

# Tri-Center Elementary



Student Handbook  
2017 - 2018

# TRI-CENTER ELEMENTARY SCHOOL

33980 310th Street  
Neola, Iowa 51559

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Tri-Center Web site: [www.tctrojans.org](http://www.tctrojans.org)

## 2017-2018

### ADMINISTRATION / FACULTY / STAFF

Angela Huseman .....	Superintendent
Jami Helgenberger.....	Elem. Principal
Dave Velthoff.....	Elem. Counselor
Paula Heck.....	Preschool
Pam Schroder .....	Preschool
Susie Fah .....	Preschool
Angela Kozeal.....	Kindergarten
Wendy Wellman.....	Kindergarten
Kelli Finken .....	Kindergarten
Sherry Wilson.....	First Grade
Wendy Matson .....	First Grade
Beth Nielsen .....	First Grade
Amy Wingert.....	Second Grade
Roger Larsen .....	Second Grade
Amy Mathias.....	Third Grade
Jennifer Jensen.....	Third Grade
Beth Schueman.....	Third Grade
Leigh Ann Petersen.....	Fourth Grade
Judy Wiggins .....	Fourth Grade
Justin Milliken .....	Fifth Grade
Michelle Baatz .....	Fifth Grade
Liz Lyons .....	Art
Becky Thomas .....	P.E.
Claudia Baker.....	Music K-3
Paul Hart.....	Music 4-5
Machenzie Hoffman.....	Special Ed./Resource
Audree Uhlarik.....	Special Ed./Resource
Mark Hazen .....	Title 1
Kiley Jenson.....	Elem. & MS TAG
Jennifer McGee.....	School Nurse
Jonette Fischer.....	Elem. Secretary
Kerry Courtier.....	Custodian
Connie Wilke .....	Custodian/Cook
Rachel Eikenberry.....	AEA 13 School Psychologist
Katie Collins.....	AEA 13 Speech Pathologist

## **Tri-Center Community School's Mission: "Committed To Maximizing Student Potential."**

### **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 area. 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.

### **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

### **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
6. Be life-long learners
7. Demonstrate responsibility
8. Live and work cooperatively
9. Set and implement realistic goals
10. Meet Tri-Center academic standards/requirements

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 Elementary 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.

### **AFFIRMATIVE ACTION**

#### **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:712485-2257), [charder@tctrojans.org](mailto:charder@tctrojans.org).

### **EQUAL EDUCATIONAL OPPORTUNITY**

Children enrolled in the Tri-Center Community School District shall have an equal opportunity for a quality public education without discrimination regardless of their race, creed, sex, marital status, national origin, or disability. Equal opportunity, in compliance with state and federal laws, shall apply to the programs and activities offered by the school district. Any questions regarding compliance with equal educational opportunity should be directed to the superintendent or designee.

### **SCHOOL HOURS**

Elementary classes begin at 8:30 am and conclude at 3:30 pm. Students are not to arrive at school prior to 8:00 a.m. If it should become necessary for a student to come to school before the designated time, the student must report to the office. The busses usually begin arriving around 8:00 a.m. Anyone visiting the school must enter at the main office, sign-in and receive a visitor pass. All other entrances will be locked.

### **POLICY ON ABSENTEEISM**

The State of Iowa law mandates 180 days of school attendance. The Tri-Center School District asks that when your child is unable to be at school, please call the school by 9:00 a.m. to explain the reason for the absence. A telephone call will be made to your home if we do not hear from you. A doctor's note to explain prolonged or frequent absences may be requested. When absences are frequent and/or unexcused a home visit may be made. When you know ahead of time specific dates when your child is going to be absent, please inform the school. Arrangements will be made to send homework home ahead of such absence. All work missed during any absence is to be made up. However, it is best for a student's school achievement to be in school each and every day.

Any student who accumulates five or more unexcused absences from any class or classes may be removed from that class. Excessive absences from school or class are termed as chronic absenteeism. Should a student be absent (excused or unexcused) 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 may be called before the county attorney and/or Board of Education for the purpose of determining whether s/he would receive short-term or long-term suspension, or expulsion.

