.00

GENERAL INFORMATION

EQUITY STATEMENT

The Keokuk Community School District is an equal opportunity educational institution and will not discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, marital status, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or family status. Any person having inquiries regarding these procedures, civil rights or appeals (grievances) shall contact Tim Hood 1721 Fulton Street. Trained Level I independent investigator of child physical or sexual abuse or harassment are Zach Wigle, HS Principal; Gary Benda, MS Principal; Jeremy Negus, MS Associate Principal; and trained alternate investigator is Donna Tracy, Hawthorne Principal.

ACCREDITATION

Keokuk High School is operated under the authority of the Keokuk Community School District and is accredited by the Department of Education of the State of Iowa.

SCHOOL HOURS

Students 8:00 – 3:00; Staff: M-R 7:30 - 3:30; Office: M-R 7:00 – 4:00
F 7:30 - 3:15 F 7:00 – 3:15

IMMUNIZATION CERTIFICATE

Iowa law requires parents to assure their children are adequately immunized against polio, diphtheria, tetanus, whooping cough, measles and rubella before enrolling them in a school. A certificate of immunization must be filed with the school.

EMERGENCY PROCEDURES

The Keokuk Community School district has adopted a Crisis Management Plan that provides for the evacuation of students to a safe location (first priority another school building in the district) in case of extreme emergency. The superintendent of schools will serve as a central communication source for the District and will use local radio station KOKX - AM - 1310 for public announcements and bulletins to parents. Power Announcer will also be utilized for announcements and bulletins. The announcements will include the procedures for the release of students to parents. During an emergency situation parents and community members should utilize the radio rather than to try to contact the schools via telephone. Telephone lines need to be reserved for emergency communication with the appropriate authorities.

FEES

Registration fees are set annually by the Board of Education. Special course fees may also be established. These fees will be collected in each course. Students, whose families meet the income guidelines for free and reduced price lunch, the family investment program (FIP), supplemental security income (SSI), transportation assistance under open enrollment, who are in foster care or whose families are experiencing temporary financial complications are eligible to have their student fees waived or partially waived. Parents or students contact the building principal for a waiver form. This waiver does not carry over from year to year and must be completed annually. Students in need of financial assistance to pay fees should consult with their teachers, counselor, or principal. The principal may authorize the use of the Aldrich Trust to assist students in need. All fees must be paid before students will be able to attend Homecoming festivities, Prom festivities, and/or participate in the Graduation exercises.

FINES

A fee is a charge or payment for professional services. A fine is a sum of money imposed as a penalty for an offense or dereliction. For example, returning a book late to the IMC will result in a fine. Fines are not subject to financial waivers of any type. Failure to pay a fine may result in refusal of future services for which the fine was originally imposed. It is expected that all fines will be paid in full prior to the end of the school year in which the fine was imposed. Fines need to be paid in full prior to attending/participating in school dances and other school sponsored activities.

DRIVER'S EDUCATION

[See Drive Tek website](#)

NEWSLETTER

A monthly newsletter and calendar will be e-mailed to parents. Please contact the school to update addresses and directory information so that you receive the newsletter.

WHEN A STUDENT WILL BE ABSENT

Student absences may be reported **twenty-four hours a day**. Call **524.2542** and select **Option 1** (you do not have to wait for the entire message to play). You will be transferred immediately to voicemail asking six questions, your name, the students name, a callback number, date of absence, the reason for the absence and the time or periods of the absence. There will be a beep before each question is asked. After the reason for the absence you may hang up.

SCHOOL ANNOUNCEMENTS AND CLOSINGS

When school is closed or dismissed due to hazardous weather, announcements will be made over KOKX-AM radio (1310), KBKB-AM radio (1360), WCAZ-AM Radio (990), WINK-FM (92.1), KGRS-FM (107.3), WGEM-Channel 10, and KHQA - Channel 7. Please do not call stations. School delays, closings

and event cancellations are also available by dialing **524.2542** and selecting **Option 7 (you do not have to wait for the entire message to play)**. Parents can also sign up for automatic notifications @ www.keokuk.k12.ia.us by clicking on "Emergency Info". This district also uses Power Announcer, a phone notification using emergency phone numbers that are provided by parents at registration.

FAMILY/CHURCH NIGHT

Wednesday night is designated as family and church night. School functions, practices, or games are not to be scheduled after 6:30 p.m. on this night. The only exception would be if an agency or group outside the school schedules tournaments or meetings on Wednesday evening.

TELEPHONE CALLS

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

CELL PHONES

Students will be allowed to carry cell phones and use them during lunch and passing times. If a student's cell phone disturbs class, it will be turned over to an administrator and placed in the vault.

1st Offense: Device will be returned to the student at the end of the day.

2nd Offense: The parent will be notified and the parent will be allowed to pick up the device during school hours.

3rd Offense: Device will be kept and stored in the vault until the end of the quarter and returned to the student at the end of the quarter.

EACH OFFENSE THEREAFTER WILL RESULT IN THE DEVICE BEING LOCKED IN THE VAULT UNTIL THE END OF THE QUARTER. All other electronic devices are prohibited and will result in consequences listed for second and third phone offense.

WAIVERS OF INTERMEDIATE DRIVER'S LICENSE HOUR RESTRICTION

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

DROPOUT/DRIVER'S LICENSE

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

ACADEMIC INFORMATION

SPECIAL STUDENT STATUS

The principal may grant a special student status in cases of extraordinary circumstances. The granting of this special status allows a student to enroll for a limited schedule (less than five subjects plus physical education).

Examples of extraordinary circumstances:

1. Extreme illness - mental/physical
2. A mother or father returning to school or working.
3. A student returning to complete graduation requirements.

WAIVERS

Keokuk High School will consider the granting of credit towards graduation by examination, independent study, extension or correspondence. Programs for such credit originate with the Guidance Center and require the approval of the principal.

GRADUATION REQUIREMENTS

Policy Title - Graduation Requirements Code No. 605.4

All graduation requirements shall meet the standards established by state statute and the Department of Education. Students who have successfully completed high school shall be granted diplomas. Those students meeting the following graduation requirements for grades nine through twelve will be recommended by the principal for graduation.

A. The district will provide and allow for the earning of seven credits for each student in good standing. The students may earn such credits by enrolling in courses offered by the district, through the post-secondary enrollment options act, or via an approved alternate educational institution.

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

- a. The student has been identified as talented and gifted and has requested to take additional coursework as a part of their personal education plan established by a team to include a counselor, one or more of the student's teachers, the student, their parents and school administrator or their designee.

- b. Students having a need to make up credits due to the failure of a class may petition to earn additional credits to bring themselves back on track so that they may graduate with their cohort.
- c. All students and parents will have access to PowerSchool as often as needed. Grades will be updated by the teacher within one week of when an assignment has been collected. For tests and projects that time may be extended to 10 school days. If there is a concern about a teacher not recording grades for a period longer than one school week, parent/student should contact the teacher immediately with concerns, then the administration.

Students who have missed any part of a semester and therefore were unable to complete the credits enrolled in that semester. Application for the earning of additional credits in a semester can be made by contacting a counselor or administrator. Applications made with the sole purpose of allowing the student to graduate early will be considered, but rarely approved.

C. A student shall accumulate the following credits to be granted a diploma.

English	Literature/Composition I - 2 credits Literature/Composition II - 2 credits Literature/Composition III - 2 credits Additional English Electives - 2 credits	8 Credits Total
Social Science	Civics - 1 credit American History - 2 credits World Geography - 2 credits U.S. Government/Politics - 1 credit	6 Credits Total
Mathematics (Required)	Algebra I - 2 credits Additional Math Electives - 4 credits	6 Credits Total
Science	Earth Science – 2 credits Biology – 2 credits Physical Science – 2 credits or Chemistry and Physics – 4 credits	6 Credits Total
*Physical Education Required		8 Credits Total

PE Waiver

PE waivers of any kind WILL NOT BE OFFERED to any incoming freshman or sophomore to be. Juniors and seniors involved in marching band or show choir WILL HAVE THE OPTION to waive PE for the 2014-15 school year. PE waivers for solely athletic purposes WILL NOT BE GRANTED.

PE waivers will still be considered for those who have a full academic course load not including PE (will need counselor verification and approval).

All incoming classes beginning with the Class of 2016 **45 credits** will be required to graduate from Keokuk High School. *Department of Education Standards shall be followed. A student excused by a doctor's statement or exempt by the standards will receive a designation of (EX) and not earn credit. One semester (one credit) will be awarded for each semester of physical education passed with a D or better.

EARLY GRADUATION

Early graduation (completion of all high school requirements in less than 8 semesters) is not a practice that is promoted or discouraged. It is viewed as a possibility that may exist for those particular students who have special needs or abilities that may be met by such a course of action. A mid-year graduate is not eligible to participate in spring and/or summer interscholastic activities - boys/girls athletics, music, and speech.

Any student anticipating early graduation is required to discuss the intention and purpose for a request with the principal and guidance counselor. Students anticipating early graduation should file a written request with the principal by the end of the first quarter of the student's last semester. Also, the parents should present a written request to the principal. Parental involvement is imperative. Any student graduating early (meeting all graduation requirements) will be awarded a diploma at the next regular commencement exercise. The school will provide the student with a letter attesting to fulfillment of requirements as soon as they have been satisfied. A student who graduates early will no longer be considered a student and will become an alumnist of the school district.

HOME STUDY

Home study is an educational option when extreme health or social problems prevent students from attending regular classes. Students seeking a home study program should confer with their counselor; however, all home study placements must be approved by the principal. (Lab courses do not qualify for home study. Students will be required to arrange regular appointments for conferences with teachers.)

LEARNING CENTER

Who is appropriate for this program?

Tenth through twelfth grade students who are experiencing attendance problems, poor/failing grades, or others who might benefit from the alternative learning environment.

Application Process/Admission:

- A. Meet with KHS Director of Student Services
 - 1. Student will talk with Director of Student Services regarding the possibility of attending the Learning Center.

- 2. Student will request an application.
- B. Complete an application
 - 1. Student will complete the application and return to the Director of Student Services.
 - 2. The application must include all relevant personal information regarding family, health, and emergency contact.
 - 3. Application must include transcript and current grades.
- C. Evaluation of application and transcript by KHS administration
 - 1. Administration will meet with the Director of Student Services to examine materials.
 - 2. Administration will meet with the Learning Center staff to inquire about available openings.
- D. Approval/Denial by KHS administration
 - 1. If approved, the Director of Student Services will schedule an initial placement meeting.
 - 2. If denied, the Director of Student Services will meet with student to discuss decision and look at current placement.
- E. Initial Placement Meeting
 - 1. Upon acceptance, there will be an initial meeting with the Learning staff, parent, student and KHS administration to review Learning Center procedures that will ensure a smooth transition.
 - 2. Students and parents must sign a contract agreeing to the procedures.

LEARNING CENTER STUDENT SCHEDULE:

AM Session: 8:00 am – 11:00 am

PM Session: 12:00 am – 3:00 pm

A student will be assigned either an AM session, PM session or both. LC students are not welcome on the KHS campus during the school day.

GRADING

Grades are an evaluation of what the student has learned. They become part of a permanent record. Institutions of higher learning, potential employers, and the various military services are all interested in a student's high school records. Students are evaluated according to scholastic performance each quarter (9 week period) and at the end of each semester. Quarter grades are an indicator of work being done in a course and become part of the semester grade which is recorded on the permanent record.

