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# **TRI-CENTER MIDDLE SCHOOL HIGH SCHOOL**

**Secondary Principal: Mr. Chad Harder  
Athletic Director: Mrs. Cassie Harris  
H.S. Guidance Counselor: Mrs. Tami Harman**

**33980 310th Street  
Neola, Iowa**

**H.S. Telephone: (712) 485-2257  
M.S. Telephone: (712) 485-2211  
H.S. Fax: (712) 485-2411  
M.S. Fax: (712) 485-2402**

## **Class Schedule: 1st Semester**

**1st Period** \_\_\_\_\_  
**2nd Period** \_\_\_\_\_  
**3rd Period** \_\_\_\_\_  
**4th Period** \_\_\_\_\_  
**5th Period** \_\_\_\_\_  
**6th Period** \_\_\_\_\_  
**7th Period** \_\_\_\_\_  
**8th Period** \_\_\_\_\_

## **2nd Semester**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# TRI-CENTER TROJANS

## 2018-2019



### ADMINISTRATION / FACULTY / STAFF

Dr. Angela Huseman .....	Superintendent
Chad Harder .....	Middle School/High School Principal
Cassie Harris .....	Athletic Director/H.S. Science
Josh Abel .....	Science
Kelly Alfors .....	Art
Georgiann Andersen .....	M.S. Mathematics
Claudia Baker .....	Vocal Music
Juan Batula .....	Mathematics/Physical Education
Brenda Chmelka .....	Language Arts
Dan Elliott .....	H.S. Social Studies
Sarah Elliott .....	Language Arts
Tami Harman .....	Guidance
Paul Hart .....	Instrumental Music
Andy Hensley .....	Physical Education
Dennis Jarrett .....	M.S. Social Studies/Math
Holly Jarrett .....	H.S. Mathematics
Gene Johnson .....	Social Studies
Max Kozeal .....	6 <sup>th</sup> Grade
Kim Krohn .....	M.S. Resource
Wendy Lausen .....	Business Education
Margaret Lilley .....	Family and Consumer Sciences
Jennifer McGee .....	Nurse/Instructor
Josie McMinemee .....	Vocational Agriculture
Bev Ohlinger .....	H.S. Resource
Dylan Pitt .....	Language Arts
Dillon Stane .....	Science
Shelly Sorenson .....	6 <sup>th</sup> Grade
Julie Theulen .....	6-12 Self-Contained
Bryanna Zmolek .....	Foreign Language
Rhonda McKenzie .....	Board Secretary
Kelly Dollen .....	Superintendent's Secretary
Nancy Christiansen .....	Principal's/AD Secretary
Jennifer Smith .....	Principal's Secretary
Tracy Wellman .....	Head Cook
Mike Newman .....	Head Custodian
Rick Payne .....	Transportation Director



# Tri-Center Community Schools

"Committed to Maximizing Student Potential" | [www.tctrojans.org](http://www.tctrojans.org)

2018 to 2019

Tri-Center Community Schools  
33980 310<sup>th</sup> Street  
Neola, IA 51559

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Aug 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	R	7	8	9	10	11
12	13	14	15	16	17	18
19	SN	SN	SNO	FS	24	25
26	27	28	29	30	31	

S	M	T	W	T	F	S
						1
2	N	4	5	6	7	8
9	10	11	S	13	14	15
16	17	18	19	20	21	22
23	24	25	S	27	28	29
30						

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	PT	11	N	13
14	15	16	PT	18	SE	20
21	22	23	S	25	26	27
28	29	30	31			

S	M	T	W	T	F	S
				1	2	3
4	5	6	S	8	9	10
11	12	13	14	15	16	17
18	19	20	N	N	N	24
25	26	27	S	29	30	

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	S	13	14	15
16	17	18	19	20	SE	22
23	N	N	N	N	N	29
30	N					

S	M	T	W	T	F	S
		N	SN	FS	4	5
6	7	8	9	10	11	12
13	14	15	S	17	18	19
20	SN	22	23	24	25	26
27	28	29	S	31		

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	S	14	15	16
17	18	19	PT	PT	N	23
24	SN	26	S	28		

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	SE	9
10	11	12	S	14	15	16
17	18	19	20	21	22	23
24	25	26	S	28	29	30/31

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	S	11	12	13
14	15	16	17	N	N	20
21	N	23	S	25	26	27
28	29	30				

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	S	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	SE	25
26	27	28	29	30	31	

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29/30

## Symbol Key

N – No School

S – Staff Professional Development 1:30 Dismissal

SN – Staff Professional Development No School

PT – Parent Teacher Conferences 1:30 Dismissal

O – Open House 5:30-7:30 pm

R – Registration

FS – First Day of Semester 1:30 Dismissal

D – Vacation, 1:30 Dismissal

SE – End of Quarter/Semester 1:30 Dismissal

# Tri-Center Community School's Mission: "Committed to maximizing student potential."

## Tri-Center Community School's District Goals:

- Align Curriculum (Pre-K through 12)
- Promote Community Involvement
- Refine Classroom Instruction
- Improve Student Achievement
- Strengthen Life Skills
- 6. Be life-long learners

## Tri-Center Community School's Student Achievement Goals:

1. Respect self and others
2. Communicate effectively
3. Maintain a healthy lifestyle
4. Use resources effectively
5. Problem-solve
7. Demonstrate responsibility
8. Live and work cooperatively
9. Set and implement realistic goals
10. Meet Tri-Center academic standards/requirements

## Tri-Center Community School's Belief Statements:

- All students can learn and succeed, although in different ways and at an individual pace.
- Learning should take place in real-life contexts and should reflect the interrelated nature of subject areas. Using resources in the community can help students to understand how present learning is connected to future work experiences.
  - Learning should be approached as a life-long, continual process.
- In order to function in a global society, students need to understand individual and cultural diversities.
- It is the responsibility of everyone associated with the school to develop a climate that fosters positive self-concepts and self-esteem.
- Learning occurs best in a safe, clean, attractive, and comfortable, non-threatening environment.
- Students learn best when their unique personal, social, and academic needs are met by caring teachers and administrators.
- Excellence will be achieved by hiring, nurturing, and retaining innovative teachers who are leaders in their field.
- Learning occurs best when students are involved in a variety of academic and extracurricular activities.
  - Self-discipline, personal responsibility, respect and a commitment to a strong work ethic will be encouraged, expected and exemplified.
    - Family and community support enhances the learning process.
    - Functional families are an integral part of student achievement.