A student that arrives after 8:30 is tardy.

### **ASSIGNMENT NOTEBOOKS**

These are provided by the district to students in grades three through five. They are an excellent way for parents to see homework assignments and upcoming tests. They also give you a direct link of communication with your child and the teacher.

### **BIRTH CERTIFICATES**

A copy of a student's birth certificate must be presented upon enrolling at school. A hospital certificate does not constitute a legal birth certificate.

### **BIRTHDAYS**

Having a birthday at school can be very special. Many students bring treats but should be sure to bring enough for the entire class. Treats should be taken to the teacher upon arrival so they can be placed out of the way until an appropriate time in the day can be utilized for them to be shared. Parents coming to eat lunch with their child are not to bring extra food for other children. **Any changes in bus transportation due to birthday parties has to be pre-approved through the driver. Invitations to parties cannot be distributed to other children at school.** The only exception is when ALL students of the classroom or grade level are invited.

### **BOOK BAGS**

Every student needs to have a book bag to transport books, papers, etc. back and forth from home to school. They should be clearly labeled with the student's name. We recommend that they be waterproof as well.

### **BUS PROCEDURES**

For safety reasons, bus safety rules must be followed. Please discuss with your child proper behavior on the bus.

#### Bus Policies

1. The bus driver may assign seats.
2. Be courteous.
3. No profanity.
4. Do not eat or drink on the bus; Keep the bus clean.
5. Violence is prohibited.
6. Remain seated.
7. No smoking.
8. Keep your hands and head inside the bus.
9. Do not destroy property.
10. For your own safety, do not distract the driver with misbehavior.

Students that choose to disobey these rules may be issued a Bus Conduct Report. These reports are reviewed by the principal and sent to the parents of the student. When a student has been issued his/her bus conduct report on the third offense, transportation privileges may be denied and will resume at a time determined by the principal. The bus driver has the right to deny transportation to a student that is endangering others at any time.

Misbehavior on the bus: Penalty is at the discretion of the principal depending on the circumstances. It may include removal from the bus for 1 to 90 days or permanent removal from the bus by a formal hearing. Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

### **YELLOW BUS TICKETS**

Students that are planning on riding a different bus than the bus they normally ride after school need to pick up a yellow ticket in the Elementary office. This ticket will need to be given to the bus driver of the bus that they are riding. The office will need a phone call, email or a note from a parent by 1:30 in order for the student to get the ticket to get on a different bus.

The ticket is needed for any student that wants to ride the bus to the NACC, to a friend's house, to a birthday party, to a ball practice, music or art lesson, cub/boy/girls scouts, church group meeting or any situation where they don't normally ride their bus to go home or to daycare. **No yellow bus tickets are needed for students to go home or go to daycare.**

This procedure will help alert bus drivers to which students are different riders on their bus and will assist with making students accountable for using the busses for transportation to their activities.

### **CANDY AND GUM**

Gum chewing by students is prohibited. Candy can only be brought to school on birthdays and special days and must be given to the teacher until distribution time.

### **CHANGE OF ADDRESS OR PHONE**

Please notify us when you have changes in your address. It is important for us to keep our records up to date. When you move out of the district, a form will be signed by the parents at the new school so that we can send official records to the new school district.

### **CLASSROOM PLACEMENT**

When making classroom assignments for children, there are many factors we consider for each child. Not only are we assigning a teacher to each student, we are creating students' groups in which we hope learning can flourish. At each grade level, this year's teachers will sit down and analyze each student's academic progress and their interaction with the other children. Groups are then made with discussion about what the teacher thinks is best for each child. In creating heterogeneous groups, we consider academic abilities that can balance the group for instruction. Having classes of students with high, average, and low abilities has shown us that they learn from each other. Kids bring with them a variety of skills and in sharing those skills, they influence the others in the classroom. Some students have special needs that need to be met. Recommendations from IEP's and SPED teachers are consulted and arranged for placement.