Courses awarding letter grades and meeting for one period, five times a week for a semester will award one credit for all letter grades of “D” and above. A 4.0 scale (A-4.0, B-3.0, C-2.0, D-1.0, F-0.0) will be used to calculate grade point average (GPA) for all courses awarding credit. The calculated grade point average (GPA) will be used for the official permanent transcript, class rank, extra-curricular eligibility, honor rolls, all local academic awards, and membership in the National Honor Society for Keokuk High School.

Beginning with the class of 2003 students will have the option of requesting a weighted scaled transcript for postsecondary admissions applications. Courses designated Advanced Placement (AP), the regular chemistry course and the regular physics course will use an optional weighted scale of A-5.0, B-4.0, C-3.0, D-2.0, F-0.0. This transcript is used only for the purpose of postsecondary admissions and is not used for the student's official permanent transcript, class rank, extra-curricular eligibility, honor rolls, academic awards or membership in the National Honor Society of Keokuk High School

The following letter grades are used to assess student work:

A--Excellent or Superior (4.0)	P—Pass
B--Good or Above Average (3.0)	F--Failure--Work below passing
C--Fair or Average (2.0)	NC-- no credit earned
D--Poor but Passable (1.0)	I--Withheld until incomplete work can be made up.

GRADE POINT AVERAGE, CLASS RANK

Courses awarding letter grades and meeting for one period, five times a week for a semester will be used for computing the grade point average. All courses awarded a letter grade (A, B, C, D, F) are used to compute class rank.

SEMESTER EVALUATIONS

Semester evaluations are given the last two days of each semester. Students must be in attendance in each class period on semester test days according to the State of Iowa Department of Education. The time schedule for semester evaluations will be announced in the monthly newsletters and posted in classrooms.

SCHEDULE CHANGES

BEGINNING OF SCHOOL:

Each period needs to be filled. Changes must be done prior to the start of the school year. The Student Services team and administration will be available during registration.

AFTER SCHOOL BEGINS:

Once school begins, students will only be allowed to change schedules under three circumstances:

- 1) Wrongful academic placement
- 2) Teacher requests the change
- 3) Upon meeting with administration and consultation with the parent the request is approved.

CONSEQUENCES OF WITHDRAWAL:

Students enrolled in six (6) subjects plus physical education may withdraw with a "W" for the second quarter of any semester provided they have written permission of a parent and make the request before the end of the fifth day after report cards are distributed. After five (5) days they can withdraw with

permission and receive an "F" for the quarter and semester. To receive credit they must remain in the class for the entire semester. A student enrolled in the minimum load (six subjects plus physical education) who withdraws from a course shall receive an "F" for the quarter(s) and semester.

COURSE DROP POLICY

Any student wishing to drop a course must do so within 5 school days of the start of the new semester. Any drops after 5 days will result in an "F" on the student's permanent transcript. Courses will not be dropped or switched to coordinate schedules of friends or to ensure choice of instructor. A drop will be considered in cases of wrongful academic placement. Any student wishing to drop a course must have permission from his/her parent/guardian, his/her counselor, his/her instructor and the principal. Once a course is dropped, the counselor will work with the student and parents to find an acceptable course to fill the student's schedule.

GRADE LEVEL RESTRICTIONS

The availability of a course to a student is subject to the grade level restrictions and fulfillment of pre-requisites. It is not general practice to allow a student to take a course before the appropriate grade level or without the necessary pre-requisites.

TRANSFER STUDENTS

Students transferring to Keokuk High School will have their transcripts evaluated by the Guidance Center. Recommendations will then be made to the administration regarding the course of study and requirements needed for graduation.

COURSE OFFERINGS

Course offerings are found in the *Education Planning Guide* adopted by the Board of Education and is available online at www.keokukschools.org

DUAL CREDIT/SCC COURSES

All KHS students enrolling in a dual-credit course offered off the KHS campus must plan for punctuality and scheduling. In order to plan properly, students must speak with a guidance counselor the year prior to dual-credit course attendance. It is the student's responsibility to arrange for transportation. Any student returning to the KHS campus from a dual-credit class offered off the KHS campus will be expected to arrive on time for their KHS courses. Students should not arrive prior to passing; loitering is not acceptable in the hallways, main office, nurse's office, IMC, or the ISS room.

ACADEMIC HONORS

PRESIDENT'S AWARD-EDUCATIONAL EXCELLENCE

Keokuk High School participates in the President's Award for Educational Excellence when sponsored by the United States Department of Education.

The President's Award for Educational Excellence is based on the first seven semesters of work for a graduating senior. The student must have a seven semester grade point average of 3.5 or higher and have a combined ACT reading and math score of 50 or a combined reading, math, and science score of 75 and have earned at least 24 credits in English, math, science, history or geography.

NATIONAL HONOR SOCIETY

To be elected to the Torch Club Chapter of the National Honor Society a student must:

1. Be a junior or senior enrolled at Keokuk High School.
2. Have a cumulative grade point average of 3.2 or better.
3. Fill out an information form describing the student's leadership and service as related to school and community and give three character references.
4. Abide by school's eligibility rules (Good Conduct Rules)

The information forms are then reviewed by a committee of five faculty members. The Torch Club advisor is an ex-officio member of this committee. Each membership form is considered individually on its own merit and is not compared to others. Any student that is considered outstanding in the areas of leadership, service and character by receiving 4 or 5 "yes" votes from the faculty council will be invited to join the National Honor Society.

To retain membership, a student must:

1. Maintain a 3.2 cumulative average
2. Maintain high standards of leadership, service and character.
3. Participate in all projects of the Torch Club Chapter.
4. Abide by school's eligibility rules (Good Conduct Rules)

Induction is held once a year in the spring.

SOCIETY for ACADEMIC ACHIEVEMENT

SAA is a recognition program underwritten by the Keokuk Kiwanis Club. SAA Scholarship Letters and Certificates or Seals are granted annually to students in secondary schools upon the basis of the A and B grades earned. These awards are given at the end of the 1st, 3rd, 5th, and 7th semesters. The minimum semester requirement is 3.5 grade point average.

SAA Award Memberships are granted to the students of the graduating class who maintain a 3.8 grade point average for the first seven semesters immediately preceding the last semester of the senior year. The criteria for these awards is established by the SAA and Keokuk Kiwanis Club and not the school.

KILBOURNE PRIZE

The Kilbourne Prize was established by a trust fund in 1887. The first Kilbourne Prize (valedictorian) is awarded to the student in the graduating class who receives the highest grade point average and the second Kilbourne Prize (salutatorian) is awarded to the student in the graduating class who receives the next to the highest grade point average. In the event of a tie for the

highest honors, no second prize is awarded. Only those students attending Keokuk High School at least three full years shall be eligible to receive these awards.

MAUD MARSHALL HASSALL AWARD

The Maud Marshall Hassall Award is supported by a trust fund. The award was established December 12, 1955 by the Board of Directors and is given to the graduating senior who has maintained the highest grade point average while enrolled for four years at Keokuk High School.

HONOR STUDENTS

Beginning with the Class of 2015 students earning a 3.25 grade point average or higher for their high school career will be designated Honor Students. Honor students will be recognized at Class Night and Commencement.

HONOR ROLL

To be eligible for the Honor roll a student must have a 3.0 grade point average or above. Students enrolled in three (3) or more general subjects will be eligible for semester honor rolls. Additional course work taken outside the regular program will not apply to the honor roll. A student receiving an incomplete grade or an "F" in any subject is not eligible for inclusion on the honor roll. When a student passes all subjects the grade point average will be calculated by dividing the grade points by the number of courses that have the letter grades (A, B, C, D). Grades earned in courses taken under the Postsecondary Enrollment Options Act are included in calculating the honor roll, grade point average, and class rank. Other coursework taken outside the regular program will be evaluated by the counselors to be determined if it can be used in honor roll and class rank calculations.

STUDENT RECORDS

FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (PL93-380)

This act provides for access by parents to permanent school records and an opportunity to challenge any contents which may be inaccurate, misleading or inappropriate.

Parents have a guaranteed right to review their children's records on request. This right extends to a review of ANY and ALL records, files, and data DIRECTLY related to their children and includes ALL material incorporated into the cumulative record folder.

Each school district must establish appropriate procedures for granting parental access to a child's records within reasonable time...not to exceed 45 days from the request. Parents shall have an opportunity for a hearing to ensure that the contents of records are not inaccurate, misleading, or OTHERWISE IN VIOLATION OF THE PRIVACY OR OTHER RIGHTS OF THE STUDENT.

Hearings to establish opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained in records.

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

THE LAW PROHIBITS RELEASE OF STUDENT RECORDS EXCEPT:

To local school officials including teachers within the (same) education unit or agency who have LEGITIMATE EDUCATIONAL INTERESTS.

Student records will be released to officials of other secondary schools or school systems to which the student intends to transfer, upon condition that parents be notified of the transfer, RECEIVE a copy of the record IF DESIRED, and have an opportunity for a hearing to challenge record contents.

NO information may be furnished IN ANY FORM to any other persons than listed below, unless...in compliance with a judicial order of subpoena, or there is written parental consent specifying records to be released, the reasons for such release, and to whom and parents have an opportunity to receive a copy, if desired. Any persons, agencies, or organizations desiring access to records SHALL be required to sign a written form which shall be kept permanently with the file of the student, only for inspection by parents or student indicating specifically the legitimate educational or other interest each has in seeking information (such forms shall be available to parents and to school officials responsible for record maintenance as a means of auditing the system).

The person seeking access to the records must agree not to transfer information to another person without WRITTEN CONSENT OF PARENTS. Whenever a student has attained EIGHTEEN years of age, the permission or consent required of and the rights accorded to the parents of a student SHALL therefore ONLY be required of and accorded to the student.

Parents or students (if 18 or older) must be informed of their rights under this law.

The law also prohibits the use of students' or parents' names (or social security numbers) for reporting purposes in statistical gathering programs without the written consent of parents, except in a case of students' application for financial aid and compliance with a judicial order or a subpoena.

Parents and students (if 18 or older) may obtain further information and forms at the office of the principal.

ATTENTION

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises. A student, parent or guardian not wanting information released to the public must make an objection in writing to the principal in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each year.

Name, address, telephone listing, 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 and/or days of attendance, degrees and awards received, the most recent previous school or institution attended by the student, school photographs and other similar information.

An organization requesting a student directory will be charged a five dollar fee to cover the cost of production. Organizations for which a charge is to be waived include: PTA, Booster Clubs, Parent Council.

TRANSCRIPTS

Students desiring transcripts should file their requests with the Guidance Center secretary or in the high school office. There is no charge for transcripts while the student is in school. After graduation a charge of \$3.00 applies for all transcripts. All official transcripts are mailed to a designated party; official transcripts are not given to students or graduates directly.

Student's Rights and Responsibilities

RULES AND REGULATIONS

Rules and regulations exist to protect the rights of the individual student, for the benefit of the school as an organization, to promote the general and individual welfare, and to improve all individuals that make up the school.

CONDUCT-DISCIPLINE

You are a citizen of a community known as Keokuk High School. Membership entitles one to rights and privileges as well as corresponding responsibilities. In all communities there exists the possibility for disagreements among people. When such disagreements do arise, there must be some way or someone to settle the disagreements in order to avoid chaos within the community. A structure is needed in order for learning to take place. That structure is founded on the principle of due process.