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy. Students are not to use abusive language, profanity or obscene gestures or language. Public displays of affection are limited to handholding only.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district, while on school-owned and/or school operated buses or vehicles or chartered buses, while attending or engaged in school activities, and, while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or not.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for: conduct which disrupts or interferes with the educational program; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. This discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules and regulations of the school district.

### HUMAN RIGHTS AND RESPONSIBILITIES

These rights and responsibilities apply to all persons, students and staff at Tri-Center Middle/Senior High School during the entire school day, during travel to and from school, and while representing Tri-Center at school activities.

1. The right to develop one's own personality (so long as it does not interfere with the rights of others) without disrespectful criticism or pressure from others.
2. Freedom from physical and mental abuse such as name calling, intimidation, or harassment.
3. Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, features, friendship groups, age, culture, handicap, financial status, clothing, classroom performance, etc.
4. The right to privacy and freedom from being harassed inside and outside the classroom; the right to be treated respectfully.
5. The right to an education; teachers should be free to teach and students free to learn without being interrupted by inconsiderate or unruly students.
6. The right to have personal and school property respected is a part of human rights and responsibilities. Our school community should be a safe place for property as well as people.
7. The right of our personnel and volunteers supervising school areas to receive our cooperation.
8. The right of those who clean and maintain our school to receive our cooperation and assistance.
9. The right of those who prepare and serve our food to receive our respect, cooperation and gratitude.
10. The responsibility to see that one's actions represent the qualities and standards that Tri-Center strives to build and maintain.

### NONDISCRIMINATION/AFFIRMATIVE ACTION STATEMENT

It is the policy of the Tri-Center Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment) marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Chad Harder, Secondary Principal, Tri-Center Community Schools, 33980 310th Street, Neola, IA 51559, [\(712\)485-2257](tel:7124852257), [charder@tctrojans.org](mailto:charder@tctrojans.org).

### DAILY SCHEDULE

Tri-Center M.S./H.S. operates on an eight period day with three minutes passing time between classes. In the event of a late start, early dismissal or special occasion, the class schedule may be subject to change. The regular daily schedule is as follows:

<b>1st Period</b>	8:15 - 9:00	10:55 - 11:20	7-8 Grades eat lunch
<b>2nd Period</b>	9:03 - 9:47	11:23 - 11:43	6th Grade eats lunch
<b>3rd Period</b>	9:50 - 10:55	11:23 - 12:08	7-8 Grades go to <b>4th Period Class</b>
<b>Advisory/Recess</b>	10:35-10:55	12:11 - 12:57	7-8 Grades go to <b>5th Period Class</b>
10:58 - 11:42	9-12 Grades go to <b>4th Period Class</b>		
11:45 - 12:12	9-12 Grades (1st Lunch)	<b>6th Period</b>	1:00 - 1:43
11:45 - 12:27	9-12 Grades go to <b>5th Period Class</b>	<b>7th Period</b>	1:46 - 2:29
12:30 - 12:27	9-12 Grades (2nd Lunch)	<b>8th Period</b>	2:32 - 3:20
12:14 - 12:57	9-12 Grades go to <b>5th Period Class</b>		

### GRADING SCALE

<b>A 93-100</b>	<b>B 86-92</b>	<b>C 78-85</b>	<b>D 70-77</b>
A+ 99-100	B+ 91-92	C+ 84-85	D+ 76-77
A 95-98	B 88-90	C 81-83	D 72-75
A- 93-94	B- 86-87	C- 78-80	D- 70-71

## INFORMATION POLICY

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student over the age of 18, or the parent or guardian of a student under the age of 18, not wanting this information released to the public must make objection in writing within 15 days of the date of this publication—or within 15 days of enrollment should enrollment occur after that date. The written object should be directed to the principal or other person in charge of the school that the student is attending. It is desirable to renew this objection at the beginning of each school year.

The information includes: 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 of attendance, degrees and awards received, the most recent previous school or institution attended by the student, and other similar information.

## ATTENDANCE

### LEAVING SCHOOL DURING SESSION/TRUANCY

No pupil is to leave school during school hours without permission from his/her parents or legal guardians and the principal. If the office is not informed, it will constitute a skip and is punishable by making up double time in detention, in-school suspension or suspension from school. Repeated violations will be dealt with in accordance with established school policy

1<sup>st</sup> offense-The student may be assigned one hour for every hour s/he was truant from school or one day of I.S.S.

2<sup>nd</sup> offense-The student will be suspended for a number of days to be determined by the principal. Parents will be notified and a conference may be held.

3<sup>rd</sup> offense-The student shall appear before the Board of Education for review and disciplinary action.

### MAKE-UP WORK

Students are afforded twice the number of school days they were absent to complete their make-up work for unplanned absences. If work is not made up within the required time, zeroes will be entered in the grade book. Assignments should be requested through the office for those students who are absent for an extended amount of time. For work missed because of absence at the end of the grading period, an incomplete will be given on the report card. Such work must be made up within two (2) weeks after the end of the grading period. No credit will be given for work not completed in the required amount of time. It is the student's responsibility to find out what assignments need to be made up.

### POLICY ON ABSENTEEISM

Any student who accumulates five or more unexcused absences from any class or classes will be removed from that class.

Excessive absences from school or class are termed as chronic absenteeism. Should a student be absent ten times per semester, s/he would be considered chronically absent and therefore may be subject to removal from a class or classes. Parents will be notified on the fifth, eighth, and tenth absence. Upon the tenth absence, the student shall be required to meet with the guidance counselor and the principal to discuss the student's grades, effort, and possibilities of remaining in class. If, however, the student continues to be absent after such a hearing, s/he would then be called before the Board of Education for the purpose of determining whether s/he would receive short-term or long-term suspension, or expulsion.

### PRE-ABSENCE POLICY

If a student knows in advance that s/he will need to be absent, either for a school-sponsored activity or family purposes, the student is expected to get a pre-absence sheet from the office and turn it back into the office complete before s/he leaves for the absence.

**School-Sponsored Event:** The student is expected to have completed all work teachers indicate can and should be made up prior to the student leaving. This is how the student will receive the signature of the teacher. If even one teacher does not sign, the student will not be allowed to attend the school-sponsored activity.

### SCHOOL-SPONSORED ACTIVITIES OR PRACTICES

If a student is absent or ill for any period of time during the day, s/he is not to attend the school activity or practice. In the case of a rare exception because of an extreme case, the principal must give approval. This includes all practice sessions and activities. **The student has to be in school all day, all periods, unless previous arrangements have been made with the principal to be absent.** Exceptions the principal might consider, but may not be limited to, are doctor and dentist appointments and funerals.

