

## WELCOME

We are excited to welcome everyone to another great year in the Twin Rivers Community School District! It will be nice for students to see old friends as well as looking building new relationships. Whether you are new or returning to the district, we hope you will find this school year to be a memorable and exciting one at Twin Rivers.

The Twin Rivers Community Schools are known for excellence in academics and 21<sup>st</sup> Century technology. It is a district that strives to be student centered in their actions and decisions. We are committed to serve you and to be the very best. Twin Rivers students will have the ability to learn and have success. Cooperation is, of course, the key and toward that end we suggest that you read this handbook thoroughly. It will tell you exactly what we expect of you and what services and benefits you may expect from the school.

We know that we are going to have a wonderful year of learning. The best way to assure this is to focus on working TOGETHER!! Please feel free to email us with any questions or comments you might have.

We also have a website, [www.tr.k12.ia.us](http://www.tr.k12.ia.us) that you may reference for current events as well as information about the district, our program and academic progress.

The staff continues to work hard throughout the year to gain new techniques and insights in improving student achievement. They will look at research based practices and implement them into their repertoire. To accomplish ongoing adult learning, it is necessary for the district to schedule in-service days and early dismissals established by the state and district.

You are welcome into our building and in our classrooms at any time. We are responsive to the needs of this community and the future global demands placed on our students. We are committed to producing good citizens who are equipped with the tools needed for success.

Thank you for your ongoing support of our effort as a district to make learning a productive and enjoyable experience.

Have a great school year!

Educationally yours,

Greg Darling, Superintendent

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Dear Parents:

We would like to take this opportunity to welcome you to a new school year. Twin Rivers Elementary is an elementary childhood center, housing grades pre-school through fifth grade.

The Twin Rivers Elementary School will continue to have lofty expectations and the BEST parent support, educators and students anywhere. We will continue to provide a safe child-centered learning environment to foster growth and nurture the whole child.

Join our Twin Rivers family as we begin a K-5 1 to 1 computer technology era. We invite you to stop in to see all of the wonderful events taking place and to celebrate learning!!

#### **ADMINISTRATORS**

**Greg Darling**      **Superintendent**      [gdarling@tr.k12.ia.us](mailto:gdarling@tr.k12.ia.us)      **200 College Ave.**

**Mark Wenzel**      **Principal**      [mwenzel@tr.k12.ia.us](mailto:mwenzel@tr.k12.ia.us)      **200 College Ave.**

**Phone # 515-379-1309**

# Twin Rivers Community School District Parent-Student Handbook

## Parent Section

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## **Introduction**

Students are expected to comply with and abide by the school district's policies, rules and regulation in student handbook. Students who fail to abide by the school district's policies, rules, regulation and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; 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. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

### **Twin Rivers School District Mission**

**To promote excellence in education so each student is prepared with the skills for a lifetime of learning; enabling each to become a responsible productive member of a global society.**

## **Board Policies**

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

**BPCN 402.3**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The designated investigator for the abuse of students by district employees is the Humboldt County Sheriff's Department, 515-332-2471. The alternate investigator is **Mark Wenzel, Principal, 515-379-1309.**

### **Anti-Bullying/Harassment**

**BPCN 104**

Harassment and bullying of students and employees are against federal, state and local policy and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures and practices that are designed to reduce and eliminate bullying and harassment as well as process and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing or any other victimization of students based on any of the following actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If, after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If, after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular significant contact with the students.

When looking at the totality of the circumstances, harassment and bullying means any electronic, written, verbal or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance;
- or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies. Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or benefits.

- Submission to the conduct is made either implicitly a term or condition of the student's education or benefits;

- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation, shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Anyone found to have retaliated in violation of this policy shall be subject to measures up to and including suspension or expulsion. Any school employee or school volunteer found to have retaliated in violation of this policy shall be subject to measures up to and including exclusion from school grounds.

### **Technology Use**

**BPCN 401.13**

Computers are a valuable education and research tool and as such, are an important part of the instructional program. The school district depends upon computers as an integral part of administering and managing the school's resources and instructional programs. The board expects all users to demonstrate responsible digital citizenship. Users must conduct themselves in a manner that does not disrupt the educational process and failure to do so will result in disciplinary action.

### **Technology Use/Social Networking**

**BPCN 401.13**

Computers are a valuable education and research tool and as such, are an important part of the instructional program. The school district depends upon computers as an integral part of administering and managing the school's resources and instructional programs. The board expects all users to demonstrate responsible digital citizenship. Users must conduct themselves in a manner that does not disrupt the educational process and failure to do so will result in disciplinary action.