The responsibility for the resolution of disagreements has been given by the State of Iowa to the Board of Education of the Keokuk Community School District and through the Board to the principals and staff of our school community. To carry out this responsibility fairly, each student citizen's rights need to be stated:

- A. Each student has the right to be free from physical and emotional harassment as they attend class, pass through the halls, and attend school activities.
- B. Each student has the right to choose the style of one's dress as long as that style of dress is clean, decent, safe, and not disruptive to the educational community.
- C. Each student and staff member has the right to be treated with respect.
- D. Each student is allowed the privilege to participate in curricular and extracurricular activities as long as requirements of the State of Iowa and the Keokuk Community School District are met. The student must also demonstrate that they have the ability to represent Keokuk High School and community in an acceptable fashion. Guidelines are outlined in the *Student Activities Handbook*.
- E. Each student has the right to express views and opinions provided they do not infringe upon the rights of others. School is considered a limited open forum; therefore freedom of speech is limited in some cases to ensure this freedom does not interfere with our primary purpose of educating students. What is acceptable in the hallways or lunchroom is not necessarily acceptable in the classroom. What is acceptable outside of school is not necessarily acceptable in school.
- F. Each student has the right to a fair disciplinary hearing.
- G. Each student has the right and is encouraged to bring concerns regarding school to the attention of the principal, associate principal, staff, and the student council.

By accepting these rights and privileges the student agrees to assume these duties, responsibilities and obligations:

- To follow the rules and regulations of the school.
- To work to the best of one's ability.
- To achieve academic progress.
- To cooperate with staff and fellow students.

Effective citizenship is one goal of the educational program of this school. To accomplish this, a learning environment conducive to the educational welfare of all students is desirable and needed. Any student violating the rights of others will be held responsible in accordance with the rules and regulations of the school.

HARASSMENT POLICY

I. GENERAL STATEMENT OF POLICY

It is the policy of the Keokuk Community School District (the "District") to maintain a learning environment that is free from harassment on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual

orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or family status. The District prohibits any and all forms of harassment because of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, marital status, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or family status.

It shall be a violation of this policy for any student, teacher, administrator, or other school personnel of the District to harass a student through conduct or communication of a sexual nature or regarding age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or family status, as defined by this policy. (For purposes of this policy, school personnel include

Board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District).

It shall also be a violation of this policy for any teacher, administrator or other school personnel of this District to tolerate harassment including sexual harassment because of a student's age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or family status by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaging in activities under the direction of the District.

The District will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment and to promptly take appropriate action to protect individuals from further harassment. If the District determines that unlawful harassment has occurred, it shall promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or take other appropriate action reasonably calculated to end the harassment.

II. DEFINITIONS

A. Sexual Harassment: Sexual harassment of a student consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal, physical, or written conduct or communication of a sexual nature when:

1. the person engaging in the harassment causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when the person engaging in the harassment causes a student to believe that the harasser will make an educational decision based on whether or not the student submits to the unwelcome sexual conduct; or

2. the unwelcome sexual conduct is so severe, persistent or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.

Examples of conduct that may constitute sexual harassment of a student include, but are not limited to:

1. unwelcome verbal harassment or abuse, or unwelcome written harassment or abuse, including through the Internet or e-mail;
2. unwelcome sexual advances or pressure for sexual activity;
3. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
4. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment with regard to an individual's educational status;
5. unwelcome behavior or words directed at an individual because of gender;
6. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
7. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
8. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another;
9. graffiti of a sexually offensive nature;
10. sexual gestures or jokes; or
11. spreading rumors about or rating other students as to sexual activity or performance.

B. Harassment Based on Race or Color: Harassment of a student based on race or color consists of physical, verbal, or written conduct relating to an individual's race or color when the conduct:

1. is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. otherwise adversely affects an individual's academic opportunities.

Examples of conduct that may constitute harassment of a student based on race or color include, but are not limited to:

1. threatening or intimidating conduct directed at others because of race or color;
2. racial slurs, negative stereotypes and hostile acts based on race or color;

3. graffiti containing racially offensive language;
4. posted or circulated (including through e-mail or the Internet) and which is aimed at degrading individuals because of race or color; or
5. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color.

C. Harassment Based on Religion or National Origin: Harassment of a student based on religion or national origin consists of physical, verbal or written conduct which is related to an individual's religion or national origin when the conduct:

1. is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance;
3. or otherwise adversely affects an individual's academic opportunities.

Examples of conduct that may constitute harassment of a student based on religion or national origin include, but are not limited to:

1. threatening or intimidating conduct directed at others because of religion or national origin;
2. slurs, negative stereotypes and hostile acts based on religion or national origin;
3. graffiti containing offensive language that is derogatory to others because of their religion or national origin;
4. written or graphic material containing comments or stereotypes which is posted or circulated (including through e-mail or the Internet) and which is aimed at degrading individuals because of religion or national origin; or
5. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion or national origin.

D. Harassment Based on Disability: Harassment of a student based on disability consists of physical, verbal or written conduct which is related to an individual's physical or mental impairment when the conduct:

1. is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. otherwise adversely affects an individual's academic opportunities.

Examples of conduct that may constitute harassment of a student based on disability include, but are not limited to:

1. threatening or intimidating conduct directed at others because of a physical or mental disability;
2. slurs, negative stereotypes, jokes and hostile acts based on a physical or mental disability;
3. graffiti containing offensive language that is derogatory to others because of their physical or mental disability;
4. written or graphic material containing comments or stereotypes which is posted or circulated (including through e-mail or the Internet) and which is aimed at degrading individuals because of their physical or mental disability; or
5. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability.

III. REPORTING PROCEDURES

Any student who believes he or she has been the victim of harassment by a student, teacher, administrator or other school personnel of the District, or by any other person who is participating in, observing, or otherwise engaging in activities under the direction of the District, is encouraged to report the alleged act immediately to an appropriate District official designated by this policy.

Any teacher, administrator, or other school personnel who has knowledge or belief that a student has or may have been the victim of prohibited harassment is required to immediately report the alleged acts to an appropriate District official designated by this policy.

Any other person with knowledge or belief that a student has or may have been the victim of prohibited harassment is encouraged to immediately report the alleged acts to an appropriate District official designated by this policy.

The District encourages the reporting party or complainant to use the report form available from the principal of each building and available from the District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

- A. In each school building. The building principal is the person responsible for receiving oral or written reports of prohibited harassment at the building level. Any adult District personnel who receives a report of prohibited harassment shall inform the building principal immediately. Upon receipt of a report, the principal must notify the District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal.

If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the District Human Rights Officer by the reporting party or complainant.

- B. In the District. The Board hereby designates Level One Investigators as responsible to identify, prevent, and remedy harassment: Level One investigators are identified on the District's website on the home page. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the Superintendent. The District shall conspicuously post the name of the Human Rights Officer, including mailing addresses and telephone numbers.

The Human Rights Officer shall:

1. receive reports or complaints of harassment;
 2. oversee the investigative process;
 3. be responsible for assessing the training needs of staff and students in connection with the dissemination, comprehension, or compliance with this policy; and
 4. arrange for necessary training.
- C. Use of formal reporting forms is not mandatory.
- D. The District will respect the privacy of the complainant, the individual against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

By authority of the District, the Human Rights Officer, upon receipt of a report or complaint alleging prohibited harassment, shall immediately undertake or authorize an investigation. The investigation may be conducted by District officials or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators or other school personnel pending completion of an investigation of alleged harassment.

The investigation will be completed as soon as practicable, but no later than fourteen (14) days from receipt of the report unless one or more material parties cannot be identified or contacted. The District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. DISTRICT ACTION

A. Upon receipt of a report that a violation of this policy has occurred, the District will take appropriate action. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge, counseling, training, or parent-teacher conferences. District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Iowa and federal law, and District policy.

In order to determine what is an appropriate response to a finding that harassment in violation of this policy occurred; the District shall consider:

1. what response is most likely to end any ongoing harassment;
 2. whether a particular response is likely to deter similar future conduct by the harasser or others;
 3. the amount and kind of harm suffered by the victim;
 4. the identity of the party who engaged in the harassing conduct; or
 5. whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment.
- B. The result of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the District in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

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

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Iowa Civil Rights Commission or the U.S. Department of Education, Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550.

VIII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall appear in the student handbook.
- C. The District will develop a method of discussing this policy with students, parents and employees.
- D. This policy shall be reviewed at least annually for compliance with state and federal law.

Conflict Resolution

When conflict occurs between two or more students and is reported to an instructor, administrator, or guidance counselor, the option for conflict resolution may be given. If all students agree, an administrator and/or guidance counselor will conduct the conflict resolution. During the conflict resolution, each party will have an opportunity to share their perspective in a respectable and productive manner. The guidance counselor and administrator will ask questions for clarity as needed. At the conclusion of the resolution, all parties will be made aware of behavioral expectations, potential consequences for escalating behaviors and methods for de-escalation. All conflict resolutions will be documented in Powerschool.

General Rules

ATTENDANCE

The Keokuk Board of Education has adopted an attendance policy that requires students to attend school for at least one hundred seventy-four (174) days per school year which is eighty-seven (87) days per semester out of the total one hundred eighty (180 day school year).

REPORTING ABSENCES

Absences may be reported by telephone or written note. Parents may call the school (524-2542 - SELECT OPTION 1) to report an absence. Written notes should be brought to the high school office.

KEOKUK HIGH SCHOOL ATTENDANCE GUIDELINES

Definition of Absences:

- A. A student shall be considered absent in a class when s/he has missed more than 10 minutes of the class period.
- B. A student shall be considered tardy in a class when they are not in the room and have not met teacher's requirements in terms of classroom readiness.
- C. An Excused Absence is when the school has received a call/note from a parent with sufficient information to determine that the absence is for an acceptable reason. Excused absences will be recorded as an E (excused) or Y (planned). An excused absence

allows the student the right and the responsibility to make up missed work. The guideline for makeup work will be two days allowed for each day missed. Such work will be counted toward the course grade.

An Excused Absence is defined as:

School Activity/Trip

Verified Illness

Family Emergency

Death in the family

Medical Treatment

Court appearance

Other appropriate reasons as determined by the principal, such as but not limited to educational activity, emergency and unavoidable absences and absences for religious reasons.

D. **An Unexcused Absence** is when the school determines that the call/note received from a parent is not an excusable reason to be absent from school or a call/note has not been received. Unexcused absences will be recorded as V (unexcused). An unexcused absence gives the student the right to complete missed work in a reasonable time, generally defined in the case of an unexcused absence as one day following the student returning from school. All work due on the day missed will need to be turned in immediately upon the student returning or no credit will be given.

E. **Truancy** An unexcused absence will be considered a truancy if a parent/guardian does not call the Student Services office to report the absence between 7:30am - 3:30pm on the day of the absence. Student Services will also accept a note from the parent/guardian on the day they return until 8 am.

F. **Tardiness** is also unacceptable as not only is the student missing out on valuable learning time, but they also interrupt the learning of others when they arrive late. Students will receive an unexcused absence for every fourth tardy they receive in a specific class.

General Procedures Concerning Attendance and Credit

Establishing good attendance habits is essential for success in the world beyond school. In order to reinforce this in the school setting the following program has been established:

KHS ATTENDANCE POLICY

An unexcused absence includes all absences except for medical (requires doctor's note), school activity/trip, family emergency, death in family, medical treatment (requires doctor's note), court appearance, or other appropriate reason as determined by the principal, such as but not limited to educational activity, emergency or unavoidable circumstances and absences for religious reasons.