- The coach/sponsor is responsible for checking the attendance of their participants.
- If a student is absent on Friday, they may compete in Saturday events.

### TARDY POLICY

Students are expected to be on time for school and for each class during the school day. Tardiness is an example of poor time management and reflects an individual's inability to be responsible for his/her time. Students are allowed one tardy for each class. Each tardy thereafter will result in a 30-minute detention until the fourth tardy. Upon the fourth tardy, the student will be assigned one day of I.S.S. Upon the fifth tardy, s/he will be assigned up to three days of ISS. Should the

student persist in being tardy a sixth time, s/he will be removed from the class for the remainder of the semester and will receive a failing grade for the course. \*Note: This policy goes into effect at the start of each semester.

## DISCIPLINE

### CHEATING

Students who are caught cheating will be dealt with according to the individual teacher's policy.

### CONDUCT, DRUGS, ALCOHOL AND TOBACCO

If a student, through the student's habits of conduct, both in and out of school, are such as to make the student unworthy to represent the ideals, principles and standards of Tri-Center High School, it is the duty of the coach, sponsor or administrator to exclude that student from competition or participation until the officials of the school feel that the individual has demonstrated the capability of being a good citizen and deserves the privilege of representing the school.

A student will be declared ineligible for competitions or participation if found guilty of consumption or possession of alcoholic beverages or dangerous drugs by an officer of the law, or is observed consuming or in possession by a certified school official, or upon admission to a coach, a sponsor, or an administrator, or an officer of the law that he or she has consumed or was in possession of such beverages or drugs.

**Self-reporting by the student by the end of the next school day or business day, reduces the penalty by 50%. Self reporting only reduces your first offense. Students must self report to the coach or administration.** A student who violates the alcohol, tobacco or drug provision of the good conduct policy for the **second** time may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's parent/guardian's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the facility to notify the principal regarding recommendations for treatment or follow-up care, the student's penalty for the **second** violation may be reduced by one contest or event per activity unless the penalty was only one contest or event; the treatment must be completed prior to contest starting.

The penalty for the first offense is a definite number of contests or appearances (in immediate succession) for each activity for a period of twelve calendar months. Students are not to suit up for competition or participation until the suspension has expired.

Middle school students start with a clean slate at the beginning of their 9<sup>th</sup> grade year in high school.

Students will not be allowed to drop down in level, i.e., varsity player plays junior varsity, to fulfill their penalty time. Students are allowed to practice during their ineligible period.

#### Penalty per activity is approximately 20% of the season:

Football: 2	Basketball: 4	Wrestling: 3	Golf: 2
Volleyball: 3	Band/Flags: 1	Chorus: 1	Baseball: 5
Drill Team: 1	Track: 2	Softball: 5	Cross-Country: 2
Soccer: 3	FFA/ASTRA/Speech: 1	Bowling: 2	Play: 1
Cheerleaders: Same as sport in season.			

**Note:** In sports such as wrestling or volleyball where multi-team tournaments are held, such events will count as two of the activities to be missed. In no situation will a student miss only a part of a tournament.

\*The penalty for the second offense will be double what the first offense would be before enacting the self reporting option.

\*The penalty for the third offense will be suspension from all activities for a calendar year. Penalties will be enforced in succession.

### DETENTION

Detention is a period of time in which a student is assigned to come early or stay after school for any incident of unacceptable behavior or the completion of unfinished work. Students must understand that any teacher in the building has the authority to correct misconduct at any time. Therefore, it is possible for a teacher to assign a detention to a student that is not in any of his/her classes. A student has one (1) day after the date that s/he is given the detention to serve the time. If the student does not report to detention, then further disciplinary action will result and suspension may result. Any student who exceeds 6 detentions in one semester may be suspended. Every detention thereafter may result in suspension. Students should report to detention with books and study materials. Those students who are in athletics or activities will report to detention **before** going to practice.

### DISRUPTIVE TOYS

Any articles brought by the students that are disruptive to the learning environment will be confiscated.

### DRESS CODE

Your dress and general appearance are a reflection of you. The impressions you make are important to you and your school. If a student's dress or appearance disrupts classroom activities, is embarrassing to him/herself or others, and causes a spectacle, s/he will not be permitted to remain in the school unless changes can be made. If any staff member finds the

student's attire objectionable, the student will have to change his/her clothes. If a change cannot be made, the student will be sent home and will make up double the time that s/he is gone in detention. The following shall apply to all students:

1. Students must wear some kind of reasonable footwear and keep it on at all times during the school day.
2. Students must wear clean, recently washed clothing that fits properly and is not offensive to students and/or school officials.
3. All clothing, which advertises alcohol, tobacco, illegal substances, and/or inappropriate phrases/pictures shall be prohibited.
4. Short shorts, halter-tops, tube tops, spaghetti strap tops, ripped or cut out T-shirts or any article of clothing that exposes the midriff or buttocks are not permitted.
5. Hats, caps, or sunglasses are not suitable attire unless special notice is given permitting students to wear such items.
6. Hairstyles must be in keeping with the ideals of cleanliness, neatness and good grooming.
7. Clothing with large holes, rips or slashes will not be allowed.
8. Baggy, sagging or dragging pants and chains, spiked jewelry or any other type of apparel deemed dangerous by the building principal will not be permitted at Tri-Center. One warning will be given, and then OSS may be enforced.

#### **DRUGS AND ALCOHOL**

Students who use, or have possession of alcohol or illegal drugs, or show evidence of being under the influence of alcohol or illegal drugs on school property, at school activities or on school vehicles will be subject to the following disciplinary action:

1<sup>st</sup> offense-The student shall be suspended from school up to four days. A parent conference will be held, and the police authorities may be notified.

2<sup>nd</sup> offense-The student shall be suspended immediately and referred to the Board of Education for review and disciplinary action. Parents and police authorities shall be notified immediately.

\*\*Students caught selling or distributing alcohol or illegal drugs on school property, on school vehicles, or at school activities shall be suspended immediately and referred to the Board of Education for review and disciplinary action. Parents and police authorities shall be notified immediately.

#### **FIGHTING**

An in-school or out-of-school suspension of up to three days from school may be given to students involved in fighting on school property, during school activities, or on school transportation vehicles. The aggressor(s) may be put on probation if deemed necessary by the principal.

#### **FIRE ALARM POLICY**

If at any time a student is found guilty of pulling or sounding a fire alarm, s/he shall be suspended from school immediately and referred to the Board of Education for review of the incident and disciplinary action. The law enforcement agency and the local fire authorities shall be notified as soon as possible.