We must consider a child's personality when making a classroom placement. A child's behavior may have some influence on their participation in the group. Is the student shy, reserved, aggressive, out-going? Does the student have a personality conflict with any other student or teacher? Does the student depend on another student for decision-making? Are their combinations of students that may hinder learning for others? These are many of the questions that we ask when making classroom placements.

To complete the task of making our heterogeneous classes we consider a student's gender. A balance of girls and boys in the classroom makes a comfortable atmosphere for children. As a parent, there may be something about your child that we need to know when determining his/her classroom placement. Please write that information down and send it to the principal **before the end of April each year.** With all things considered, we hope to provide the best possible place for our children to learn and grow.

### **COUNSELOR SERVICES**

A child can participate in three areas of the Guidance program. These areas are individually, with the whole class, or in small groups.

**Individual Counseling:** A student may be referred to the counselor by a parent, a teacher, or may come visit on their own accord. Usually the counselor and the student talk on a "one to one" basis, trying to help the student with a particular concern.

**Small Groups:** Students are put in small groups of about three to five children. They usually share the same concerns or problems and can benefit from interacting with each other. This could be a group whose parent's are divorced or who may be having trouble in school related matters.

**Classroom Guidance:** Topics are covered with the whole class that will benefit all the students. These can be topics that the teacher feels will benefit his/her students or can be ones that address the developmental needs of a certain age group.

If you would like to discuss something with the counselor, please call the elementary office.

### **CUSTODIAL PARENTS AND NON-CUSTODIAL PARENTS**

We have some very tricky situations with regards to custody of children in this day and age and how it relates to children in school. It may seem a bit confusing. We need to have on file any court ordered visitation, pick-up of a child or release of academic information limitations that might be stated in a separation or divorce decree. If we do not have a record of this decree, we must grant those privileges to both the custodial and the non-custodial parent. If you have any questions, please contact the principal.

### **COMMUNICABLE DISEASES**

The rules and regulations of the Iowa Department of Health pertaining to the control of communicable diseases in school is available from the school nurse. Children with any of these diseases should be under a physician's care. The school nurse should also be contacted. A special note from the nurse will be sent home when children have been exposed to a communicable disease at school.

## DELIVERIES TO STUDENTS

Any deliveries must be brought to the office. Personal items, books, lunches will be taken to the students as soon as possible. Balloons, flowers and other gifts will be distributed at the end of the day.

## DISCIPLINE

Effective discipline is necessary for quality education to occur. A goal of Tri-Center schools is to meet the needs of each individual student. To meet the goal, it is essential for the home and school to work closely together in promoting student self-discipline, responsibility, and appreciation of the rights of others. Please call the teacher or principal when you have unusual home conditions that may be particularly upsetting to your child. The information may help facilitate our understanding of problems that may arise.

Discipline begins at home. We want every child to behave in a manner that will let all students get the most from school. At school we must see that students are not denied learning opportunities due to behavior problems in the classroom. The home and school working together on discipline will result in good behavior.

Disciplinary notices may be sent home to parents regarding a child's behavior. This notice should be signed and returned to the school.

## DRESS CODE

Your dress and general appearance are a reflection of you. The impressions you make are important to yourself 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, or an illegal substance, shall be prohibited.
4. Short shorts halter-tops, tube tops, spaghetti strap tops, ripped 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. No Heely's or roller shoes are allowed at school.

## 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 for 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.**

## DRILLS

Fire and tornado drills are held periodically throughout the year. These drills are to prepare for an actual fire or tornado. Please stress the importance of these drills with your children.

## EARLY DISMISSAL

It is sometimes necessary to dismiss school early due to inclement weather. Please listen to local radio stations for announcements to that effect. These are the stations we use: KFAB, KNOD, KMA, and WOW. **Your child's teacher should be made aware of where your child is to be sent if school is dismissed early. Please inform the teacher of your wishes at the beginning of the year.** The Power School/Power Announcement will be used when a decision has been made. Please make sure your current phone numbers are on file.