### General Provisions

The Superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district's computer resources. The school district will make every reasonable effort to maintain the security of the system. All users of the school district's computer resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action.

Usage of the school district's computer resources is a privilege, not a right. All information on the school district's computer system is considered the property of the school district. Users of the school district's computer network must not expect, nor does the school district guarantee privacy. The school district reserves the right to access and view any material stored, shared or accessed on school district equipment or provided services.

Personal network devices may be allowed to connect to the district network and devices. When connecting personally owned devices of any nature to district equipment and networks, prior approval of the site administrator is needed. Staff and students seeking to connect their devices to district equipment and networks agree that the contents of these personal devices may be inspected by district personnel on request and in accordance with this policy.

Users will not access, upload, download, transmit or distribute obscene, profane, abusive, threatening or sexually explicit material, or material encouraging the toleration or promotion of discrimination towards individuals or groups of individuals based upon age, race, creed, color, gender, sexual orientation, gender identity, socioeconomic status, national origin, religion or disability or any other protected trait or characteristic.

Users will make every effort to protect district equipment from physical and electronic damage. The district reserves the right to charge a student or staff member for physical, electronic or software damages. Fines, other charges and/or loss of privileges may be imposed as a result of misuse or damage to these technology resources.

A good digital citizen:

1. Uses technology resources in a manner consistent with the district's educational mission and policies, as well as in compliance with state and federal laws and regulations.
2. Respects the property and privacy of themselves and others by safeguarding personal information, electronic storage, passwords, etc.
3. Remains ever mindful of wise, ethical, and efficient use of resources, refraining from wasteful or unauthorized data transfer or personal use of district technology.
4. Makes every effort to protect all equipment, software and hardware from physical and electronic damage.
5. Respects the intellectual property of others.

Does not use district technology resources to harass, insult, attack, threaten harm, or cause embarrassment to others.

### **Internet Access and Internet Safety**

**BPCN 605.6**

The Twin Rivers School District provides students, staff and guests with the access to the Internet. The school district's defined educational purpose in providing Internet access is for classroom activities, research related to school classroom activities, career development and quality independent study activities and to further educational/personal goals



consistent with the mission of the school district and school policies. The district Internet has not been established as a public access or a public forum. Uses, which might be acceptable on a user's private personal account on another system, may not be acceptable on this limited purpose network. Although the district monitors Internet usage and provides a protection filtering system, the user is ultimately responsible for his/her own individual use of the Internet. The school district's Internet access and use is a privilege, not a right. The district has the right to place restrictions on use, to ensure that use of the system is in accordance with its focus on education.

The district makes no warranties of any kind, either express or implied, that the functions or services provided by or through the district Internet will be error free or without defect. The district will not be responsible for any damage users may suffer, including, but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The district is not responsible for the accuracy or quality of the information obtained through the Internet or for financial obligations arising through the unauthorized use of the Internet. Parents/guardians, students or adult users will indemnify or hold the district harmless from any losses sustained as a result of misuse of the Internet. Use of the Internet by students will be limited to those who have signed and whose parent/guardians have signed a Parental Permission for Internet Access and Use.

Overall school rules for behavior and communications apply. Students are responsible for good behavior on computers and on the Internet.

Students will receive instruction regarding the ethical, legal and responsible use of the Internet and their rights and responsibilities regarding this policy.

It is the policy of the district to provide elementary grade introductory lessons to students and parents concerning Internet safety and how to interact properly with others while online. Expanding this to the upper grades, the district provides group assemblies and class meetings about Internet safety and cyber bullying. It is the intent of the district to further qualify students for Internet usage by implementing online computer based training.

First Offense	Second Offense or more grievous offense	Third Offense or offense of a most grievous nature
Restricted computer access for a time to be determined by administration , possible suspension, possible legal action and or police referral	Restricted computer access for a more extended time to be determined by administration, possible legal action and/or police referral. Probationary parameters will be established for the future computer use.	Suspension and loss of computer access for a time to be determined by administration, possible legal action and/or police referral

## **Student Complaints and Grievances**

**BPCN 502.4**

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 5 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 5 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

## **Student Fee Waiver and Reduction Procedures**

**BPCN 503.3R1**

The board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parent's ability to meet the financial criteria.

### **1. Full Waivers**

A student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.