#### **HARASSMENT/BULLYING**

Harassment, bullying, and abuse are violations of school district policies, rules and regulations and, in some cases, may be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. Students who feel that they have been harassed or bullied should communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser/bully, the student should ask a teacher, counselor, or principal to help. If the harassment/bullying does not stop, or the student does not feel comfortable confronting the harasser/bully, the student should tell a teacher, counselor, or principal, and write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal. A Harassment Complaint Form should be completed as per Board Policy 502.11. Any student who is guilty of harassing may be suspended or possibly expelled from school.

#### **HOMECOMING POLICY**

Beginning the start of each school year and lasting up until the homecoming coronation, any senior who makes the mistake of possessing alcohol, drugs or tobacco, or through the exercise of misconduct fails to represent the ideals and principles of Tri-Center High School, will forfeit the opportunity to be a part of the homecoming court and therefore, will be unable to represent the senior class and the school in the homecoming coronation.

#### **LEVEL I INVESTIGATORS**

The Tri-Center Level I Investigators responsible for investigating the abuse of students by employees are the school guidance counselors.

#### **LEVEL II INVESTIGATORS**

The Tri-Center Level II Investigator responsible for investigating the abuse of students by employees is the Pottawattamie Sheriff.



### **SENIOR SKIP DAY POLICY**

The Board of Education in conjunction with the School Administration does not condone the concept of a skip day. A skip day will be considered truancy and will be treated as truancy. In addition to the penalty of truancy, seniors may be required to return to school after graduation to make up the time missed and/or spend a day in Saturday School.

### **SMOKING/CHEWING**

Smoking, chewing, vaping, possession of tobacco or look-a-likes where the original would include tobacco or nicotine on school property, including school building grounds, on school transportation vehicles, in vehicles that are on school property, or at any school activity, home or away, is punishable as follows:

- 1<sup>st</sup> offense-One day in-school suspension
- 2<sup>nd</sup> offense-Suspension, either in school or out of school (number of days to be determined by principal)
- 3<sup>rd</sup> offense-Brought before the Board of Education for disciplinary action.

### **STEALING**

Students who steal on school property, on school transportation vehicles, or at any activity, may be subject to a two or three day suspension from school. Parents, the Board of Education and the police shall be notified immediately in appropriate cases.

### **VANDALISM**

Students who vandalize school property, including school buildings, school grounds, or school transportation vehicles, shall be subject to disciplinary action as follows:

- 1<sup>st</sup> offense-Up to two days ISS, parent contact, payment for damages and/or will work for the school for the amount of time it takes to repair the damages. Police authorities may be notified.
- 2<sup>nd</sup> offense-Up to three days suspension from school, parent conference, police authorities notified, payment for damages and the amount of time it takes to repair the damages.

For any offense, the student/parent will be liable for all damages as determined by state law and the school administration.

## **PROCEDURES**

### **ACCEPTANCE OF ACADEMIC PROGRESS/CREDITS**

Tri-Center will accept academic progress/credits only from accredited schools with certified instructors. Determination of grade level placement in relation to academic progress/credits from non-accredited schools will be at the discretion of the building level principal. Should there be any question concerning this placement, an assessment process will be used whereby the student will be tested in the core areas through a means of achievement testing.

### **ADMIT SLIPS**

Students who have been absent from school must bring a note to the office upon returning from an absence that is signed by a parent or guardian stating the reason for the student's absence. Students who anticipate being absent for part of a day, a full day, or several days should bring a note to the office prior to the time of being absent that is signed by a parent or a guardian stating the reason as to why the student will be absent. In either case, a student must obtain an "Admit Slip" from the office before s/he will be permitted to return to class. An admit slip serves as an instrument to inform the teacher that a student will be/has been gone and provides space for the teacher to write down the assignment and initial it. The admit slip supplies the office with proof that the student has/has not brought a note concerning the absence. If a note is not presented to the office within 2 days after the absence, the absence will be counted as unexcused. **The responsibility for turning in a note and procuring an admit slip rests with the student.** Notes that are forged will be treated as truancy.

### **CLOSED CAMPUS/CLOSED PARKING LOT**

It is the policy of Tri-Center High School that the campus and parking lot facilities are to be closed during the school day. Students are not to leave the school without permission from the office. Violations of this policy will be referred directly to the policy on Truancy and students shall be disciplined accordingly.

### **DANCE GUIDELINES**

All students who enter the door before closing time are to remain inside at the dance. If a student leaves the building, s/he will not be permitted to return.

1. All outside dates must be registered through the office. The registration will be turned over to the sponsors to check students who are not from Tri-Center as they enter the dance. Students must enter with the date that is registered in the office. Non-registered students will not be permitted in the building.
2. Tri-Center reserves the right to remove any student or guest from the premises and if any undue confusion results, law enforcement officials will be summoned.

### **EARLY GRADUATION**

A student will not be allowed to graduate from Tri-Center High School before the end of the first semester of his/her senior year. This will be possible only if the graduation requirements have been successfully met. Students will not be allowed to graduate at mid-term if they have not completed ALL graduation requirements at Tri-Center by the end of the first semester during their senior year. Students will NOT be allowed to participate in activities during the second semester

or the summer of their senior year. Mid-term graduates will NOT be allowed to attend the Junior/Senior Prom or take part in the Senior Trip.

## **ELECTRONIC DEVICES**

### **Policy for Personal Use of Student-Owned Laptops & other Electronic Devices in School**

PURPOSE: Tri-Center High School provides all students access to a wireless network and the option of bringing in personal wireless electronic devices as a means to enhance their education. The purpose of the policy is to ensure that students recognize the limitations that the school imposes on their use of wireless personal electronic devices. In addition to this policy, the use of any school computer, including laptop computer, or electronic device also requires students to abide by the Board approved Computer, Network, and Internet Acceptable Use Procedures for Students.

During the course of the school year, additional rules regarding the use of personal electronic devices may be added. If this occurs, any new rule will become part of this policy following board approval.

### **General Usage**

Tri-Center Community School provides the opportunity for students to bring a personal electronic device to school to use as an educational tool. The use of these electronic devices will be at the teacher's discretion.

1. Students must obtain teacher permission before using a personal electronic device.
2. Student use of personal electronic devices must support the instructional activities currently occurring in the classroom, lab, or study hall and be monitored by a staff member. The electronic devices need to be closed or shut down during passing periods except for phones.
3. Students must turn off and put away a personal electronic device when requested by a teacher.
4. Students should be aware that their use of the electronic devices could cause distractions for others in the classroom, especially in regards to audio. Therefore, audio should be muted, since headphones should not be used during instructional time.
5. Domain printers and H drives will not be available. Students will need email assignments to themselves or the teacher in order to print.
6. Email is for school related use only.
7. Tri-Center school technical staff will not provide technical support for personal electronic devices.
8. The school will not provide software for use on personal computers.