Unexcused Absences:

An unexcused absence is an absence from class or an assigned activity without the permission of a parent/guardian and an

administrator of Keokuk High School. During the school day, a student must have permission to be absent from a scheduled class/activity. If a student is seen in school or in the vicinity of school when he/she should be in class, he/she is unexcused and cannot be excused by a parent/guardian. School officials retain the final authority for determining what constitutes an unexcused absence.

- + For a first unexcused absence a student will be assigned one night of detention and their parents will be notified by letter.
- + For a second unexcused absence a student will be assigned two nights of detention and their parents will be notified by letter.
- + For a third unexcused absence a student will be assigned three nights of detention and the parent will be notified by a call.
- + For a fourth unexcused absence a student will be assigned four nights of detention and a parent conference with Associate Principal and counselor will be required.
- + For a fifth unexcused absence a student will be transferred to an alternative educational setting.

If nonattendance is pervasive (documented in more than 1 class) consequences may include but be limited to:

- Lunch detentions, in-school suspension or out of school suspension
- Loss of credit
- Dropped from class
- Referral to the Lee County Attorney for compulsory attendance age students
- Loss of Driver's license based on Chapter 299 of the Iowa code
- Referral to the School Board

Medical documentation will be required for each absence after the sixth excused absence. A parent/guardian failing to comply with the compulsory attendance law will be referred to the Lee County Attorney.

LEAVING SCHOOL

A student, who must leave school early, must sign out with Student Services. A reason for leaving must be given by the student's parents. If a student does not sign out, class absences will be considered truanancies.

SPECIAL SCHOOL TRIPS

Students absent during a school day due to a school sponsored trip are not considered absent. As a general rule assignments for classes missed as a result of a trip should be completed and turned in **before** the trip.

CAREER PLANNING

Students are encouraged to plan for their future with their parents. Plans should include visiting schools and attending career days and fairs,

interviewing for jobs, and/or meeting with recruiters. When visits are taken on school days, students should arrange these visits through Student Services.

ASSIGNMENT REQUESTS

When a student is absent from school several days, a request for assignments may be made by calling 524-2542. Please allow at least a day for staff to be contacted and assignments to be returned to Student Services.

Students, who have prior knowledge of an extended absence from school, are encouraged to obtain permission to make up their work before the absence. Parents should direct requests to Student Services.

DETENTION

There are two types of detentions: (1) administrative assigned and (2) teacher assigned. Administrative detentions are used by the principals as disciplinary action for trancies and by teachers or the dean of students, when they are in a supervisory capacity, such as hall supervision when a student fails to have an admit to class.

Teachers supervise students for detentions they issue. Teachers are to turn in detention notices to the office each day or log them into PowerSchool. Teachers will determine the time and the activities the students will do during that time.

Administrative detentions will be served with an administrator before or after school. Detentions must be served within two (2) school days (if absent, an additional day is added for each absence).

SUSPENSION/EXPULSION

Pupils shall be subject to suspension and/or expulsion from school for disobedience or misconduct on school premises, school trips, or while riding the school bus. In accordance with state law corporal punishment is not allowed. Physical force may only be used to protect persons from physical harm or for emergency removal of a person. Disobedience and misconduct shall be defined to include the following:

1. Threatening or actual infliction of bodily harm or physical violence upon the person of any student or employee of the district. The term "infliction of bodily harm" shall include fighting. In the case of fighting, all of the participants in the fight in question shall be liable for violation of this section. Self-protection shall not be a defense unless the student can show:
 - A.) In the case of unprovoked attack, the student first sought the assistance of school personnel and attempted to avoid or escape the confrontation; and
 - B.) In the event assistance or escape were unavailable, the student used only such force as was necessary to prevent serious bodily harm.
2. Attempt to enter or unauthorized entry into the school building or any area.
3. Attempting to take or taking of property from any student or employee of the district by the use of force, coercion, or threat of force.

4. The unauthorized taking, use, or possession of the property of another person. (Theft)
5. Possession or use of explosives, firearms, or other dangerous or offensive weapons or objects.
6. Intentionally damaging school property or private property which is lawfully on school premises.
7. Use or possession of controlled substances (including look alike drugs), chemicals, drug paraphernalia, prescription drugs not legally prescribed for the users or possessors, chemicals not put to safe or normal use or are in violation of Iowa law.
8. Sale, possession or being under the influence of any alcoholic beverage or of any beverage mixed or "spiked" with an alcoholic beverage. For purposes of this section; the term "alcoholic beverage" shall be defined as any beverage with any alcoholic content.
9. Use of vulgar or obscene language, either verbal or in writing.
10. Interference with school personnel in the performance of assigned and lawful duties.
11. Conduct which materially and substantially threatens to or actually disrupts the educational process or interferes with the rights of others including intimidating statements or actions.
12. Refusal to comply with the reasonable and lawful instructions or orders of school personnel.
13. Lewd, lascivious, obscene conduct or behavior.
14. Excessive absences or tardiness.
15. Gambling.
16. Pupils may further be liable for suspension and expulsion for acts committed outside of school which constitute and demonstrate a clear, present, and compelling danger to the physical safety of pupils or school personnel while on campus or in transit to or from campus.
17. Harassment stemming from racial, ethnic, gender or disabling conditions; the use of name calling or slurs based on race, gender or disability.
18. Leaving the school building or a classroom without permission prior to the end of the school day or class period.
19. Refusal to present student identification.
20. The use or possession of tobacco or smoking on or near school premises including parking lots.
21. Being in an off-limits area or being somewhere one should not be without proper permission.

FORMS OF SUSPENSION

A student may be suspended in-school or out-of-school. The determination of the form and length of a suspension rests with the principal and associate principal:

In-School Suspension -- The student will be assigned a restricted schedule for the period of suspension. Absences from class will be accumulated for attendance; however, the student will complete class assignments for credit

Out-of-School Suspension -- The student is excluded from attendance at school or any school event.

(Students will not be allowed to participate in extra-curricular activities during the time they are suspended)

After the third suspension during a school year, a conference will be held with the student, parents, administration, and superintendent to determine the educational opportunities that are available to the student.

EXPULSION

Students may be subject to expulsion by the Board of Education for repeated or serious violation of school rules and regulations. The Board of Education may expel a student for a first violation of a rule. Expulsion is the removal from school of a student.

Students bringing a firearm to school shall be expelled for not less than twelve months. The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. The term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

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

SMOKING/TOBACCO/E-CIGARETTES

All grounds and buildings of the Keokuk Community School District are **SMOKE FREE**. Smoking is not allowed for students, employees, or visitors. The Board of Education in compliance with **Iowa Code, 279.9 USE OF TOBACCO** has adopted the following rule: Students are not permitted to possess, chew, or smoke tobacco products (cigarettes, chewing tobacco, or cigars) in school buildings, on the school campus, on school buses, or at any school activity. Students found possessing, chewing, or smoking tobacco may be subject to suspension or expulsion for violation(s) of this rule.

ALCOHOL/DRUG DEPENDENCY PROBLEMS

The Keokuk Community School District believes that alcohol/drug dependency is a health problem and that the school should use resources to support, encourage, and assist students to voluntarily seek treatment. To this end:

1. Information received from students and/or parents, who voluntarily seek the assistance of the school concerning alcohol/drug dependency problems, shall be considered privileged and maintained in confidence.
2. Any staff member of the school may assist a student and/or parents who are voluntarily seeking assistance. The principal shall be notified of the request for assistance.
3. The staff member and/or principal and any additional appropriate staff may meet with the student and/or parents to determine:
 - A. The severity of the problem.
 - B. The possible sources of assistance: medical, counseling, school.

- C. Any possible modification of instructional program.
4. Only the principal has the authority to modify and/or waive requirements for a student under treatment for a health problem.
 5. The principal directly (or through a staff member) shall monitor progress of treatment and shall notify the student and parents when the student shall return to regular student status.
 6. If a student continues to use or possess controlled substance while under treatment, the school will enforce disciplinary rules and meet its obligation to report illegal acts to the appropriate authorities.

STUDENT LOCKERS

Students are assigned a locker with the school retaining the right of joint custody. General locker searches may be conducted without prior notice; however, a student must be notified within a reasonable time after a search is conducted. When a reasonable suspicion exists of a violation of criminal law or school rule, a student locker may be searched.

PHYSICAL EDUCATION MEDICAL EXCUSES

Doctor's excuses will be honored and not counted against the grading-attendance policy. Excuses must be turned in within the required time stated in the attendance policy.

HALLWAY PASSPORT

Students should remain in class unless it is absolutely necessary to leave. If a student must leave a classroom, he/she must have their agenda signed in the passport section or pass. This includes going to the nurse. The agenda is to be signed by a faculty member with a time and destination. No student should be in the halls without a signed agenda/passport or hallway pass.

OPEN CLASS PERIODS

Open class periods will rarely be assigned at KHS. If the students' circumstances are so extreme to warrant an "Open class period," the following must occur:

1. Students must obtain parent and principal permission to have an "open-class period."
2. Students are not permitted to wander hallways, wait in the nurse's office or the main office, or loiter in the parking lots until their next class.
3. Students are not to be in other classrooms during "open-class periods."

SCHOOL VISITORS

School is a student's work place and, as a general guideline, visitors are not encouraged. Arrangements to have a guest accompany a student are to be made in advance with administration. In order to maintain a safe and orderly environment, all visitors are asked to report to the office when they enter the building so that they may be issued a visitor's pass. All visitors are subject to Keokuk High School rules.

APPROPRIATE STUDENT DRESS FOR SCHOOL

We are preparing our students to enter society to work at jobs or for secondary education programs. Appropriate dress is one of the expectations that students must demonstrate. The guidelines we have established mirror society's expectations. Student dress should never distract from class or school activities or prove a hazard to the student's safety or to the safety of others. All students are expected to dress and groom themselves neatly in clothes that are suitable for classes and school activities. Clothing that is torn or immodestly worn, (such as shorts, skirts, or shirts that are too short, too tight or expose the midriffs or tube tops) are not appropriate for school. Students not dressed appropriately will be required to comply with the school's rules for dress or they may be issued a grey oversized shirt for the day or possibly sent home. The following items are not appropriate for school:

- Hats or any form of headgear (scarves, rags, handkerchiefs, stocking hats, etc...) worn within the building during the school day or at concerts, plays, and programs.
- Clothing that contains symbols, or language that is obscene, racist, and/or advertises or promotes drugs, alcohol, or tobacco
- Clothing that exposes undergarments or abdominal areas. All shirts and blouses worn by either male or female students must have sleeves. If they do not have sleeves, then they must be covered with a sweater, t-shirt (w/sleeves) or coat.
- Clothing with holes, tears or rips in them exposing the student's bare skin on their torso or legs from the tips of their fingers when their arms are extended as far down their sides as possible is considered inappropriate.
- Sunglasses worn in the building unless prescribed by a doctor.

Iowa Code 279.58; reference Board Policy 502.9 Administration also reserves the right to prohibit the wearing of items or clothing that indicate gang affiliation or relations.

DISRUPTION OF EDUCATIONAL PROGRAM

In order to maintain a learning environment at school and in classrooms, students may not use water guns, laser lights, toys, and other similar items. If students refuse to comply such items may be confiscated and returned at a later time. Disciplinary action may be taken.

LOST AND FOUND

Lost items should be turned in to the Student Services office.

DAILY BULLETIN

A bulletin containing notices of the day's activities is posted daily on PowerSchool. Announcements for the next day's bulletin are to be turned into the **High School Office by 1:15 p.m.** the preceding day.