### **2. Partial Waivers**

A student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. A partial waiver shall be based on the same percentage as the reduced price meals.

### **3. Temporary Waivers**

A student may be eligible for a temporary waiver of fees charged by the district in the event that the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

Parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.

The school district will treat the application as any other student record and student confidentially and access provisions will be followed. Denials of a waiver may be appealed to the superintendent.

Fines or charges assessed for damage or loss to school property are not fees and will not be waived. The school district will annually notify parents and students of the waiver. The following information will be included in registration materials and printed in the district newsletter.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP) Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe that they may qualify for temporary financial hardship should pick up a fee waiver form during registration or contact the building principal to obtain one. This waiver does not carry over from year to year and must be completed annually.

### **Student Appearance**

### **BPCN 502.1-502.1E1**

The board believes that inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors. Students are expected to adhere to standards of cleanliness and appropriateness of dress that is compatible with the requirements of an effective learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting and defined in policy 502.1E1

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. Any clothing or other apparel not specifically listed in this policy or the related procedures but found to be offensive to students or staff is not to be worn.

While the primary responsibility for appearance lies with the students and their parents, the staff and administration reserve the right to determine what is acceptable and what is not. The policy and procedures related to appropriate appearance are intended to establish an understanding that the school is a workplace and that what may be appropriate outside the school may not be appropriate in school.

There are strong connections between performance, conduct, and appearance. Students and staff who are appropriately dressed and well-groomed appear ready to perform in a positive and professional manner. Students are expected to wear clothing that complies with standard of appropriateness, cleanliness, health and safety and is reasonable and appropriate. It is expected that the following guidelines are followed:

1. Shoes are required at all times.
2. Any attire or accessories that promote products that are illegal for use by minors (drugs, alcohol, tobacco, or related products) is not acceptable,
3. Clothing with words or pictures that display explicit or inferred sexual material, profanity, lewd sayings or violence will not be worn in school.
4. Any articles of clothing with words or pictures that are derogatory, discriminating, or harassing to any protected class are not acceptable in school.

The following are considered to be inappropriate and unacceptable:

- Clothing or accessories that are dangerous or could be used as weapons(chains and studded collars)
- Hats, caps, bandanas or any other item of headgear not intended to be worn inside a building, with the exception of headgear worn for religious or health purposes
- Exposed underwear or ripped/torn clothing that exposes undergarments
- Backless tops, tube tops, halter tops, one-shoulder tops, and strapless tops
- Exposed midriffs-the bottom of the shirt/blouse must meet the top of the pant/skirt/shorts
- Clothing that exposes navels and or upper and lower buttocks
- Bib overalls with sports bras exposed
- Articles of clothing that may be gang related

5. Any other types of clothing not listed but found to be offensive to students or staff is not to be worn. The staff is empowered to enforce this policy and the related procedures at the classroom level with the least disruption to the educational environment as possible. Students who do not meet the standards established by this policy will be asked to change into appropriate attire. Any student refusing to comply, being disrespectful, belligerent or insubordinate, or found to be a habitual violator will be sent to the building principal who will determine appropriate consequences. Any absence from class due to the student's refusal to comply with this policy will be counted as an unexcused absence.

### **Human Growth and Development Curriculum**

**BPCN 603.5-603.5E1**

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine that alternate activity or study.

### **Open Enrollment**

**BPCN 501.14-501.15**

Districts are now required to notify patrons of open enrollment application deadlines, the possibility of loss of eligibility, and the possibility of transportation assistance. This requirement is found in a new paragraph in sub-rule 17.3(2), Iowa Administrative Code, which reads as follows:

- By September 30 of each school year, the district shall notify parents of open enrollment deadlines, transportation assistance and possible loss of athletic eligibility for open enrollment pupils. This notification may be published in a school newsletter, a newspaper of general circulation or a parent handbook provided to all patrons of the district.
- Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates:

March 1—Last date for regular open enrollment requests for the next school year, example March 1 of 2019 for the 2019-20 school year.

September 1, 2018 –Last date for open enrollment requests for entering kindergarten students for the 2018-2019 school year. Parents/guardians of open enrollment student whose income falls below 60% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

- Parents should be aware that open enrollment may result in the loss of athletic eligibility.

### **Directory Information**

**BPCN 506.29506.2R1**

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name, address, telephone number, 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 educational agency or institution attended by the student, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the student. ***“Parents who do not wish to have student directory information, photos, or likeness released must notify the District in writing.”***

### **Student Records Access**

**BPCN 506.1**

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. The secretary is the custodian of student records. Student records may be maintained in the central administration office or the administrative office of the student's attendance center.

Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education at the post high school level. Parents of an eligible student shall be provided access only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records.

A student record may contain information on more than one student. Parents shall have the right to access the information relating to their student or to be informed of the information. Eligible students shall also have the right to access the information relating to them or be informed of the information.

Parents and eligible students shall have a right to access the student's records upon request without unnecessary delay and in some instance more than forty-five days after the request is made. Parents, an eligible student or an authorized representative of the parents shall

have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records shall be waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the district shall provide an explanation and interpretation of the student records and a list of the types and location of education records collected, maintained or used by the school district.

If parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment shall be made to the student record, the school district shall make the amendment and inform the parents or the eligible student of the decision in writing.

If the school district determines that amendment of the student's record is not appropriate, it shall inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. If the parent's and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student shall be informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision and setting forth the reasoning for disagreeing with the school district. Additions to the student's records shall become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents shall also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individual or under the following circumstances:

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents that the student records are being sent and the parents have the opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Secretary of Education or state and local education authorities;

- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code
- to comply with a court order or judicially issued subpoena
- consistent with an interagency agreement between the school district and juvenile justice agency
- in connection with a health or safety emergency; or
- as directory information

The superintendent shall keep a list of the individuals and their positions that are authorized to view a special education student's records without the permission of the parents of the eligible student. This list must be current and available for public inspection and updated as changes occur.

The superintendent shall keep a list of the individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record and classes attended, grade level completed and year completed will be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student shall be notified. If the parents or eligible student request that the special education records be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student of the reasons for which they may want the records maintained.

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies involved.

The purpose of the agreement shall be to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or patient's family. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian or legal or actual custodian.

Confidential information shared between the school district and the agencies shall remain confidential and shall not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 10 business days of the request. The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees shall also be informed about the procedures for carrying out this policy.

It shall be the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice shall be given in a parent's or eligible student's native language. The notice shall include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints shall be forwarded to Family Policy Compliance Office, U.S. Department of Education, Washington, DC. 20202-4605.

#### **Annual Notice**

**BPCN 506.19E**

The Twin Rivers Community School maintains records on each student in order to facilitate the instruction, guidance and education progress of the student. The records contain data about the student and his or her education and may include but are not limited to the following types of information: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observation and external agency reports.

The records of each student are generally located in the school the student is attending. Any exception will be noted in the student's other records or by the person in charge of the record maintenance for each school building. The name and the position of the person responsible for maintenance of student records for the Twin Rivers Community School are

School-Elementary

Name-Mark Wenzel

Position-Principal



Student records are reviewed and inappropriate material removed periodically and, at minimum, whenever a student transfers out of the district or graduates from high school. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

The parents of handicapped students, or handicapped students over age 18, will be informed when personal identifiable information in the records is no longer needed to provide educational services and before the information is destroyed.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student’s privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including tech or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to inform the school district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing prior to the start of the school year. The objection needs to be renewed annually. **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, PHOTOGRAPH AND OTHER SIMILAR INFORMATION.**

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605.

The School District may share any information with the Parties contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the Parties without the parental consent or court order. Information contained in a student's permanent record may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian or legal or actual custodian. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

The purpose for the sharing of information prior to a student's adjudication is to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out – of – school suspensions, and to support alternative to in-school and out – of- school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions and to support students in successfully completing their education.

The party requesting the information will contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within 10 business days of the request.

Confidential information shared between the Parties and the school district shall remain confidential and shall not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

## **Student Health and Immunization Certificates**

**BPCN 507.1**

Students desiring to participate in athletic activities or enrolling in kindergarten or first grade in the school district shall have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district.

A certificate of health stating the results of a physical examination and signed by the physician shall be on file at the attendance center. Each student shall submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of the current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons organized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization exemption to be exempt from this policy.

NOTE: Physical examinations are not required by law but are strongly recommended. Immunizations and the certificate of immunization are legal requirements.