### **Consequences of General Misuse**

If students refuse to comply with the above guidelines, the student may lose the privilege of using the device for a period of time as determined by the building principal as well as detention, suspension and/or expulsion in extreme cases. Student infractions will be documented as a referral for each offense.

### **Electronic Device Security Risks**

Laptops, phones, and other devices are especially vulnerable to loss and theft. Opportunistic and organized thieves will target these devices in school, on school grounds, and on buses. Although the majority of thieves may be after the quick profit from selling the device, there is a growing number who steal devices specifically for the sensitive data they may contain. Such information, if revealed, could cause embarrassment, loss of reputation, or significant financial or commercial impact.

### **Student Responsibility**

Tri-Center School District accepts no responsibility for personal property brought to school by students. This includes, but is not limited to, laptop computers, phones and other devices.

Students who choose to bring an electronic device to school assume total responsibility for the electronic device. Electronic devices that are stolen or damaged are the responsibility of the student and their parents or guardians.

Students should take all reasonable steps to protect against the theft or damage of their personal electronic device.

## **FIREARMS/WEAPONS POLICY**

Any student who brings a firearm or weapon to school or to a school activity shall be suspended immediately and recommended for expulsion from school for one year unless the superintendent elects to recommend modification of the penalty on a case-by-case basis. In deciding whether to recommend that the board-adopted penalty not be applied to a student who brings a firearm to school, the principal, superintendent and other appropriate individuals shall confer to consider the student's status including age, grade, and special needs, and the circumstances under which the student brought a weapon to school, including the student's knowledge, purpose and apparent intent.

The superintendent shall promptly notify and refer to law enforcement or juvenile authorities any student who brings a firearm to school. Students shall not possess toy weapons or "lookalike" weapons at school except with the knowledge and permission of a teacher, coach or administrator, and then only for school or educational purposes. Violation of this policy shall result in confiscation of the "weapon" and detention or suspension, depending on the student's disciplinary history.

Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon, including but not limited to a toy pistol or rifle, squirt gun, cap gun, rubber knife, or

plastic grenade, or who displays any object in such a manner as reasonably to place another person in fear for his or her safety shall be subject to discipline by the principal or superintendent including possible suspension and recommendation for expulsion.

#### **FIRE DRILLS AND TORNADO DRILLS**

Fire drills and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys the orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give students instructions pertaining to the emergency exits and areas. Fire and tornado drill instructions are posted in each classroom.

The fire alarm is a pulsating bell from the fire alarm system. It is important to exit quickly, quietly and orderly from the building and stay at least 100 feet away from the building. The school bell will ring to signal your return to the building.

The tornado drill will be announced over the intercom. Quiet, quick and orderly movement in the halls to the designated area is vital. An announcement will be made on the intercom signaling students to return to class.

#### **FOOD AND DRINK**

**Food items and drinks are not to be taken beyond the lobby area unless with express instruction from a classroom teacher.** The vending machines are in operation before 8:15 a.m. and after 3:15 p.m. If a member of the staff finds any student with open pop or food beyond the lobby at any time, s/he is permitted to confiscate and destroy the merchandise immediately. Continued violations may result in detention and/or suspension. Please see that all pop and juice bottles, as well as any other garbage are put in their proper place. Otherwise, the privilege will be taken away. **A clean school is a reflection of the people who go there. Let's keep our school clean and carry ourselves with class.**

#### **HOMELESS STUDENTS**

A student is considered Homeless if that student lives in any of the following situations:

- In a shelter, motel, vehicle or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing.

If a student is considered Homeless, s/he has the right to attend school, receive transportation, and participate in school programs and activities offered other students. If you are in this situation, please contact Tami Harman, 9-12 Guidance Counselor at school or by phone (712)485-2257.

#### **LUNCH PROCEDURE/LUNCH TICKETS**

Tri-Center M.S./H.S. operates under the closed campus lunch policy, which means all students must eat their lunches in the school cafeteria and remain there—unless given permission to leave by the lunchroom supervisor—until the lunch period is over. Students are reminded that they may add money to their account in the office each morning between 7:45 and 8:15 or between classes. Students are responsible for their own food, trays, and utensils. Any misuse of these items will result in cleaning the cafeteria tables and dining area as well as being suspended from the cafeteria.

#### **NO DRESS POLICY (P.E./WEIGHTS)**

Tri-Center requires all students to wear a gold/yellow t-shirt and shorts/pants for Physical Education classes. Students may purchase a T-C shirt from either office. The penalty for not wearing the proper clothing is applied on a quarterly basis and is as follows:

1. On the first and second no dresses, a student will lose a percentage of his/her participation grade.
2. On the third no dress, the student may fail the quarter and may be removed from the class for the remainder of the quarter.

#### **OPEN ENROLLMENT**

All matters pertaining to open enrollment that is into or out of the Tri-Center Community School District must be brought to the attention of the Superintendent of Schools. Certain specifications and deadlines are necessary to make the open enrollment valid and state approved.

#### **PARKING LOT**

Parking on campus at Tri-Center is a privilege. Students are expected to obey the speed limit and other posted signs. If they have violated either, they may be warned verbally and/or lose parking privileges for a period of time to be determined by the principal. In appropriate circumstances, law enforcement officials may be called.

#### **PHONE USE**

ALL phone calls made during the school day **MUST** be placed in the office providing the call is of an urgent nature and only with the permission of the secretary. **NO CALLS BY STUDENTS SHOULD BE PLACED ON ANY CLASSROOM PHONES.** Students will be allowed to use their cell phones before and after school, during lunch and passing times as long as they are doing so without causing disruption.

### SIGN OUT AND SIGN IN

All students are expected to sign out at the office desk when leaving school for any excused reason. Students are also expected to sign in immediately upon return to school after being gone for any part of the school day. Failure to sign out or sign in may result in absenteeism and/or truancy and disciplinary measures.

### STUDENT BILLS

Students are expected to pay bills at the end of each semester. Student bills must be paid before a student can register for the next semester's classes. Senior bills must be paid before graduation.