If it is necessary for a child to leave school early (for a doctor's appointment, etc.) a written excuse or telephone call must be provided to the school. We cannot permit a child to just leave during the day. Each child is required to check out at the office upon leaving or entering the school building after school has begun.

## **ENTRANCE REQUIREMENTS**

Iowa law states “no child shall be admitted to any public school for the year immediately preceding the first grade unless she/he is five years of age on or before the fifteenth of September of the current school year. There are no exceptions to this law.

## **EXCUSES RELATED TO ACTIVITIES**

Students will be required to participate in outdoor recess activities unless they bring a written excuse daily. A student that is too sick to go out-doors for a few minutes is probably too sick to be in school. The principal may require a doctor’s note if such requests are received more than a few days in a row. Physical education classes are a required part of the school curriculum. A written excuse will also be needed for a student to be excused from physical education. The principal may require a doctor’s note when the excuses appear to become excessive.

## **NOTES FROM HOME**

A note from home is required if a child is to leave during the school day (i.e. doctor or dentist appointment, funeral, etc.). Keep the schoolteachers and office informed about things that are exceptions from your normal routine.

A note from home is also required if your child is going to ride a different bus than usual or to go anywhere than they normally go.

## **FIELD TRIPS**

Field trips are well-planned educational experiences for students. These trips are meant to be extensions of classroom experiences. They do have educational value and are considered a day of school. Written permission is necessary for your child to be able to go on the field trip. Permission slips will be sent home prior to the trip. You may be asked to join the field trip activity to provide adult supervision.

## **FIGHTING**

An in-school suspension or a 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.

## **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.

## **HAZING**

Swirlies or other forms of hazing will not be tolerated. Offenders will be subject to suspension.

## **GRADING SCALE**

A+	99 - 100	C+	84 - 85	F	69 -Below
A	95 - 98	C	81 - 83		
A-	93 - 94	C-	78 - 80		
B+	91 - 92	D+	76 - 77		
B	88 - 90	D	72 - 75		
B-	86 - 87	D-	70 - 71		

## **HEAD LICE**

Head lice persists as a problem for Iowa school age children. Joanna Ibarra’s paper entitled “Head Lice in School Children” remains a source of insight on how best to deal with head lice. After studying Ibarra’s research, the Iowa Department of Public Health changed the treatment approach for head lice.

1. Routine school-based screenings have been discontinued. The parent is held responsible to do the screenings. Parents should screen their children weekly for 15-20 minutes in good light.



Parents should screen every evening if concerned. School staff members and parents should assume there are head lice in the community and schools at all times.

2. Any school personnel member may make a referral to the school nurse for an individual screen. All screenings will be completed with privacy for the child.
3. If head lice are found, the parent will be notified. The treatment protocol can be reviewed at this time. Although children are allowed to remain in school for the balance of the day, parents are highly encouraged to remove their child immediately! Letters may be sent home with other classmates to let parents know that head lice was found in their child's classroom. Names of the infested child are kept confidential.
4. Parents are encouraged to conduct the two week shampoo and wet combing technique for lice removal and elimination. This technique has been proven effective, is the least expensive, and least toxic. Head lice shampoo is found at local pharmacies and some grocery stores. The shampoo is medicated and you should always read the warning label on the package before using. Like any over the counter medication, you can consult your physician or pharmacist for questions or concerns.
5. Most of your time and energy should be spent removing lice and nits from the child's hair. To prevent re-infestation, it is recommended to launder bed linens, vacuum all upholstery & carpets and place all stuffed animal in a sealed, plastic bag for 2 weeks. Once lice are found on a member of the household, all members of the household should be checked routinely. Promptly treat everyone on the same day if they have it.
6. Parents, if you have found head lice on your child or treat it, please notify the school nurse.
7. "No nit" policies have been discontinued.
8. When head lice seems impossible to treat, call your physician. They can prescribe head lice treatment products or validate the effectiveness of home remedies.
9. In the event that a child's head lice continues for a prolonged period, or becomes a repetitive issue, Tri-Center Community School District reserves the right to keep the child out of school until free of head lice and/or nits. Tri-Center may also insist on a doctor's order before the child can continue to attend school. Should it become apparent that neglect is present, authorities will be contacted immediately.
10. Head lice infestation is a nation-wide problem. Nits and lice are a challenge to conquer, but with patience and persistence of the family, school can be lice-free. However, the problem must be dealt with or it will not go away.