## **Administration of Medication to Students**

**BPCN 507.2**

Some students may need prescription and nonprescription medication to participate in their educational program. Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by a licensed health personnel with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

Persons administering medication shall include the licensed registered nurse, parent, physician and person who have successfully completed a medication administration course

reviewed by the Board of Pharmacy Examiners. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist and a record of course completion kept on file at the agency. A written medication administration record shall be on file including, **date, student's name, prescriber or person authorizing administration, medication, medication dosage, administration time, administration method, signature and title of the person administering medication and any unusual circumstances actions or omissions.** Medication shall be stored in a secured area unless an alternate provision is documenter. Medication information shall be confidential information.

### **Smoking, Drinking and Drugs**

**BPCN 502.7**

The board prohibits the distribution, dispensing manufacture, possession, use or being under the influence of beer, wine, alcohol, tobacco other controlled substances or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district. The board believes such illegal, unauthorized or contraband material generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, will be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and or of a controlled substance will also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion. The board believes the substance abuse prevention program shall include: Age appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol. A statement to students that the use of illicit drug and the unlawful possession and use of alcohol is harmful. Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities; A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution will be imposed on students who violate the policy and a description of those sanctions; A statement that students may be required to successfully complete an appropriate rehabilitation program; Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students; A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; It shall be the responsibility of the superintendent, in conjunction with the principal to develop administrative regulations regarding this policy.

## **Student Conduct**

**BPCN 503.1**

Suspension means an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out of –school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to classes and activities, for a period of time set by the board.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special education student's suspensions, either in or out of school, are likely to reach ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school – operated chartered buses; while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension to determine whether to hold a hearing to determine or not to impose further sanctions against the student which may include expulsion. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

## **Student Suspension**

**BPCN 503.1R1**

### **Administration Action**

#### **1) Probation**

- Probation is conditional suspension of a penalty for a set period of time.
  1. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.

- The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

## 2) In-School Suspension

- In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for an infraction of school rules which are serious but which do not warrant the necessity of removal from school.
- The principal shall conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days. Written notice and reasons for the in-school suspension will be sent to the student's parents.

## 3) Out of School Suspension

- Out of school suspension is the removal of a student from the school environment for periods of short duration. Out of school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
- A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student :

A. Oral or written notice of the allegations against the student and

B. The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

- Notice of the out of school suspension will be communicated as soon as possible following the suspension decision to the student's parents and the superintendent. A reasonable effort shall be made to personally notify the student's parents and such effort shall be communicated by the person making or attempting to make the contact. Written notice to the parents shall include circumstance which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

## 4) Suspensions and Special Education Student's

- Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.
- Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

## **Expulsion**

**BPCN 503.2**

Only the board may remove a student from the school environment. The removal of a student from the school environment which includes, but is not limited to, classes and activities, is an expulsion from school.

Students may be expelled for violations of board policy, school rules or the law. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal shall keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student shall be provided with:

1. Notice of the reason for the proposed expulsion.
2. The names of the witnesses and oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded. If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

### **Corporal Punishment**

### **BPCN 503.5**

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:

- To quell a disturbance or prevent an act that threatens physical harm to any person.
- To obtain possession of a weapon or other dangerous objects within a pupil's control.
- For the purposes of self-defense or defense of others as provided for in Iowa Code Section 704.3.
- For the protection of property as provided for the Iowa Code Section 704.4 or 704.5
- To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
- To protect a student from the self-infliction of harm.

- To protect the safety of others.

Using incidental, minor, or reasonable physical contact to maintain order and control. Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy.

1. The size and physical, mental, and psychological condition of the student
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any;
5. The motivation of the school employee using physical force.

Upon request, the student's parents shall be given an explanation of the reason for physical force. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

### **Public Conduct on School Premises**

### **BPCN 903.4**

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and as a condition, they must comply with the school district's rules and policies. Individuals will not be moved to interfere with or disrupt the education program or activity. Visitors like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of the students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect;

- Abusive, verbal or physical conduct of individuals directed at students, school officials employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance. Individuals removed from school premises have the ability to follow the board's



chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term “individual” as said in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

### **Search and Seizure**

**BPCN 502.8**

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school is provided as a courtesy to a student, even if the student provides the lock, it, shall not create protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and will be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

### **Locker Inspection Notice**

**BPCN 502.5**

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing material and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Two adults will be present during the inspection of lockers. Student lockers may also be searched in compliance with board policy regulating search and seizure.

### **Weapons**

**BPCN 502.6**

The board believes weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district.

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident by law enforcement officials. Confiscation of weapons or dangerous objects shall be referred to the law enforcement officials and students will be subject to disciplinary action including suspension or expulsion. Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **Church Night Activities**

**BPCN 508.2**

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 p.m. whenever possible. It shall be the responsibility of the principal/athletic director to oversee the scheduling of school activities for compliance with this policy.