WEEKLY BULLETIN

Announcements for the weekly calendar of events must be submitted prior to noon on Thursday a week before the event. The weekly activity bulletin is posted on the website.

DISTRICT MASTER CALENDAR

The high school maintains a master calendar which includes all the school's activities. All activities must be placed on the master calendar. Only those activities approved by the administration are placed on the calendar. To place an activity on the school calendar, contact the Activities Director in the Activities Office.

BULLETIN BOARDS, DISPLAY CARDS, POSTERS

The bulletin boards located in the hall are for display notices and posters concerning school activities. Non-school advertisements must be approved by the principal. Notices from profit organizations and political organizations are subject to Board policies.

LUNCH PERIODS

The school shall have two lunch periods – A and B. All lunches are to be eaten in the cafeteria and all food & drink must remain in the cafeteria. Upon completion of lunch, students may go outside using the U-Drive/Main Entrance—WEATHER PERMITTING. Students may not be in the hallway during the lunch time.

OPEN LUNCH PASSES

Open Lunch for juniors and seniors is granted by the Board of Education subject to review each year. Rules are established and will be distributed to students. Students returning from Open Lunch must enter through the Main Entrance. Open lunch will occur for a 30 minute time period only.

Excessive truancies/tardies, incomplete work, grades below a C, and/or wandering the hallways, loitering in the nurse's office, main office or other classrooms may result in a revocation of the open lunch pass.

In order to secure an open lunch pass, students must be juniors or seniors with a 3.0 GPA during the previous semester, no major behavioral referrals, and are on track for graduation with their class.

OTHER LUNCH STIPULATIONS

FRESHMEN ARE NOT ALLOWED TO LEAVE DURING LUNCH.

SOPHOMORES ARE NOT ALLOWED TO LEAVE DURING LUNCH.

Failure to follow lunchroom expectations may result in ISS consequences. Any student who leaves school during lunch without open lunch privileges is subject to disciplinary action.

STANDARDS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Purpose: Participation in extra-curricular activities is a privilege provided to students as an enrichment of the total educational program. The program shall be designed to: "...meet the needs and interests and challenge the abilities of all pupils consistent with their individual stages of development; contribute to the physical, mental, athletic, civic, social, moral, and emotional growth of all pupils; offer opportunities for both individual and group activities; be integrated with the instructional program; and provide balance so a limited number of activities will not be perpetuated at the expense of others." [Standards for Iowa Schools, 12.6(1).]

Therefore, standards of eligibility for extra-curricular participation shall include academic, as well as, conduct in and out of school. It is the responsibility of the student for self, team, school, and community to be prepared both mentally and physically to perform at the highest level of competition.

IMPORTANT NOTES:

- Every year each student shall present to the Activities Director:
 1. A health certificate signed by a licensed physician. (A physical)
 2. Concussion Paperwork
- The principal or activities director may declare a student ineligible whose academic standing or conduct is in violation of the standards for participation in extra-curricular activities. To insure the fair administration of the standards, the principal may consider unusual circumstances.

ACADEMIC ELIGIBILITY

In order for a student to participate in extracurricular activities he/she must meet eligibility guidelines set forth by the state and the local school district. Those guidelines are listed below:

1. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the school sponsoring the event.
2. All contestants must be under the age of 20.
4. A student must pass all classes each semester to remain in good standing. They shall receive credit in at least 4 subjects, each of one period or "hour" or the equivalent thereof at all times. To qualify under this rule a "subject" must meet the requirements of 281-Chapter 12. Course work taken under the provisions of the Iowa Code Chapter 261C, post secondary enrollment options, for which a school district or accredited non public school grants academic credit toward high school graduation shall be used in determining eligibility. No school shall be denied eligibility if the student's school program deviates from the traditional two semester school year. A grading period shall be based on semester grades.
 - a.) If an athlete has a failing grade at the end of a semester, he/she is ineligible according to the Iowa Scholarship rule. He/she is

ineligible for 30 consecutive calendar days in the sport or activity in which the student is a participant.

- b.) An athlete's period of ineligibility begins on the first legal playing date of a season unless the season is in progress when grades are given. If the season is in progress, ineligibility begins the first day of the new quarter per Iowa's Scholarship rule. The following events are considered athletics: football, cross country, volleyball, swimming, basketball, wrestling, bowling, golf, tennis, soccer, track, baseball, softball, and cheerleading.
 - c.) If at the end of any semester, a student who participates in extracurricular activities other than athletics, (i.e., music, speech, drama, Little Feathers) is given a failing grade, the participant is ineligible for 30 consecutive calendar days. Ineligibility begins on the first day of the next semester per Iowa's Scholarship Rule.
- 5. A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on the basis of scholarship **IF** the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's IEP.
 - 6. A student who meets all other qualifications may be eligible to participate in athletics for a period of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer immediately following eighth grade is also eligible to compete during the summer following the twelfth grade.
 - 7. A student is academically eligible upon entering the 9th grade.
 - 8. No student shall be eligible to participate in any athletic sport if the student has engaged in that sport professionally.
 - 9. Students who finish a semester with an Incomplete (I) on their report card will be considered ineligible until the work is made up. If a student has passed all courses when the Incomplete is made up, he/she may become eligible immediately. Note: Teachers must have administrative approval before issuing an Incomplete.

GOOD CONDUCT RULES AND ELIGIBILITY

The conduct of the student, both in school and in the community, should reflect the ideals of the activities program. The Good Conduct Rules policy will be uniformly followed by all students, as well as participants in extra-curricular activities sponsored by Keokuk Community Schools. The following conduct shall result in a student being declared ineligible to represent Keokuk in extra-curricular activities:

- 1. Violation of Good Conduct Rule (includes on school grounds, attending school sponsored activities and off school grounds):
VERIFICATION OF VIOLATION: Verification of the violation

will occur through formal citation by the Police Department, County Sheriffs Department, Iowa State Patrol, or Juvenile Court Services; when a school employee witnesses a student violating the Good Conduct Rule; or when a student admits to violating the Good Conduct Rule. This will be in effect for all violations defined in the policy (1. a-i).

- a. Use of tobacco or like products – any student using or possessing tobacco shall be denied the privilege of participating in all extra-curricular activities
- b. Alcoholic beverages – any student using or in possession of an alcoholic beverage shall be denied the privilege of participating in all extra-curricular activities
- c. Controlled substance and/or narcotics – any student using or in possession of a controlled substance and/or narcotics shall be denied the privilege of participation in extra-curricular activities. (Controlled substances and/or narcotics does not include a doctor’s prescription of one’s personal use, but the exchange of prescription drugs or the selling of such drugs will be in violation of the Good Conduct Rule.)
- d. In the event that a student comes under the jurisdiction of any court for criminal activity or is convicted or adjudicated of a felony or serious or aggravated misdemeanor, he/she shall be declared ineligible to participate in co-curricular activities contingent upon school investigation regarding charges filed pertaining to the case.
- e. Good Citizenship: Students whose actions, habits, or conduct create a negative image of the school or the community in general may be declared ineligible by the principal or his/her designee.
- f. Harassment of students: Students involved in physical violence or any form of harassment or bullying of other students will be subject to the Good Conduct Policy. Students who are found to be defending themselves against a physical attack or bullying will not be subject to the Good Conduct Policy.
- g. All transfer students, except incoming ninth graders at the beginning of the school year, must present evidence of conduct eligibility from their previous school. If a student enrolls who was ineligible for conduct at his/her previous school, that student must complete the term of ineligibility for the violation as defined in the Good Conduct Rules and Eligibility for Keokuk High School. The number of previous violations of conduct eligibility at the previous school will determine which penalty applies to the student.

- h. Any student who receives an Out-of-School Suspension will be withheld from practices and competitions during the time of the suspension.
- 2. Dispensation for violating the Good Conduct Policy will be as follows:

The Good Conduct Policy will be in effect for the entire calendar year (12 months) and will encompass the four-year career of students in athletics and activities. Students will fall under this jurisdiction of the high school's Good Conduct Policy following completion of the 8th grade (summer proceeding the student's 9th grade year). Student athletes/participants are covered by the policy regardless of being in or out-of-season during their four-year career. The penalties shall carry over from one activity to the next in which they participate.

The policy for athletics and activities will be administered by the Activities Director under the same administrative regulations for the Good Conduct Policy (the policy covers cases of misuse involving alcohol, drugs, or tobacco).

In addition to discipline related to the activity, students will also be subject to regular school rules and regulations if the rule violation takes place on school district property or at a school sponsored event at some other location. The penalty for each violation has been established by these administrative regulations and will be strictly enforced.

List of Activities

The penalty for violation of conduct standards shall be determined by the category of the activity. Activities are divided into the following categories:

Category I Activities

- | | | | |
|---------------|--------------|------------|----------|
| Football | Basketball | Track | Softball |
| Baseball | Golf | Wrestling | Swimming |
| Soccer | Cheerleading | Volleyball | Bowling |
| Cross Country | | | |

Category II Activities

- Speech – Individual Contest Events
- Music – Contest Solos, Optional Events which include All-State, Honor Groups, Show Choir, Jazz Band
- Little Feathers - Drill Team

Category III Activities

- Drama
- Speech – Group Contest or Plays
- Music – Contest Ensembles and Large Groups
- *Music – Core/Attendance events which include Concerts, Conference Vocal Festival, Pep Band and Marching Band Performances

First Violation

CATEGORY I – PENALTY: The student will be ineligible for 25 percent of school-sponsored interscholastic contests/events; two or more events on the same day count as one date.

CATEGORY II – PENALTY: The student shall be withdrawn from competition.

CATEGORY III – PENALTY: The student will complete the present obligation to the group and will not be eligible to compete in the next individual or group event of the activity.

Second Violation

CATEGORY I – PENALTY: The student will be ineligible for 50 percent of school-sponsored interscholastic contests/events; two or more events on the same day count as one date.

CATEGORY II – PENALTY: The student shall be withdrawn from competition in individual or solo events and may not participate in future events for one full semester.

CATEGORY III – PENALTY: The student will complete the present obligation to the group and will not be eligible to participate in future events for one full semester in the activity.

Third Violation

ALL CATEGORIES – PENALTY: The student shall not be eligible for one calendar year.

Fourth Violation

ALL CATEGORIES - PENALTY: The student will not be eligible again.

- The principal or activities director may declare a student ineligible whose academic standing or conduct is in violation of the standards for participation in extra-curricular activities.

A student-athlete must be a bona fide member of a team/activity in order to serve a penalty in that particular activity (meaning he/she must have had participation in that particular activity prior to violation of the Good Conduct Policy). When a period of ineligibility cannot be completed before the end of the season or school year, the period of ineligibility will carry over to the next activity in which the student participates. A student must complete the activity in which he/she is serving their ineligibility in good standing. Failure to complete the activity in good standing will result in the period of ineligibility being served again in the next activity.

SELF REPORTING OPTION

Students in violation of the Good Conduct Policy have an option for an alternative/reduction in penalty as listed:

- A. A student who is in-season must self-report his/her violation to the head coach or the Activities Director before the violation is made public (i.e. newspaper, Police Report) or within 72 hours of the violation, whichever comes first.
- B. A student not participating in an activity may self-report a violation. This report must be made to the Activities Director or another member of the high school administration team before the matter becomes public (i.e. newspaper, Police Report) or within 72 hours of the violation, whichever comes first.

Students who self-report will be eligible for a reduction in penalty up to half of the original penalty. This exact amount of reduction will be determined by the high school administration.