### STUDENT LOCKERS

Tri-Center Schools reserves the right to check any locker when there is reason to believe that it contains books or articles belong to other students, to the school, or items that are deemed dangerous or violate the policies of the school or any laws of the State of Iowa. Lockers are assigned to students. Students may not change into another locker without the permission of the principal. It should be further understood that the school authorities have the right and the responsibility to make a periodic inspection of all lockers to make certain that they are being maintained in a sanitary, clean and neat condition. **Students who deface or vandalize their lockers will be charged for repairs and clean up.**

### STUDENT PASSES

Passes are needed whenever a student is traveling in the halls other than between periods. The passes are found in this handbook. Once the pass section for each quarter is filled up, the student will not be allowed to leave the room. The pass should state the student's name, destination, date, and time. Students are strongly urged to get a drink, go to the restroom, and go to their lockers during passing time between classes. Teachers will be instructed to discourage and/or deny any requests to do these things after the bell has rung to begin the period. Passes to check out of study hall for the purpose of seeing another teacher are to be filled out prior to the hour the study hall begins. Students should check to see that passes are filled out properly, otherwise they will be invalid.

### STUDENT SEARCHES

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Considering factors such as the following may form reasonable suspicion:

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

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

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

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

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

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

### VISITORS

**All visitors at Tri-Center must report immediately to the office, wait to be assisted and sign in and receive a visitor's sticker.** Those who do not must leave immediately. Do not bring a guest to school unless you have received advance approval from the building principal or superintendent. Parents are welcome to visit the school at any time but must also check in with the office upon entering the building and go through the same procedure as any other visitor.

### **WEDNESDAY AND SUNDAY ACTIVITIES AND PRACTICES**

The school works cooperatively with the churches in the district to see that activities are not scheduled on Wednesday evenings or on Sunday. There may be exceptions, however, in extreme cases. Practices on Wednesday will end by 6:30 p.m. Practices on Sunday will be allowed only if there is a game/performance or contest on Monday and an administrator ahead of time grants approval.

## **OPPORTUNITIES**

### **ACADEMIC SUPPORTS**

At Tri-Center, several attempts are made to support students so that they will remain in the regular education environment. These methods of support include Peer Tutoring for students who request help in a particular academic area, a Student Assistance Team and a walk-in Support program for students who may have problems with a daily assignment. The 3:20-3:45 time period will be utilized for those students who are on struggling in classes or need extra assistance.

### **HONOR ROLL**

An honor roll will be determined for each nine-week period and for each semester.

Gold Honor Roll: To qualify, a student must have a 3.50 grade point average (GPA) and have no grade below a B. An asterisk indicates a 4.00 or better.

Silver Honor Roll: To qualify, a student must have a 3.00 GPA and have no grade below a C.

\*\*To achieve either honor roll, a student must be attempting at least five full-credit classes.

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

A minimum of 48 credits is required for high school graduation and must include the following:

1. A total of 8 credits in English (English 9, English 10, English 11, and Senior English/English Composition I & II are required).
2. A minimum of 6 credits is needed in social studies (2 are required in American History, 1 in Government and 1 in Contemporary U.S. Issues or International Politics, 1 in World Geography and the other 1 may be earned by taking World History, Psychology, or Sociology.)
3. A minimum of 8 credits is required in mathematics, and students may select from the following: Algebra I, Algebra A, Algebra B, Geometry, Algebra II, Trigonometry, Pre-Calculus, Advanced Placement Calculus, Statistics, Personal Finance/Accounting and College Math.
4. A minimum of 6 credits in Science are needed. This consists of two credits in Physical Science, 2 credits in Biology and 2 credits in Chemistry, Physics, Forensics I & II, or Anatomy and Physiology.
5. Computer Applications I and Personal Finance are required for one semester.
6. Physical Education is required for all students for the year. (Exceptions exist at the discretion of the principal.)

\*\*One unit of credit is defined as the completion of one successful semester of work in a specific subject.

\*\*Advanced courses (Chemistry, Physics, Anatomy and Physiology, Algebra II, Trigonometry, Pre-Calculus, Statistics, and AP Calculus) carry a weighting of 1.1. All other courses carry a weight of 1.0.

**Students are required to obtain at least 12 credits per year in order to advance to the next grade level.**

### **MIDDLE SCHOOL REQUIREMENTS**

Students in grades 6, 7 and 8 will be required to pass 4 of 6 core classes during each semester of a total of 9 of 12 core classes for the year in order to move on to the next grade level. Students must be in good standing with all teachers and administration. Failure to meet these requirements will result in repeating the same grade level. Students will be required to retake any courses they fail regardless of whether they move on to the next grade.

### **MIDDLE/HIGH SCHOOL OPPORTUNITIES FOR GIFTED STUDENTS**

\*AP Classes offered at T-C: AP Calculus and On-line AP courses offered by Belin-Blank.

\*Tucker Center classes where students are able to explore their talent areas including by not limited to health science and auto technology.

\*Dual-credit courses offered at T-C in the area of information technology and teacher education.

**Postsecondary/Concurrent Enrollment Classes (Iowa Western Community College & Northwest Iowa Community College)**

\*Acceleration (grade or subject)

\*Academic Competitions including: Quiz Bowls, Math Counts, Future Problem Solving, History Day

\*Belin-Blank Talent Search (Grades 4-8)

\*4.0 Club (all-A Club)

\*Academic Club

### **MIDDLE/HIGH SCHOOL TALENTED AND GIFTED CRITERIA**

Identification of students is based on:

- ITBS: 95% or above (IPR) in one of the following areas: reading, language/writing, math, social studies, or science
  - ITED: 90% or above in one of the following areas: reading, math, science or social studies
  - NWEA 90%ile or above
  - Star Reading/Math – 2 above grade level
  - Enrollment in Advanced Placement or Post-Secondary Courses
  - Above average score on other standardized test (ex.: ACT 30+)
  - Previous participation in the TAG program
  - Teacher recommendation
- If numerical evidence is not present due to student under achievement, cultural bias of test instruments, at-risk factors, low economic status, or twice exceptionality, other evidence will be given consideration.
  - A student will be discontinued from the program upon the request of the TAG coordinator, parent, student, or if placement proves to be inappropriate.
  - Gifted students need flexibility and independence within an appropriate structure to allow for the diverse needs of high-ability thinkers, researchers, and artists. We will provide opportunities to explore widely and delve deeply into interest areas.
  - A Personalized Education Plan (PEP) will be developed for each identified student. It will include criteria by which the student was identified and will specify the student needs, services that will be implemented, and future needs (especially when transitioning from one building to another).
  - It is the desire of the Tri-Center Community School District to enable learners to develop to their potential, with self-direction and independence, toward becoming creative producers and life-long learners.