### **Student Publications**

**BPCN 504.3-504.3R**

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or official have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or altercation of the speech or expression. Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor shall supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the

restrictions against unlawful speech. The production of official school publications shall be guided by the law and by the ethical standards adopted by professional associations or societies of journalism. Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication, shall follow the grievance procedure. Students who believe their freedom of expression in a student-produced official school publication has been restricted shall follow the grievance procedure outlined in board policy 502.4.

### **Federal Mandates**

#### **Highly Qualified Teachers**

Parents/Guardians in the Twin Rivers Community School District have the right to learn about the following regarding their child's teacher's qualifications: state licensure status, special endorsements for grade level/subject area taught, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the Office of the Superintendent by calling 515-332-1330-515-379-1309 or sending a letter of request to Office of the Superintendent, Twin Rivers CSD, 200 College Avenue, Bode, Iowa 50519. The Twin Rivers Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

#### **Title IX-Multicultural/**

#### **Gender Fair-Handicapped-Educational Equity Policy Educational Equity Policy Statement**

It is the policy of the Twin Rivers Community School District not to discriminate on the basis of sex, gender identity, religion, color, sexual orientation, race, national origin, creed, age, socioeconomic status, marital status, or disability in its educational programs, activities or employment policies as required by the Iowa Code, Section 216.7 Title VI and VII of the 1964 Civil Rights Act, Title IX the 1973 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973 require school districts to have a grievance procedure for all employees, students, and parents,. Inquiries regarding compliance with the law may be directed to the Assistant finance manager, Lisa Thul, 23 3<sup>rd</sup> Street North, Dakota City-Twin Rivers CSD , Humboldt, Iowa 50548. 1-515-332-1330, to the Director of Civil Rights Commission, Des Moines, Iowa or to the Director of Region VII, Office of Civil Rights, Citigroup Center, 500 W Madison Street, Suite 1475, Chicago, IL 60661-4544. It is the policy of this district that the curriculum content and instructional material utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum attempts to foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

#### **Section 504 of the Rehabilitation Act**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against a person with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Twin Rivers Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and

students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Twin Rivers Community School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to provide access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, the parent/guardian has a right to a hearing with an impartial hearing officer. If there are questions, please feel free to contact the designated principal.

### **Educational Equity Policy Statement**

Students, parents of students, employees, and applicants for employment in the school district shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One-Principal, Immediate Supervisor or Personnel Contact Person (Informal and Optional may be bypassed by the grievant). Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon his/her gender, race, national origin, religion, age, gender identity, or disability is encouraged to first discuss it with the employment contact person. A student or parent of a student, with a complaint of discrimination based upon gender, race, national origin, religion, socioeconomic status, marital status, or disability is encouraged to discuss it with the instructor, counselor, and supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two-Compliance Officer or District 504/ADA Coordinator. If the grievance is not resolved at level one and the grievant wished to pursue the grievance, the grievant may formalize it by filing a complaint in writing on the Grievance Filing Form, which may be obtained from the Compliance Officer of District 504-ADA Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date the grievant could reasonably become aware of such grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three-Superintendent. If the complaint is not resolved at level two, the grievant may appeal it to level three by presenting a written appeal to the superintendent within five(5) working days after the grievant receives the report from the Compliance Office/District 507/ADA Coordinator. The grievant or the superintendent may request a meeting for the purpose of discussing the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If in cases of disability grievances at the elementary, junior high, and senior high level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

Level Four-Appeal to Board. If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the Board within five working days of the decision. It is within the discretion of the Board to determine whether they will hear the appeal. This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission for Civil Rights, the U.S. Department of Education Office for Civil Rights(Washington D.C. 20201), the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances or to seek private counsel for complaints alleging discrimination.

### **Other District Information**

#### **Crisis Instructions for Parents**

The Twin Rivers Community School District is committed to the safety of all children and staff. We ask that you cooperate in following these procedures if you hear that there is an emergency at school.