#### **HOMELESS STUDENTS**

If a student is homeless, please let us know so that we may help provide assistance.

Iowa Definition: Chapter 33, Educating the Homeless, Iowa Administrative Code

A homeless child of school age includes:

- A child between the ages of 5 and 21;
- A child who lacks a fixed, regular and adequate nighttime residence;
- A child who is living in a car, tent, or abandoned building or some other form of shelter not defined as a permanent home;
- A child who is living in a community shelter facility;
- A child who is living with non-nuclear family members or with friends (includes doubled-up families)

#### **HOMEWORK**

Assigned homework is an extension of the daily school program. We expect homework assignments to be completed and returned the following day. A homework assignment may be completion of school assignments, work on basic skills, or make-up work. If you have any questions regarding homework assignments contact the teacher.

#### **IMMUNIZATION LAW**

Each child must be immunized against tetanus, pertussis, polio, diphtheria, rubella, and measles before being admitted to school. Any student born after July 1, 94 must have Hepatitis B series to enroll in Iowa schools. One of the following must be secured and presented to the school upon entering:

1. Certificate of Immunization
2. Provisional Certificate.

### 3. Certificate of Immunization Exemption.

Children who have a Provisional Certificate must have the immunization completed within 120 days. Medical exemption can only be granted by a doctor. If you have any questions, please contact the school nurse.

### **INCLEMENT WEATHER**

Students will go outside for recess unless it is raining or extremely cold. During cold weather, students must come to school dressed warmly, including mittens and hats. Wearing boots during wet or snowy weather is required. An announcement will be made as early as possible on local radio stations when school is to be closed because of the weather.

### **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.

### **INSURANCE**

School insurance may be purchased at the beginning of the school year. An enrollment form will be sent home. There are various coverage packages offered for those interested.

### **KINDERGARTEN ROUND-UP**

Kindergarten roundup is held in the spring. It is for prospective new kindergarten students and their families. Readiness testing is offered and can be used as guidelines for parents to make a decision on whether or not to send their children to kindergarten.

### **LEVEL I INVESTIGATORS**

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

### **LEVEL II INVESTIGATORS**

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

### **LOST AND FOUND**

Please put your child's name on all items going to school (including coats, hats, mittens, boots, etc.). Labeling items will help identify found items and settle questions regarding ownership. A lost and found area located in or near the office.

### **LUNCHESES**

A hot lunch is made available to all students. One carton of milk is provided with each hot lunch. Each family is assigned a lunch account that should be maintained at a positive balance through regular deposits. If a family's account is at a negative \$5.00 balance, no breakfast is allowed. If a family's account is at a negative \$10.00 a student will be provided a peanut butter sandwich and a carton of milk. The account will be charged for the sandwich and milk. Applications for free or reduced lunches are available at registration. They can also be sent home upon request at anytime during the school year. Those who may qualify are to fill out the forms and send them back to school for consideration.

Good behavior is expected in the lunchroom at all times. Good manners are a must. Inappropriate behavior will not be tolerated. Students are not allowed to drink soda in the lunchroom due to the fact that the Federal Lunch program does not allow it. Parents coming to eat lunch with their child are not to bring extra food for other children in the classroom.

### **LIBRARY BOOKS**

Students are given the opportunity to check out books weekly. Each student is responsible for returning books on time. Books not returned on time are subject to a fine. Books not returned will have to be paid for by the student.

### **MEDICATION**

Students who have a doctor's prescription for medicine may receive it at school. However, all such medicine must be in a container marked with the pharmacist's label, clearly marked with the student's name, and the amount prescribed. Such medication must be kept in the school office, and the students will need to come to the office to receive the medication. To administer this medication, the school will need to have a school form signed by the family. These forms will be sent home to you at the beginning of the year.