RULES FOR ACTIVITY PARTICIPATION

A. School Attendance:

1. A student who is absent from school may not participate in a game or event that day, unless excused by the school prior to the absence.
2. In case of an illness the student must have attended at least one-half of their school day.
3. Attendance rules for each activity will be established by the coach/director.
4. The Activities Director is to be informed in advance of decisions made concerning student attendance.
5. A student under suspension shall not be allowed to participate in extra-curricular activities.

B. Physical Examination:

A student participating in an athletic activity shall have a current physical examination on file in the Activities Office. An examination is valid for twelve calendar months plus one month.

C. Association Eligibility:

A student competing in an event sponsored or sanctioned by a state activity association shall meet the requirements of that association.

D. Non-school Athletic Participation

A high school student (grades 9-12 or in the case of summer activities completion of the 8th grade or the immediate summer after graduation) who participates in school-sponsored athletics may participate in a non-school sponsored sport during the same season with prior approval in writing by the Activities Director. Such outside participation shall not conflict with the school-sponsored athletic activity.

E. Concussion Form

F. Medical Release

PROM

Prom is a formal event intended for the juniors and seniors of KHS. This event is not open to 9th graders. A 10th grader may attend if they are asked as a date by a junior or senior of KHS. It is expected that the 10th grader will remain with his/her junior/senior escort for the duration of the event. Guests from other schools must be 10th, 11th or 12th graders. In addition, if a 10th grader is acting

as an approved prom volunteer, he/she will be admitted into the prom. Any individual 21 years of age or older will not be admitted to the prom as a guest. Proper attire and behavior is expected from all individuals attending prom. Good conduct and academic eligibility rules apply to Prom.

STUDENT ACTIVITY TRAVEL

Students should travel as teams or groups to extracurricular activities. There are times when parents may want to have their child leave an event with them. In these circumstances the parent should contact the coach or director and should sign the travel roster verifying the student is not returning on the bus. When a parent wants a student to return with someone other than the parent, prior approval must be granted by the activities director or principal before the student leaves for the event.

STUDENT PUBLICATIONS

The School District has adopted a Student Publications Code in compliance with **Iowa Code** 280.22 and Board Policy 503.3. This code establishes the guidelines for all official and unofficial student publications related to curricular and extracurricular activities. The code is a part of the High School Rule Book and copies of the code may be obtained from the principal, advisor of the student newspaper and yearbook. The Code provides the procedures to appeal restriction of materials or complaint procedures for persons aggrieved by the content of official student publications.

DISTRIBUTION OF MATERIALS TO STUDENTS

Persons wishing to distribute any materials not created under the supervision of school personnel must meet with the principal to submit the material for review and authorization for distribution under the conditions of the Publications Code.

GUIDELINES FOR CONTESTS, PROMOTIONS, PROJECTS

The Keokuk Community Schools will assist in disseminating informational materials to students and parents. Requests will be made through the High School Principal's Office for grades 9-12. The school district will assist the sponsoring organization by either sending home materials with the student or informing students that the information is available in the school office. Sponsoring organizations are responsible for the duplication, collating, and counting of these materials.

Services

CHILD LABOR LAWS

Persons over the age of 16 may be employed legally in most occupations. The Federal Fair Labor Standards Act, amended 1961, and some state child labor laws, in order to protect young workers, set an 18 year minimum age for employment in certain particularly hazardous jobs. State laws also prescribe hours and conditions of work that are permissible for the employment of youth.

During non-school hours and school vacations, many jobs are open to students 14 and 15 years of age.

WORK PERMIT

Iowa Child Labor laws require employers to obtain work permits or certificates of age before they employ minors of certain ages. These permits show that the minor has met the minimum age and other requirements of the State law. Work permits or certificates of age allow the minor to work at a specified type of work and for a specific employer. Therefore, they may not be issued until the minor finds a job. A work permit or certificate of age is protection for the employer as well as for the minor. When a person changes jobs, a new work permit or certificate of age must be obtained. The high school principal is an issuing officer.

GREAT PRAIRIE AEA

Great Prairie AEA staff will be available to partner with Keokuk School District staff members to provide the best education possible for each student. These Great Prairie AEA staff include, but are not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech language pathologists. A child's teacher may contact AEA staff for consultation, observation or interaction with a student. If a parent does not want the above services, please notify the school IN WRITING. For questions and/or concerns about these services, please call Kim Kirchner, Regional Special Education Director at the AEA at 1-800-382-8970, ext. 2115.

INSTRUCTIONAL MEDIA CENTER [IMC]

Hours: The center is open for student use Monday through Friday from 7:00 a.m. to 3:30 p.m.

Electronic Resources: The IMC has multiple computer network stations available for student use, which contain the following information resources:

1. *Card Catalog*
All books housed in the IMC may be accessed electronically by title, author, subject, keyword, series, or call number.
2. *Iowa AEA Online Databases:*
 - Accuweather
 - AP Images
 - Atomic Learning
 - Britannica Online
 - Culture Grams
 - Gale
 - iClipart for schools
 - Learn 360
 - Sirs Issues Researcher
 - Soundzabound
 - Teen Health and Wellness
3. *Microsoft Word, PowerPoint and Excel*
4. *Internet*

Circulation Rules: Most books may be checked out for three weeks, and may be renewed as many times as desired.

Fines: A fine of five cents per day per book is charged for overdue books. Students who owe over \$1 in fines may not be allowed to check out any more library books until their fine is paid. All fines must be paid in order for students to be able to attend Prom and to graduate from KHS.

Periodicals: Current newspapers and magazines are available for viewing in the IMC.

The IMC provides students access to the INTERNET. Students must have parental permission to use the INTERNET. Permission forms are available from the librarian.

CAFETERIA

The school cafeteria is a service provided to students and staff; therefore, students and staff should observe the following rules:

1. Deposit all lunch litter in wastebaskets.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor around your place in a clean condition.
4. ALL food should be eaten in the cafeteria area.

RESTRICTED FOODS

Effective July, 1980 the United States Department of Agriculture issued regulations regarding the sale of certain categories of foods. The regulations are as follows:

1. Foods required by federal regulations to be restricted are:
 - a. soda water (carbonated beverages).
 - b. water ices.
 - c. chewing gum.
 - d. certain candies (hard candies, jellies and gums, marshmallow candies and candy coated popcorn).

These categories of foods may not be sold on school premises during the school lunch period.

BAR CODE LUNCH TICKET SYSTEM

The Keokuk Community School District uses a computerized lunch account system for each student. This system allows parents to establish lunch accounts for all of their children regardless of what buildings the students attend. Instead of writing separate checks for each student, one check may be written and sent with one child for payment for all the children in a family. High school students will have their bar code on their **STUDENT IDENTIFICATION CARD (ID CARD)**. The bar code on the **STUDENT ID CARD** will keep track of each lunch and additional food items purchased by the student. Each day the account is used the system subtracts that amount from the account. **ALL HIGH SCHOOL STUDENTS ARE REQUIRED TO USE STUDENT ID CARDS.**

Deposits to lunch accounts may be made any school day or mailed directly to the Keokuk Community School District, Attn: Food Service Director, 2002 Orleans Street, Keokuk, IA 52632. High school students may make deposits from 7:30 a.m. to 8:00 a.m. in the Cafeteria.

Purchase of a lunch or extra food is made by using the **STUDENT ID CARD**.

If a card is lost, it will be necessary for the student to purchase a replacement **STUDENT ID CARD**. If a student doesn't have money to buy an ID card, a temporary paper ID will be printed until the lost card is found. The cost of a replacement card is \$1.00.

Only the first lunch a student purchases each day is at the Federal Reimbursed Rate. A second lunch or additional food purchased is at the posted price.

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.

HEALTH SERVICES

A licensed school nurse is on duty during the school day. Students, who become ill at school, will not be allowed to go home until parents are contacted.

The schedule of health services, objective of those services, method of delivery and grade level are available in the nurse's office.

Health Screenings will be provided by the school nurse on an as needed basis at the nurse's discretion. Proof of dental screens are mandatory for all 9th graders and/or incoming transfer students. These screens must be done within the past year. The school nurse cannot perform this type of screening.

ADMINISTRATION OF PRESCRIPTION MEDICATION

Administration of all medication at school shall be by the school nurse or in the absence of the nurse by an individual designated by the principal. Confidentiality of all medical records shall be maintained. **All medication brought to school must be taken immediately to the Nurse's office when the student arrives at school.**

The following procedures shall be followed:

1. The school must receive a signed and dated statement regarding the times medication is to be administered. This may be a doctor's and/or parent's statement.
2. The medication shall be in the original labeled container. (Pharmacies will provide a school bottle if requested.)

3. A written medication administration record shall be kept by the school. It shall include: a) student's name, b) date, c) medication, d) prescriber authorizing administration, e) medication dosage, f) administration time, g) method of administration, h) signature and title of person administering medication and i) any unusual circumstances, actions, or omissions.
4. Medication Request Forms have been sent to area physicians. These forms may be duplicated. Parents may request forms from their physician or child's school.
5. All medication shall be stored in a secured area located in the Nurse's office.
6. If the student is to self-administer medication, the parent must include a written statement to that effect. The administration of the medication shall take place in the Nurse's Office.
7. Any possible reactions to medication should be noted by the parent.
8. Over the counter medications will be administered only with a signed statement of permission from the parent. The medication **MUST** be in its original container.

REPORTING MEDICAL CONDITIONS

Please notify the school of any health conditions that might limit or affect your child in school. The school desires to work with families to minimize any handicapping conditions. Call: 524-2542, ask for the counselor, nurse, or principal.

TRANSPORTATION

Bus drivers are licensed and are certified by the Department of Education to drive a school bus. Students are to respect the bus driver's authority at all time when riding a school bus. This includes field trips and extracurricular activities. If a student's conduct, while a passenger on a bus, is such that bus rules are violated and the student refuses to cease when requested by the bus driver, bus transportation will be denied. See Keokuk Community School District School Bus Conduct and Safety Regulations.

SCHOOL BUS CONDUCT AND SAFETY REGULATIONS

Rules of Conduct: The school bus driver has the same authority on the bus as the teacher in the classroom. Pupils should conduct themselves on the school bus as they would in the classroom except that reasonable conversation is permissible. In the event of misbehavior the driver will report the pupil to the school principal and the necessary disciplinary procedures will commence. We cannot allow the misbehavior of a few to affect the safety of all pupils on the bus; therefore, misbehavior on the bus may result in the loss of all transportation privileges.

Boarding the Bus:

1. Be ready and waiting at your bus stop. This applies to the home and to the school attendance center. The bus will not return for tardy students nor wait for students to come from their home to the stop.
2. Look both ways before crossing the highway and cross only after signaled to do so by the bus driver.

3. Never walk between parked buses when loading at school.
4. Remain back at least three feet from the street, road, or loading area until the bus comes to a complete stop.
5. There is no smoking on the bus either by pupils or adults.
6. Fighting and rough-housing are not permitted.
7. Throwing things inside the bus or out the windows is not permitted.
8. Eating/drinking on the bus is allowed only with the bus driver's permission.
10. Keep head and arms inside the bus.
11. Treat bus equipment carefully and never tamper with the bus in any way.
12. Remain in your seat while the bus is in motion.
13. Keep **absolutely** quiet when approaching a railroad crossing.
14. Loud talking or horseplay are not allowed.
15. Remain on the bus in case of a road emergency unless directed by the driver or patrol officer to do otherwise.
16. Learn how to get off the bus in case of emergency. Your driver will be happy to show you.
17. Help look after the safety and comfort to small children.
18. In general, no pets will be allowed on school buses. If prior approval is given by the bus driver, small pets will be permitted.
19. Emergency doors and exists are to be used in the case of emergency only.
20. Do not distract the driver. Your life is in the driver's hands!!!