- The Crisis Response Team will be activated and appropriate steps taken to provide a safe and supportive environment for children and staff;
- PLEASE DO NOT CALL THE SCHOOL! We must have all phone lines open for emergency calls. If your child has been injured or needs your assistance, a crisis team member will call you immediately. Please do not call, text message or attempt to communicate with your child.
- DO NOT COME TO THE SCHOOL during or immediately following an emergency. The school access route and entrances must remain clear for emergency vehicles.
- When the school district determines that it is appropriate to dismiss students, a parent (or the individual designated on the emergency form) must come for him/her. No child will be allowed to leave without the adult responsible for his/her care providing positive identification, even high school age students. It is the responsibility of the parent to keep all emergency records up-to-date.
- Students must sign out through the principal's office or designated dismissal site before leaving school. Students will be dismissed individually through an established dismissal station.
- Listen to KHBT for information and specific directions for parents to follow. This will be announced.
- Buses will not make their runs during adverse weather conditions. Students will be supervised at school until weather permits their safe return.
- We suggest that you post these instructions near your phone at home and in an accessible area while at work.

#### **Public Records**

The Code of Iowa, Chapter 22 gives each individual the right to examine and copy public records of the school district. The Twin Rivers Community School District has delegated two officials with the responsibility of implementing the requirements of this Chapter.

Those two individuals are the Superintendent of Schools and the Board Secretary. Requests to examine or copy public records should be made to one of these two designated officials. Such request shall be honored within a reasonable period of time as outlined in the law and a reasonable fee may be charged for the copying of public records. Those public records which deal with personnel are covered under the Federal Family Education Rights and Privacy Act and shall not be available for examination or copying. Principals or other

employees are instructed to refer requests for public records to the office of the Board Secretary.

### **Citizen's Complaints**

The Board recognizes that situations may arise in the operation of the system which are of concern to parents or the public, The Board believes strongly that all concerns should be resolved at the lowest possible level of decision making by the individuals closest to the concern. The concerns are best dealt with through communication with appropriate staff members and officers of the system, such as the faculty, the principals, the central office and the Board.

### **Notice Concerning Complaints**

We recognize that from time to time situations may occur that create legitimate complaints on the part of students, teachers, parents and/or community members relative to the school and/or its operation. We believe that complaints must be aired in order that all sides of the issue may be heard and a rational procedure/solution found.

Anyone having a complaint, therefore, is encouraged to file a complaint. Forms may be picked up at any of the district's administrative offices. All complaint forms must be signed by the person originating the complaint. We also ask that the nature of the complaint be stated as well as the relief sought. Complaint forms outline procedures.

### **Asbestos**

Federal law requires every school district to develop and have on file an Asbestos Hazard Emergency Response Act Management Plan. A copy of each building is available to students, parents, and staff either at the Central Office or school building office.

### **Right to Know**

The Iowa law provides each employee with the "Right to Know" of any dangerous chemicals which may be in the building or work place in which an employee is assigned. The Twin Rivers Community School District also offers parents the information about any cleaning supplies or chemicals which may be used in the educational environment. Any requests for information should be filed with the appropriate Principal.

### **Bus Procedures**

The Twin Rivers community Schools takes pride in the transportation service it provides. Safety is our priority at all times. School buses are considered to be an extension of the school itself, so all the rules and regulations that apply during school time should be observed on the buses as well. It is important to remember that riding a bus is a privilege, not a right. Rules for bus behavior are posted in each bus and students will be expected to observe these rules for the safety of all involved.

The Twin Rivers Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with the other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view

videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

Violations of the rules and procedures will typically result in the following disciplinary actions:

1. The “first note is only a WARNING\* and a Bus Violation Report will be filled out by the driver and referred to the Building Principal and Transportation Director. Parents who wish to contact the driver should initiate that contact through the Transportation Director at the District Office
2. The “second” note will bring DISCIPLINARY ACTION\* and possible suspension of bus riding privileges from 1 to 5 days. Parents must contact either the bus driver, the child’s Principal or the Director of Transportation to see if a solution to the problem can be reached, If no contact is made with one of the above, the student will not be allowed to ride the bus.
3. The “third” note may bring from one day to complete SUSPENSION\* from riding the bus. (Parents or guardian must meet with the bus driver, the Director of Transportation, Principal and Superintendent if student is to be allowed to ride the bus after the suspension period-and then-only if proper corrective measures have been worked out.)

\*Depending on the seriousness of the violation, the Principal or the Transportation Director may deviate from the order outline above.

Rural route riders who have indicated that they will not be riding during a particular year, should then only ride in the case of necessity. A written request from the parents must be presented to the Principal who will issue a permit, if approved. This regulation is necessary because buses may be loaded to capacity.