### **MILK BREAK**

Kindergarten, First, and Second Grade students have a milk break each day. This is “extra milk” and requires that you pay a one time milk fee.

### **NEWSLETTERS**

Announcements will be sent home occasionally with your child. Encourage you child to bring them home and share them with you. A monthly newsletter is accessible on the Tri-Center website.

### **NURSE**

If you have a health-related question concerning your child and school, please contact the school nurse. Please remember the nurse will not diagnose illnesses.

### **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.

### **PARENTS AS PARTNERS**

A group of parents who meet to provide support for elementary teachers. Other purposes or goals of Parents as Partners is to fundraise and organize events and activities to equip elementary students with enriching and engaging opportunities.

### **PARENTS RIGHTS**

As a parent, you may review your child’s permanent school records. Please contact the school for an appointment to make such a review. School employees respect the privacy of student records. Only important factual information will be included in the permanent records. Board of Education policy limits access to that information. Permission by the parents is needed for such records/information to be given to outside district sources.

As parents, if you suspect abuse of your child by school personnel, you should contact one of the following persons:

<b>Angela Huseman, Supt.</b>	<b>485-2257</b>
<b>Jami Helgenberger, Prin.</b>	<b>485-2271</b>
<b>Dave Velthoff, Counselor</b>	<b>485-2271</b>

### **PETS AT SCHOOL**

Permission must be obtained from the teacher and the principal before any pet is brought to school. Animals may not be brought on the school bus. An adult must bring the animal to school, show it to the class, and then take it home. Dogs and cats must have rabies vaccinations before being brought to school. Animals considered wild and illegal to be in your possession are not allowed at school. Any animal running loose around the school will be picked up by the animal control officer.

### **PICTURES**

All students will have their pictures taken each fall. You will be informed as to the date and picture-packages available for purchase. You will need to decide which package, if any, you want to purchase and sent the money to school. The picture company is in charge of all pictures and monetary transactions. Any questions will need to be directed to them. They provide a number on their brochure for you to call. Students must have the money before the pictures can be taken if a package is to be purchased.

### **PLAYGROUND**

The school playground has space for many different activities. Supervision is provided during recess times. Teachers will make students aware of the playground rules at the beginning of the year. In general terms, however, we do not allow roughhouse play at any time. Students are to respect the rights of others and play fairly and safely. Students will be expected to line up when signaled to. During wet weather, boots will be required for students. Students who are unable to behave in an appropriate way will lose recess privileges. The student may face discipline actions beyond loss of recess privileges depending upon the circumstances.

### **PRESCHOOL**

The T-C Preschool is a tuition program for four-year olds. If you would like enrollment information, please contact the office.

### **REGISTRATION FEES**

Textbooks are provided at no charge. Each student is assessed a fee for workbooks or other materials. If you move out of the district, a refund is granted based on an approved schedule.

### **REPORT CARDS**

Report cards are sent home at the end of each nine weeks except at conference time in which they are given to the parents. The grades reflect the progress and achievement your child has made. You are asked to review the report card and return it to school with your signature. When you have questions regarding a grade given or about your child's educational progress in general, please contact the teacher.

### **SCHOOL PSYCHOLOGIST**

Referrals for psychological services can be made by teachers and parents through the principal. These services can include an evaluation of a child's abilities and/or learning difficulties with parent permission.

### **SCHOOL SOCIAL WORKER**

Referrals for social worker services must be made to the principal. A social worker is not an employee of the Department of Human Services. These services help students and families deal with family, social, or personal problems.

### **SHOES ARE REQUIRED**

All children must wear shoes at school. This is for safety reasons and it also recommended by Fire Code Regulations. You can imagine students taking the time to look for and put on shoes when we need to evacuate for a fire. To insure your child's safety in winter see to it that they have shoes to wear at school besides boots for outside.