#### **POSTSECONDARY/CONCURRENT ENROLLMENT OPTIONS**

Any 12<sup>th</sup> grade student wishing to enroll part time at one of Iowa's community colleges, state universities, or an accredited private college or university for the purpose of pursuing college credit or a course not already offered at Tri-Center must inform Tri-Center High School of the intent to do so at the beginning of each semester. Tri-Center is responsible for paying the college or university. If the student does not complete the course with a high enough grade to receive credit, s/he is responsible to pay the cost of the course. Students are still required to meet the requirements of Tri-Center High School. See the high school guidance counselor about information pertaining to postsecondary enrollment.

#### **REGULATIONS PERTAINING TO ACTIVITIES AND ORGANIZATIONS**

The purpose of the Tri-Center High School activity program is to provide a broad range of experience and/or competition for T-C students. Although student involvement is encouraged, participation is voluntary. No student is obligated to take part in any interscholastic activity.

Progressive educators have long acknowledged that it is a privilege for students to participate in activities; Tri-Center concurs.

Since involvement in the activity program is voluntary and a privilege, certain rules and regulations can and should be established concerning eligibility for involvement. These rules and regulations cover academic eligibility, school attendance, and citizenship. It is essential that the standards for involvement be the highest since participants represent their school and their community.

**I. ACADEMIC REQUIREMENTS: Tri-Center High School** requires all students involved in activities or organizations to have passed and be passing **all classes** to be eligible for competition or participation.

##### **Ineligibility Dates and Protocol**

- **If a student has an "F," they will be ineligible for 2 weeks after Midterm and Quarter grades.**
- **After 2 weeks, there will be a grade check.**
  - **If grades are passing, eligibility is restored.**
  - **If there is an "F" in any class, ineligibility continues until the Midterm or Quarter, whichever is first.**
- **Incompletes: Eligibility will resume on completion (with passing grades).**

<b>Date</b>	<b>What is happening?</b>	<b>What does this mean?</b>
<b>September 20</b>	<b>Midterm: Progress Report pulled</b>	<b>Students with an "F" are ineligible for 2 weeks, from 9/21/18 to 10/5/18</b>
<b>October 5</b>	<b>Grade check</b>	<b>Ineligible students grades pulled. No "Fs"=Eligible on 10/5/18 An "F" in ANY class= continued ineligibility until end of quarter</b>

October 19	End of First Quarter	1:30 Early Out
October 24	Progress pulled for 1st Quarter	Students with an "F" are ineligible for 2 weeks, from 10/25/18 to 11/8/18
November 8	Grade check	Ineligible students grades pulled. No "Fs"=Eligible on 11/8/18 An "F" in ANY class= continued ineligibility until Midterm
November 20	Midterm: Progress Report pulled	Students with an "F" are ineligible for two weeks, from 11/21/18 to 12/5/18
December 5	Grade check	Ineligible students grades pulled. No "Fs"=Eligible on 12/5/18 An "F" in ANY class= continued ineligibility until end of quarter
December 21	End of Second Quarter	1:30 Early Out
January 3, 2019	Progress Report pulled for Second Quarter	Students with an "F" are ineligible for two weeks, from 1/4/19 to 1/18/19
*Iowa Rule of Eligibility will also apply: A student who fails a semester course is ineligible for 30 calendar days.		

Date	What is happening?	What does this mean?
January 18	Grade check	Ineligible students grades pulled. No "Fs"=Eligible on 1/18/19 An "F" in ANY class=continued ineligibility until Midterm
February 1	Midterm: Progress Report pulled	Students with an "F" are ineligible for two weeks, from 2/4/2019 to 2/18/19
February 18	Grade check	Ineligible students grades pulled. No "Fs"=Eligible on 2/18/18 An "F" in ANY class=continued ineligibility until end of quarter
March 8	End of Third Quarter	1:30 Early Out
March 13	Progress Report pulled	Students with an "F" are ineligible for two weeks, from 3/14/2019 to 3/28/19
March 28	Grade check	Ineligible students grades pulled. No "Fs"=Eligible on 3/28/19 An "F" in ANY class=continued ineligibility until Midterm
April 17	Midterm: Progress Report pulled	Students with an "F" are ineligible for two weeks, from 4/18/2018 to 5/2/19
May 2	Grade check	Ineligible students grades pulled. No "Fs"=Eligible on 5/2/19 An "F" in ANY class=continued ineligibility until end of quarter
May 24	End of Fourth Quarter: Progress Report pulled	Students with an "F" are ineligible for two weeks, from 5/27/19 to 6/10/19
June 10	End of Ineligibility	Students ineligible from the 4th quarter regain eligibility.

**\*Iowa Rule of Eligibility will also apply:  
A student who fails a semester course is ineligible for 30 calendar days.**

Any student who receives an Incomplete is only ineligible until they have raised their grade to a passing level. **Any ineligible student can participate in practices during this ineligible period but cannot participate in any contest, concerts, or productions. It is up to the individual coach/sponsor whether the ineligible participant will be able to ride the team/activity bus or sit with the team/group.**

If a student has a failing grade in any class at semester, the student will be ineligible thirty days from the first legal playing date of the next sport in which they participate. A failing semester grade will also make the student ineligible to participate in music competitions for the first thirty days of the next semester. In order for a student to participate in summer activities, s/he must have passed all classes during the second semester. If the student does not pass all classes 2<sup>nd</sup> semester, s/he will be ineligible for summer activities thirty days from the first legal playing date. These rules and regulations are in accordance with the Iowa High School Athletic Association (IHSAA), the Iowa Girls High School Athletic Union (IGHSAU), and the Iowa High School Music Association (IHSMA) Constitution and Bylaws and the Iowa Department of Education. The IHSAA, IGHSAU, IHSMA and Tri-Center require students to pass all classes

II. **ATTENDANCE:** Tri-Center students involved in the activities program are to be in school all day on the day of an activity unless previous arrangements have been made with the principal to be absent. Exceptions the principal might consider, but not be limited to, are doctor appointments, dentist appointments and funerals. Students are also expected to be in school the day following an activity. Failure to comply with the attendance policy will cause students to be withheld from the activity, activity practice or organization. Students absent on a Friday will be able to participate in a Saturday event.

III. **SUSPENSION:** During the period of time that a student is suspended, either in school or out of school, that student shall be excluded from all Tri-Center Community School District activities either as a participant or a spectator for the duration of the suspension.

#### **STUDENT ASSISTANCE TEAM**

A Student Assistance Team is available for any student experiencing academic or social problems. Students and/or parents are encouraged to see the building principal, guidance counselor, or a teacher to request help in these areas.