Unloading:

1. Remain seated until the bus stops.
2. Don't crowd or push.
3. Move quietly, quickly, and carefully.
4. You may not leave the bus at any place other than your regular bus stop unless proper authorization has been given in advance by your principal.
5. After getting off the bus, cross the road when necessary at least 10 feet in front of the bus, but only after the driver signals that it is safe and you have looked both ways to be sure.
6. Be alert to danger signals from the driver.

School Closing:

When school has been closed or when buses will not run or are delayed due to hazardous road conditions, local media will announce changes in the regular school transportation schedule. See page 6 for a listing of stations.

EMERGENCY ROUTES

Because of snow, ice, or extremely soft gravel roads, it is sometimes necessary to run school buses on hard surfaced roads only. Emergency routes will be published at the beginning of the school year.

Parents needing assistance with understanding the emergency routes, should call 524-3960 to clarify either their routes or the emergency pick up points. Parents are asked to make plans in advance with their students about what should be done when the school schedule changes.

GUIDANCE/STUDENT SERVICES

The guidance staff assist students with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home and/or social concerns, or any question the student may want to discuss with a counselor. The Guidance Center has computer programs to assist students in preparing to take the ACT college entrance tests, job resumes, and college and financial aid searches. Students should see their counselor for more information. Appointments may be scheduled with the guidance secretary.

TUTORIAL SERVICES

Upward Bound

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in pre-college performance and ultimately in higher education pursuits. Upward Bound serves high school students from low-income families, high school students from families in which neither parent holds a bachelor's degree, and low-income, first-generation military veterans who are preparing to enter postsecondary education. The goal of Upward Bound is to increase the rates at which participants enroll in and graduate from institutions of postsecondary education.

All Upward Bound projects provide instruction in math, laboratory science, composition, literature, and foreign language. Other services include:

- Instruction in reading, writing, study skills, and other subjects necessary for success in education beyond high school.
- Academic, financial, or personal counseling.
- Exposure to academic programs and cultural events
- Tutorial services.
- Mentoring programs.
- Information on post-secondary education opportunities.
- Assistance in completing college entrance and financial aid applications.
- Assistance in preparing for college entrance exams.
- Work study positions to expose participants to careers requiring a post-secondary degree.

Applications for this program may be obtained in the Guidance Center.

TUTOR SERVICES

Southeastern Community College operates a Developmental Skills Center to assist students with reading comprehension, composition lab, metric system, spelling improvement, counseling in study skills, math (algebra-senior math), efficient reading, basic science (including biology), science (chemistry-physics). This service is available from 5:30-8:30 p.m. Wednesday evenings. This service costs \$17. for 10 hours of assistance. For further information telephone 524-3221 ext. 430.

SECTION 504 OF THE AMERICAN WITH DISABILITIES ACT (ADA)

A student who has a mental or physical impairment which substantially limits one or more of his/her major life activities may qualify for special help in school. "Major life activities" may include caring for one's self, walking, seeing, speaking, learning, hearing, breathing, working, or performing manual tasks. Such help as an eligible student might receive in school does not fall within the realm of special education. Students within a special education program receive services provided from a certified special education teacher.

Parents who feel that their child may qualify for school assistance under Section 504 should contact their child's counselor and provide professional documentation of the child's disabling condition. Eligibility for and the nature of such assistance would be determined after meeting with the Building 504 team consisting of a team of teachers and/or AEA representation.

SELECTIVE SERVICE REGISTRATION

Male citizens born after 1960 are required to register with the Selective Service Registration is to take place within 30 days of their 18th birthday at any U. S. Post Office or on the Internet at (<http://www.sss.gov>). A registrant should bring some form of personal identification with them-driver's license or birth certificate or for the Internet have their social security number.

SPECIAL SERVICES

The Guidance Center may assist students and parents in securing services from other agencies.

The Keokuk Community School District, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Guidance Center is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact their child's guidance counselor or the principal. Area Education Agency consultant services for mental disabilities, learning disabilities, behavioral disorders, hearing testing, speech therapy, physical therapy, occupational therapy, social worker, visually impaired and psychological testing. River Center Mental Health -- Initial Referrals, Department of Human Services -- Family Assistance.

TRANSFER/WITHDRAWAL

The following steps should be completed when a student transfers to or withdraws from Keokuk High School:

1. Secure an authorization withdrawal or transfer note from your parent or guardian.
2. Obtain appropriate forms from the Guidance Center.
3. Have the forms filled out by teachers, return all school books and property, and make sure all fees are paid.
4. Return forms to the Guidance Center for final clearance and meet with your counselor.

VOTER REGISTRATION

Students who are at least seventeen and one-half years of age may register to vote at the end of the first and third quarter each school year.

VOLUNTEERS-PARENT/CITIZENS

The school appreciates and encourages the assistance and help of parents and citizens in our programs and activities. Volunteers are not covered by workers' compensation. District insurance does provide liability coverage to protect the school in the event a volunteer is hurt as a result of district negligence. The district policy provides medical coverage on a non-liability basis per person.

Scholarships, Awards, Financial Aid

Listed below is a list and description of a number of scholarships sponsored by Keokuk area groups. **It is not an all-inclusive listing.** Students should also investigate other local sources including: employers (student's and parents'), parents' labor union, parents' clubs and fraternal organizations, family's church, and family's life/health insurance companies.

Applications for each scholarship are normally available from the KHS Guidance Center about two months prior to the application deadline. Those scholarships designated by an asterisk (*) are part of the Keokuk High School Common Scholarship Application System (CSAS). Refer to the CSAS information at the end of the listings. Scholarships are grouped alphabetically.

*ALBERTS FAMILY SCHOLARSHIP: Applicants must be a first generation college student, active in extra-curricular activities, community activities and/or church related activities, have proven leadership skills and carry a minimum 3.0 cum GPA. Applicants must answer this question in 500 words or less, "What does obtaining a college degree mean for you and/or your family?"

*AMERICAN LEGION AUXILIARY SCHOLARSHIPS: School: Any Iowa. Amount: \$500 (2). Applicants must be the child, grandchild, brother, sister, or spouse of a military veteran.

*NATE BOWDEN MEMORIAL: Scholarship awarded to a senior, preferably a wrestler. No GPA or financial background necessary. Amount: Varies

*BUSINESS AND PROFESSIONAL WOMEN'S CLUB SCHOLARSHIP: School: SCC(K). Amount: \$600. Must be female to apply. May choose any college major.

*CHARLIE VERMILLION SCHOLARSHIP: Applicant must plan to attend college and must on a separate sheet write an essay about their future plans. Amount \$1500 GPA: 3.0 or higher.

CLYDE W. JAMES SCHOLARSHIP FUND: School: University of Iowa. Amount: full tuition, fees, books, room and board. Criteria: *KHS grads have preference for these scholarships*. Applicants must rank in the top 20% of their class and demonstrate financial need (must file the FAFSA). The top 20% requirement can be waived in the case of extreme financial need. No application required; students must apply for admission to the university and submit a FAFSA in a timely manner.

DONALD WEBB MEMORIAL: Amount: \$1500. Applicants must be male member of the graduating class. Enroll full-time in an accredited technical, community or four year college or university. Award based on financial need, motivation to learn, evidence of work commitment, and contribution to community. Applications available on KCSD Foundation website.

*DR. MIN CHUNG AWARD: School: Any. Amount: Varies. Only KHS students may apply. Financial need is the primary criterion for selection of the winner.

ELK'S CLUB LEGACY AWARD: School: Any. Amount: \$1,000. Applicants must be the son or daughter of an Elk's member. Deadline: early December.

ELK'S CLUB SCHOLARSHIPS: School: Any. Amount: \$500 (2). Local recipients advance to be considered for numerous state and national awards. Deadline: early December.

*GIL SARGENT MEMORIAL SCHOLARSHIP: There is no specific criteria, all seniors are encouraged to apply. Amount: up to \$500.

*HARVEY AND VIRGINIA STEPHENSON MEMORIAL SCHOLARSHIP: School: Any. Amount: varies. Financial need is an important criterion for selection. Only KHS students may apply.

*JINGST MEMORIAL SCHOLARSHIPS: School: SCC. Amount: \$500 (3). Applicants must have a business-related major or enter the Auto Mechanics program.

*KHS ATHLETIC BOOSTERS SCHOLARSHIPS: Six scholarships (2 male, 2 female, 2 at large) Amount: \$500 each. Applicant must have exemplified good citizenship and school pride; have a minimum GPA of 2.5, and plan on pursuing a full-time post-secondary education. The applicant must also submit on a separate sheet an essay responding to the following question: "How has being a KHS athlete influenced who you are?" (maximum 500 words)

KEOKUK COMMUNITY SCHOOL FOUNDATION BLIND SIDE SCHOLARSHIP: Awarded to seniors who have overcome barriers to become successful in high school. Amount \$2000.

*KEOKUK EDUCATION ASSOCIATION: Applicant must demonstrate an interest in the field of education. Amount: \$750.

*KEOKUK STREET FAIR SCHOLARSHIPS: School: Any. Amount: Varies.
Some scholarships are reserved for use at SCC(K).

KEOKUK SCHOOL FOUNDATION SCHOLARSHIP: School: Any. Amount: \$1,500. Applicants must be male member of the graduating class. Enroll full-time in an accredited technical, community or four year college or university. Award based on financial need, motivation to learn, evidence of work commitment and contribution to community. Application available on KCSD Foundation website.

KEOKUK GIRL'S YOUTH BASKETBALL SCHOLARSHIP: Awarded to two girls' varsity basketball players. Must have participated in the Keokuk Girls' Youth Basketball program. Amount: \$500 (2) Applications available in Guidance Office

*KIWANIS CLUB SCHOLARSHIPS: School: SCC(K). Amount: \$1000.
Scholarship renewable if recipient maintains at least a "C" average.

*LEE COUNTY RETIRED SCHOOL PERSONNEL SCHOLARSHIP:
Applicants must be pursuing a career in education. A 350 word essay must be written about why you are pursuing an educational career, tell what area you plan to teach and your ultimate goals in education. Applications are being taken from all three public schools in Lee County. One \$500. scholarship awarded.

*LION'S CLUB SCHOLARSHIPS: School: Any. Amount: \$500 (2).
Scholarships may be used for college or vocational-technical training.

*MAE CONN BUSINESS SHOLARSHIP: For one senior female pursuing a career in the business or accounting fields. Student must demonstrate good citizenship throughout high school and be planning on enrolling in a post-secondary institution. Payment will be made directly to the institution. Amount \$1000.

*CURT MASON MEMORIAL: Applicants may be male or female, must participate in a sport, and have a 3.0 or higher grade point average. Amount: \$1000.

MASONIC LODGE SCHOLARSHIPS: School: Any. Amount: \$500 (2) local; \$1750 (50) statewide. Academics, activities, etc. Deadlines: early April (local); early February (state).

*MEIEROTTO MEMORIAL SCHOLARSHIP: School: Any. Amount: Varies.
Applicants must have a part-time job and a grade point average of 3.25 or above.

