



Knoxville Community School District

High School
1811 W Madison
Knoxville, Iowa 50138

Board of Education: Marty Duffy – President; Larissa Van Donselaar – Vice President; Cheri Gerdes; Larry Scott; Dave Smith
Business Manager, School Board Treasurer/Secretary: Craig Mobley ● craig.mobley@kcsd.k12.ia.us
Superintendent: Cassi Pearson ● PH. 641-842-6551 ● FAX 641-842-2109 ● cassi.pearson@kcsd.k12.ia.us

August 6, 2020

Dear Parents/Guardians and KHS Students:

I apologize for the length of this letter but please note it is 2 pages in length. It has been over 4 months since we have had a chance to see each other, so we are extremely excited to begin planning for your return on August 20th. However, due to the circumstances we have put into place some mitigation procedures, precautions, and expectations for your return. [The class schedule](#) has changed this school year to accommodate 4 lunch shifts and limiting the number of students in each lunch. School will begin at 10:00 on Mondays and 8:00 on Tuesday-Fridays with school ending at 3:15. The following are a list of changes you will need to be aware of as you return to school on August 20th.

1. All students and staff will be required to wear face coverings (mask or shield) indoors
 2. All students will be required to use hand sanitizer as they enter their first block class of each day,
 3. **High School will not open doors until 7:30 AM**, students will be required to stay out of the building until doors open unless required for extra curricular activities
 4. No outside food or drink allowed in the building other than sack lunches,
 5. Water bottles are allowed in classrooms, all drinking fountains are disabled however water bottle fillers are enabled
 6. All classrooms desks/tables have been arranged for social distancing as much as possible
 7. All students will be required to use hand sanitizer prior to going to lunch, seating will be limited to no more than 6 per table and tables are spaced at least 6ft apart.
 8. This year only seniors will be allowed open campus including lunch, **students in grades 9-11 will have closed campus including lunch time**
 9. All students entering the building will be required to use hand sanitizer prior to going to class
 10. All students will use hand sanitizer before the start of 3rd block class
 11. **The only exception to the rules above will be for specific documented medical reasons**
 12. An additional change this year is the high school does have a supply list for students, the following link includes the supply lists for all buildings. [Supply List](#)
 13. **Students and staff only will be allowed beyond the office**, all others are not allowed in the building beyond the office during the school day until further notice, in order to gain entrance to the building you must be wearing a face covering
- Knoxville CSD is again using online registration this year. If you have any questions please contact the high school office at 641-842-2173. Online registration is available at the following link : [School Registration](#).

Principal: Tracy Wilkins ● PH. 641-842-2173 ● FAX 641-842-2066 ● tracy.wilkins@kcsd.k12.ia.us

Assistant Principal: Brett Sandy ● PH. 641-842-2173 ● FAX 641-842-2066 ● brett.sandy@kcsd.k12.ia.us

Administrative Assistant: Natasha Boosalis ● PH. 641-842-2173 ● FAX 641-842-2066 ● natasha.boosalis@kcsd.k12.ia.us

Administrative Assistant: Stacy Pearson ● PH. 641-842-2173 ● FAX 641-842-2066 ● stacy.pearson@kcsd.k12.ia.us

Guidance /AD/Tech. Admin. Assistant: Rachele Hall ● PH. 641-842-2174 ● FAX 641-842-2066 ● rachele.hall@kcsd.k12.ia.us

Activities Director: Ryan Paulsen ● PH. 641-842-3717 ● FAX 641-842-2066 ● ryan.paulsen@kcsd.k12.ia.us

Child Nutrition Director: Jason Swanson ● PH. 641-828-2094 ● FAX 641-842-2066 ● jason.swanson@kcsd.k12.ia.us

School Counselor: Carolyn Jones ● PH. 641-842-2174 ● FAX 641-842-2066 ● carolyn.jones@kcsd.k12.ia.us

School Counselor: Doug Hatch ● PH. 641-842-2174 ● FAX 641-842-2066 ● doug.hatch@kcsd.k12.ia.us



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Your student's schedule is available online at <https://knoxvillecsd.onlinejmc.com/> with your son or daughter's log in. If you have trouble, please call the office. Please email or contact the guidance department at 641-842-2174 with schedule change requests **BEFORE** school starts. **During the morning of August 20th and 21st, the guidance office will not be available for schedule changes unless the students have set up an appointment with the counselor via email.**

We will not have an open house in August, however we are inviting all new students and 9th grade students for a tour of the building anytime between 2:00-3:00 PM on August 19th. Unfortunately, due to Covid 19 we will only be allowing students for the tours and will not be able to allow siblings, parents, and/or guardians to accompany students during the tours. Students can get their schedules and meet their advisors. Any new student will be given their iPad by no later than August 24th. Please make sure your son or daughter has a copy of their schedule from JMC when they return to school on August 20th. **We will begin August 20th at 8:00 AM in advisory.** If you have any questions, please contact the high school office.

If you have selected virtual learning for your son or daughter the following will be the expectations.

- They will follow their schedule on JMC and will attend each class virtually at the scheduled time
- Students will be required to participate in courses virtually using technology such as zoom
- All courses will be live and will not be recorded unless requested for circumstances beyond the control of the student
- Attendance is required and will be taken at the beginning of each class
- The following expectations for virtual learning. [Virtual Classroom Expectations](#)
- If you have concerns about internet access please contact our technology department.

Sincerely,

Tracy Wilkins, Principal

A NOTE FROM MRS DUFFY

We weren't able to have auditions for Chamber Choir this spring due to COVID 19 concerns. However, all students 9-12 have been mailed information about joining choir as well as audition information and materials including a sign up genius for auditions on August 12 and 13. Look in your school email. If you have any questions please let me know.

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