#### **TRANSPORTATION**

Students are expected to ride in school-designated vehicles to away activities. Any and all exceptions must be cleared with the sponsor, director, or coach in advance. This clearance shall consist of face-to-face communication or a phone call between the parent/guardian and the sponsor, coach or director. A note should be presented to the sponsor, director, or coach in addition to the oral communication. Students are expected to ride school-designated vehicles home from activities unless the requirements stated above are met.

### **Tri-Center Math Department Grading Policy Grades 6-12**

#### **Weighted Grading System**

In the math department at Tri-Center (Grades 6-12) we use a weighted grading system. This means that we take each student's average in the 4 categories below and multiply by the given percentage. We feel this is a more accurate assessment of the student's performance in the math classroom.

#### **HOME WORK**

There will be a written assignment nearly every day. Daily work is probably the most important thing the student does for this is where they find out what they know and what they don't know. Teachers expect the daily work to be done. All problems should be written out and work shown. (even if the use of a calculator is allowed on the homework) Students will be able to ask questions at the beginning of each class. The teacher will read the correct answers. It will be the teacher's decision when the homework will be collected for a grade. If a student's homework is not completed on a collection day, they will receive a zero. No late assignments will be accepted. Some class time will be provided when the student can work. Usually, they will have to spend additional time outside of class on their assignment. If a student doesn't do their homework, they won't do well on the quizzes and tests. Each student will be given 1 exemption coupon per quarter to use in case of emergencies. Homework will count 10% of the student's overall grade.

#### **CHECKING FOR UNDERSTANDING AND RETENTION**



It's important in mathematics that the student remembers concepts. At the teacher's discretion unannounced short quizzes will be given to check the student's understanding and retention of math concepts taught in the class. These assessments will be shorter than a regular quiz and probably will only take 5-10 minutes of class time. These quizzes will count 10% of the student's overall grade. There are no retakes.

### **QUIZZES**

Knowledge quizzes will be given several times throughout the chapter; probably once a week.. If the student has done their homework well, paid attention in class and studied for the quiz the night before; they should do fine. Quizzes will count 30% of the student's overall grade. There are no retakes.

### **TESTS**

Tests are usually given at the end of each chapter. Some of the longer chapters may have a test midway through the chapter. The teacher will let the student know when the test(s) will occur at the beginning of each chapter. The student will spend time in class reviewing the day before and be given review materials to work on at home. Tests will count 50% of the student's overall grade, so it is important that they STUDY for these and do well. There are no retakes.

### **Grade Examples**

Example #1:      Homework Average                = 88% x .10 = 8.8  
                         Checking for Understanding = 85% x .10 = 8.5  
                         Quiz Average                        = 92% x .30 = 27.6  
                         Test Average                                = 94% x .50 = 47.0      (Add up: 8.8 + 8.5 + 27.6 + 47.0) = 91.9  
Final Grade = 92% B+

Example #2:      Homework Average                = 95% x .10 = 9.5  
                         Checking for Understanding = 90% x .10 = 9.0  
                         Quiz Average                        = 85% x .30 = 25.5  
                         Test Average                                = 76% x .50 = 38.0      (Add up: 9.5 + 9.0 + 25.5 + 38.0) = 82  
Final Grade = 82% C

## **Important Dates to Keep in Mind**

### **September**

**3<sup>rd</sup>: No School--Labor Day**  
**8<sup>th</sup>: ACT Test Date**  
**12<sup>th</sup>: 1:30 dismissal, In-Service**  
**21<sup>st</sup>: Homecoming Game vs. Woodbury Central**  
**26<sup>th</sup>: 1:30 dismissal, In-Service**

### **October**

**10<sup>th</sup>: Parent Teacher Conferences, 4-8 pm, 1:30 dismissal**  
**12<sup>th</sup>: No School**  
**17<sup>th</sup>: Parent Teacher Conferences, 4-8 pm, 1:30 dismissal**  
**19<sup>th</sup>: 1:30 dismissal, End of Quarter 1**  
**24<sup>th</sup>: 1:30 dismissal, In-Service**  
**27<sup>th</sup>: ACT Test Date**

### **November**

**7<sup>th</sup>: 1:30 Dismissal, In-Service**  
**21<sup>st</sup>-23<sup>rd</sup>: No School, Thanksgiving Break**  
**28<sup>th</sup>: 1:30 Dismissal, In-Service**

### **December**

**8<sup>th</sup>: ACT Test Date**  
**12<sup>th</sup>: 1:30 Dismissal, Staff In-Service**  
**21<sup>st</sup>: 1:30 Dismissal, Christmas Break, End of Quarter 2**  
**25<sup>th</sup>-31<sup>st</sup>: No School**

### **January**

**3<sup>rd</sup>: 1:30 dismissal, First Day back after Break**  
**16<sup>th</sup>: 1:30 dismissal, Staff In-Service**  
**21<sup>st</sup>: No School, Staff In-Service**  
**30<sup>th</sup>: 1:30 dismissal, Staff In-Service**

## **February**

**9<sup>th</sup>: ACT Test Date**

**13<sup>th</sup>: 1:30 dismissal, Staff In-Service**

**20<sup>th</sup>-21<sup>st</sup>: Parent Teacher Conferences, 4-8 pm, 1:30 dismissal**

**22<sup>nd</sup>: No School**

**25<sup>th</sup>: No School, Staff In-Service**

**27<sup>th</sup>: 1:30 dismissal, Staff In-Service**

## **March**

**8<sup>th</sup>: 1:30 Dismissal, Staff In-Service, End of Quarter 3**

**13<sup>th</sup>: 1:30 Dismissal, Staff In-Service**

**27<sup>th</sup>: 1:30 Dismissal, Staff In-Service**

## **April**

**10<sup>th</sup>: 1:30 Dismissal, Staff In-Service**

**13<sup>th</sup>: ACT Test Date**

**18<sup>th</sup>-22<sup>nd</sup>- Spring Break**

**24<sup>th</sup>: 1:30 Dismissal, Staff In-Service**

**27<sup>th</sup>: Prom**

## **May**

**8<sup>th</sup>: 1:30 Dismissal, Staff In-Service**

**19<sup>th</sup>: Graduation, 2:00 pm**

**24<sup>th</sup>: 1:30 Dismissal, End of Semester 2 (barring snow days)**

**For the most up-to-date information regarding Athletic, Music and Speech Events, as well as directions to venues, please go to:**

**[www.westerniowaconference.org](http://www.westerniowaconference.org)**

**and select Tri-Center**

**My Goals for First Quarter:**

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**My Goals for Second Quarter:**

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**My Goals for 3rd Quarter:**

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**My Goals for 4<sup>th</sup> Quarter:**

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# PASSPORT

**Student Name**

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**Student Name**

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