### **SMOKING/CHEWING**

Smoking or possession of tobacco 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 way, 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.

### **SPECIAL EDUCATION SERVICES**

Resource programs are available in our building.

A Teacher Assistance Team operates in our building to address the needs of some of our students. A student that needs special services will be referred to the team, and recommendations are made for further action.

### **SPECIAL SERVICES PROVIDED BY AEA XIII AUDIOLOGISTS**

An audiologist and audiometric check the hearing of each student during the year. If you wish to have your child's hearing tested, contact the office. There is no charge for this service.

### **SPEECH/LANGUAGE SERVICES**

Referrals for speech and language services can be made by teachers and parents to the principal. These services include:

- a) Identification of communication problems (examples: articulation, mispronouncing speech sounds, language, difficulty in understanding or using words, unusual voice characteristics, hoarseness, loudness, dysfluency, repetitions, blocks or prolongation's of words, b) Remediation of communication problems; and c) prevention activities.

### **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.

### **STUDENT TO STUDENT HARASSMENT**

Harassment 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 should communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor, or principal to help. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, 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. Any student who is guilty of harassing may be suspended or possibly expelled from school.

### **TALENTED AND GIFTED SERVICES (TAG)**

Eligibility and identification stand for specific ability aptitude in mathematics or language arts.

- a. IQ of 130 or above
- b. 96% or above in a qualifying mathematics or reading/language arts area on Iowa Assessments
- c. Evidence of task commitment
- d. Evidence of creative thinking ability
- e. Recommendation from teacher.

A student must meet three of the above five requirements plus consent must be given by the parent, student and TAG coordinator involved. 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.

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.

### **TELEPHONES**

Use of the school telephone by students is permitted only in case of an emergency. Students will not be allowed to use the phone to call about club meetings, going to a friend's house, etc. Please do not call your children during the school day. Emergency messages may be left with the school secretary.

**Cell phones** are not to be turned on inside the building. A student is not allowed to make calls on his/her cell phone during the school day without prior permission from the office. **Non Picture Phones:** The first time a student's cell phone is seen, it will be confiscated, and the student will be able to retrieve it at the end of the day from the building principal. If there is a second offense, the cell phone will only be given to the student's parent/guardian. **Picture Phones:** Any time a student is seen with a picture phone, it will be confiscated. The student's parent will have to come to school to pick it up. Together the building principal and the parent will review the contents of the picture files in order to determine if other school rules have been broken.

### **TESTING**

Each year our students take the Iowa Assessments. These tests are necessary for reporting student achievement. Book tests and teacher-made tests are also used to assess student progress. When testing occurs, please make sure your child is well rested, properly fed, and has been encouraged to do his/her best.

### **TITLE 1**

This program provides assistance to children in learning to read and strengthening reading skills. Students must qualify in order to be in the program. Iowa Assessment scores and other Reading tests are used for criteria. The program is funded by the Federal Government. Please contact the school if you have questions about participation.

### **TOYS AT SCHOOL**

Students are not to bring toys to school. There is always the risk a toy may be lost, broken, or "borrowed". Teachers may occasionally request that children bring toys from home. A note will be sent home to inform parents of the request. Any articles brought by the students that are disruptive to the learning environment, including but not limited to hackey sacks, laser pointers, yo-yos, will be confiscated.

### **TRANSFERS - WITHDRAWALS**

Please let the school know if you are preparing to move. We need time to get information ready to be sent to your child's new school. We can also help to ease the transition of a student going into a new experience.

### **VISITORS**

All visitors at Tri-Center Elementary School **must** report immediately to the office. Visitors are to sign in at the office to receive a visitor pass. Those who do not must leave immediately. Do not bring a guest to school unless you have received advance approval. Parents are welcome to visit the school at any time but must also check in with the office upon entering the building.

### **VOLUNTEERS**

We encourage and welcome parent volunteers at school. Volunteers can help in many ways (i.e. reading to children, listening to children read, shelving library books, making materials for teacher usage.) If you are interested in volunteering, please call the school office.