*ODD FELLOWS LODGE #13/BILL & JODI CAMERON MEMORIAL SCHOLARSHIP: Applicant must be able to demonstrate a commitment to community service, either through volunteering or work history and career aspirations. A 500 word essay detailing the students educational and career

ambitions, as well as, examples of their outstanding character must be included on a separate sheet. GPA: 2.5 or higher. Amount: \$1,000. Renewable for a second year of full-time enrollment.

*ROLLING ON THE RIVER MUSIC SCHOLARSHIP: School: Any. Amount: \$350. Has an interest in Music Programs at KHS and enrollment at college in the Music Program.

*ROSS "BILL" JONES SCHOLARSHIP: Applicant must demonstrate high academic achievement, participation in activities and have financial need. Amount: \$100.

*ROTARY MEMORIAL SCHOLARSHIPS: School: SCC(K). Amount: \$750 (2). Academic ability and financial need are the primary selection criteria.

*SCIENCE AWARDS (KIWANIS CLUB & W.P.N. ERICKSON): Applicant may attend any college and plan any major. Achievement in KHS science classes is a major criterion for selection. Amounts between \$50-\$200 each.

*SEARS MEMORIAL SCHOLARSHIP: School: Any, to include universities, colleges, or voc-tech schools, but preference to SCC(K). Amount: \$300. Criteria: academics, financial need, work ethic.

*SIGMUND MEMORIAL SCHOLARSHIP: School: Any. Amount: \$600. Applicants must plan to seek vocational/career training. All technical areas, art, and nursing would qualify.

SOUTHEASTERN COMMUNITY COLLEGE FOUNDATION SCHOLARSHIPS: Wide variety of awards offered through the SCC Foundation. A bulletin listing and describing these scholarships will be made available to KHS seniors at the appropriate time.

SOUTHEAST IOWA BUILDERS ASSOCIATION SCHOLARSHIPS: School: Any. Amount: some \$1000 and some \$500. Applicants must plan to enter a program relating to the construction industry. Deadline: early April.

KHS COMMON SCHOLARSHIP APPLICATION SYSTEM (CSAS)

CSAS allows KHS seniors to apply for a number of local scholarships [those above designated with an asterisk (*) by completing one application and submitting it to the KHS Guidance Center. CSAS packets will be available from the Guidance Center beginning in January. Each packet contains a complete set of instructions and procedures to follow in completing the CSAS application.

ANNUAL AWARDS/PRIZES

DARLA JEAN HERMANFELD MEMORIAL SCHOLARSHIP AWARD: Amount: \$100. Presented annually the recipient will have been a member of the softball team the previous year. Members of the team will vote by ballot for the girl who displayed the best team spirit and love of the game.

MAUD MARSHALL HASSAL AWARD: Amount: Varies due to interest rates. Awarded to graduating senior with highest grade point average for four years enrollment at K.H.S.

KILBOURNE PRIZE: Amount 1st Prize - one half the yearly interest; 2nd Prize - one-fourth the yearly interest. Amount varies due to interest rates. Awarded to the first and second graduating senior with the highest grade point average for three years of enrollment at K.H.S.

KIWANIS SCIENCE AWARD: Amount: \$200. Based on science achievement in high school.

ELIZABETH WILSON LEAKE AWARD: Amount: \$200. Award is given to the student who writes the best essay on some aspect of Keokuk's history as a city. Contest held in the spring.

JIM LINDNER MEMORIAL AWARD: Amount: \$250 may vary due to interest rates. If a family member is in the graduating class, they automatically receive this award. If not, coaches nominate three seniors who they feel represent the qualities most beneficial to the spirit of varsity athletics. Once the nominations have been tallied, coaches again vote for whom they feel meet the requirements for this award.

DR. MAHALE SCHOLARSHIP AWARD: Amount: TBD. Award is given to students from the High School and/or Learning Center. Selection will be made by the High School Faculty.

NORMAN AWARD: Amount: \$100 may be a bond. The 10th grade student earning the highest grade on a test given to American History students who have earned "A" grades.

JOHN ABELL MEMORIAL AWARD: Amount applies toward payment of fees for summer camp amount may vary due to interest rates. Awarded to two competitive wrestlers in grades 9-10-11. Coaching staff selects students who will most benefit from the summer camp

IOWA FINANCIAL AID PROGRAMS

IOWA TUITION GRANTS

These grants are available to students who can demonstrate financial need and plan to attend an eligible Iowa private college/ university. Maximum grant amount is up to \$4,000 per year, based upon need. A copy of the applicant's Free Application for Federal Student Aid (FAFSA) must be received by the Iowa Student College Aid Commission no later than July 1 following their senior year.

VOCATIONAL-TECHNICAL TUITION GRANTS

These grants are available to students who can demonstrate financial need and plan to enter vocational-technical programs or career option courses at Iowa Area Community Colleges. Maximum grant amount is up to \$650 per year

Based on need.. A copy of the applicant's FAFSA must be received by the Iowa Student College Aid Commission no later than July 1 after the student's senior year.

Activities and Organizations

STUDENT COUNCIL

Purpose: To represent the best interests of the student body, to promote good student-faculty-administration relations, to promote better student relations, to provide services that will be beneficial and to support the school to attain maximum educational growth and development.

Membership: Officers and representatives petition the Student Council in April to have their names placed on a ballot in a general election.

NATIONAL HONOR SOCIETY (TORCH CLUB)

Purpose: The purpose of the National Honor Society is to recognize scholastic and service achievement.

Membership: The Torch Club is the local name given to this chapter of the National Honor Society. Members are chosen from the 11th and 12th grade.

LITTLE FEATHERS

Purpose: The Little Feathers dance team appears with the marching band and perform at half-time of home games. They also appear by invitation at such events as the Girl's State Basketball Tournaments. The Little Feathers are self governing within the guidelines established by the school.

Membership: Little Feathers includes ninth, tenth, eleventh, and twelfth grade girls. The size of the group is determined by the scores obtained in try outs.

YEARBOOK

Purpose: The Yearbook staff is responsible for planning and preparing the high school yearbook. Students should consider enrolling in Publications class. Participation in yearbook involves photography, layout and design, writing, proofreading, selling subscriptions, soliciting community patronage, and other aspects of yearbook production.

Membership: Open to all high school students.

SMOKE SIGNALS - NEWSPAPER

Purpose: To provide students an opportunity to publish a school newspaper. The newspaper functions as an educational tool that allows students to develop skills related to journalism and desktop publishing. Interested students should enroll in journalism or advanced journalism. The content of the class includes photography, layout and design, creating cartoons, graphics, all aspects of writing, editing, and proofreading. Students will also work with advertising, business management and other facets of running a business.

Membership: Open to all high school students.

LITERARY MAGAZINE

Purpose:

1. To publish a 9-12 student literary magazine.

2. To train students in editing, layout, cartooning, and word processing.
3. To encourage writing: poetry, short stories, reviews, etc.

The Literary Magazine is published and sold in May.

Membership: Open to all high school students.

SPEECH

Purpose:

1. To increase student facility in the act of oral communications.
2. To develop an appreciation of literature and drama through participation in dramatic production and interpretation.
3. To stimulate critical thinking and organizational skills through Forensic and public speaking competition.

Speech activities include:

1. IHSSA Contest trips
 - a. Large Group Events:
Readers Theatre, Ensemble Acting, One Act Play, Mime
 - b. Individual Events: thirteen possible areas of competition
 - c. Competition and practice are held second and third quarters.
2. American Legion Oratorical Contest
3. Optimist Oratorical Contest

Membership: Open to all high school students.

DRAMA CLUB

Purpose:

1. To coordinate and support speech and drama activities.
2. To encourage student interest and participation in speech and drama work.
3. To encourage student interest and participation in noncompetitive dramatic activities.
4. To support "live" theatre as an art form and to cultivate an appreciation for it among the student body.

General and Special Events during year:

1. Two major three-act productions are produced
2. Speech and Drama banquet in the spring, to honor those students with K letters, pins, and certificates for outstanding leadership in the speech and drama activities.

Membership: Open to all high school students.

BAND

Purpose: To offer students an instrumental music experience and continued growth in music theory, instruction and performance. This program is offered for credit and students are evaluated by the letter grade system.

The Band program provides students experience in marching band, pep bands, symphonic concert band, jazz band, and flag and rifle corps. A summer program is also provided for students. The band participates in numerous performances during the year.

Membership: Open to all high school students.

WINTER GUARD

Purpose: Winter guard is an extension of Color Guard that performs at basketball games and at State Contest. The Winter Guard is self governing within the guidelines established by the school.

Membership: Open to all students. The size of the group is determined by the scores obtained in try-outs.

VOCAL MUSIC

Purpose: The choir is in the main performing group. It meets daily and performs periodically throughout the year. It is offered for credit and letter grades are given based on attendance, both at rehearsals and concerts, and on extra activities (solos, honor choirs, contests, etc.)

Membership: Open to all high school students. Auditions may be required for some groups.

SHOW CHOIR

Purpose: Show Choir is by tryout. The group performs at various events and upon request.

Membership: Open to all high school students. Auditions may be required.

CHEERLEADING

Purpose: To promote athletic teams and school spirit and sportsmanship for football, basketball and wrestling.

Membership: Students may tryout for fall or winter squads. Tryouts are held in late spring.

MATH CLUB

Purpose: To plan some fun activities to further understanding Math fundamentals.

Membership: Open to any student currently enrolled in any Math Class.

SPANISH CLUB

Purpose: The purpose of the club is to get together socially to prepare Spanish meals, go to Spanish restaurants, to go on Spanish trips, and to learn more Spanish customs and traditions.

Membership: Open to any student currently enrolled in Spanish.

SCIENCE CLUB

Purpose: To plan some fun activities to further understand the science field.

Membership: Open to all high school students.

GAY/STRAIGHT ALLIANCE CLUB

Purpose: To promote tolerance and acceptance within the KHS student body.

Membership: Open to all high school students.

ART CLUB**LAW CLUB****TECH CLUB****ROBOTICS CLUB**

2015-2016 DAILY TIME SCHEDULES

KEOKUK HIGH SCHOOL

OFFICE HOURS	DAILY SCHEDULE		PROFESSIONAL DISMISSAL		SPECIAL DISMISSAL		2 HOUR LATE START	
M-R 7:00-4:00 F 7:00-3:15	49 min M, Tu, Th, F		1:45 p.m. 41 min Wed		11:15 a.m. 24 min		35 min	
PERIODS	FROM	TO	FROM	TO	FROM	TO	FROM	TO
FIRST BELL	7:55		7:55		7:55		9:55	
FIRST	8:00	8:49	8:00	8:41	8:00	8:24	10:00	10:35
SECOND	8:53	9:42	8:45	9:26	8:28	8:52	10:39	11:14
THIRD	9:46	10:35	9:30	10:15	8:56	9:23	11:18	11:54
HOMEROOM	10:39	10:58	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
FOURTH	11:02	11:51	10:19	11:00	9:27	9:51	11:58	12:33
FIFTH - A LUNCH	11:51	12:21	11:00	11:30	xxxx	xxxx	12:33	1:03
FIFTH (after lunch)	12:25	1:14	11:34	12:15	9:55	10:19	1:07	1:42
B LUNCH	12:44	1:14	11:45	12:15	xxxx	xxxx	1:12	1:42
FIFTH (before lunch)	11:55	12:44	11:04	11:45	9:55	10:19	12:37	1:12
SIXTH	1:18	2:07	12:19	1:00	10:23	10:47	1:46	2:21
SEVENTH	2:11	3:00	1:04	1:45	10:51	11:15	2:25	3:00

July 15, 2015