If for some reason there is a change (on your regular route only, we do not deviate from that route) in the after school routine of your child (going home with another student, going to a babysitter, grandparent, etc.)please send a note informing us of the change. This will help assure that we are following your instructions. This is especially true of younger students.

## **BUS RULES FOR PUPILS-TWIN RIVERS COMMUNITY SCHOOL DISTRICT**

### **A. Respect for Authority**

1. The driver is in full charge of the bus and pupils are requested to comply promptly, cheerfully and with the driver’s requests.
2. Each pupil may be assigned a seat and held responsible for that seat.
3. Pupils must obey and respect monitors or patrols on duty.

### **B. Remain seated while the bus is in motion.**

1. No pupil will extend arms or head out bus windows.
2. Pupils must not get on, off or move about when the bus is in motion.
3. Pupils who cross the road at bus stops must make sure of a safe crossing.
4. In case of road emergency, pupils are to remain on bus.

### **C. Respect for the Rights of Others**

1. Pupils must be on time. The bus cannot wait or return.
2. Ordinary conversation and reasonable conduct are to be observed.  
Any pupil guilty of unbecoming conduct, inappropriate language, or casting abuse on others, may forfeit the right to ride.

#### **D. Respect for Property**

1. Pupils must not throw waste paper or rubbish either on the floor of the bus or out the window.
2. Bus riders should not tamper with the bus or equipment.
3. Any damage is to be reported at once to the driver.

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

If a student becomes ill or is injured at school, the students' parents will be notified as soon as possible. First aid will be administered as necessary. Ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury.

#### **Theft**

Theft can be a problem in any school setting and our schools are no exception. For this reason all students should exercise the best judgment, care, and common sense possible in taking care of their personal belongings. Things of value should not be brought to school and students should not carry more money with them than they will need for a given day. If it is necessary to have a large sum of money at school, please leave it in the office for safe-keeping. The schools will do everything they possibly can to insure against theft and to deal with it when it occurs. Whether school property or personal property is involved, the ultimate responsibility of a lost or stolen article belongs completely with the student. The school is not responsible for any such losses. Students should report lost or stolen articles to the Principal's office immediately. The same should occur for articles found at school. Stealing or abusing the property of others is a serious offense which will result in severe penalties.

#### **Medication at School**

The school designee/nurse is in charge of administering medications

1. All medications shall be kept in a designated place in each building accessible only to those responsible for giving medications.
2. Persons responsible for giving medications may be the school nurse, school secretary, school counselor, or the school principal who will have successfully completed a medication administration course.
3. Emergency protocols for medication-related reactions shall be posted.
4. Medication information shall be confidential information and shall be available to school personnel with parental authorization.

#### **School Cancellation Due to Weather Conditions**

When it is determined necessary to cancel school, the following radio and TV stations will hopefully carry the message by 7:00.

Radio	TV	Other
KHBT-Twin Rivers	WHO-Des Moines	332-9700 Weather
K97Fm-Fort Dodge	KCCI-Des Moines	Infinite Campus
KUEL92FM-Fort Dodge		<a href="http://www.tr.k12.ia.us">www.tr.k12.ia.us</a>
KKEZ94.5-Fort Dodge		
KLGA92.7-Algona		



If school is let out early due to weather conditions, and the route driver cannot get your son or daughter home, the driver will bring your children back to school and call you to have you make arrangements to pick them up.

### **Parent Involvement**

Volunteerism at Twin Rivers School continues to be very strong. Research does prove when parents are involved in children's education; they will reach higher levels of success versus parents who are not involved. During our "Beginning of the Year Conferences" in August, your child's teacher will visit with you about how to be involved.

### **Absences, Attendance and Tardies**

The philosophy of the District is that consistent and punctual attendance is of vital importance and is a prerequisite for completing an education. Attendance requires cooperation and communication among students, parents/guardians and school. Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, respect, self-discipline, and responsibility, and to assist in keeping disruption of the educational environment to a minimum. The parent/guardian must notify the school prior to 8:30 a.m. if the child will not be in school that day. The attendance secretary or designee will call the child's home or the alternate number in case of no answer at the home, if the school is not notified of a student's absence by the parent/guardian. The parent/guardian shall also notify the school, in advance, of an anticipated absence. Students are expected to be at school on time. A note is to be sent with students who arrive at school late. The note must state the reason for the tardiness. Excessive tardiness is a serious matter. Tardiness will result in making up time missed, completing extra homework, etc. at recesses or after school.

#### **SPECIAL NOTE:**

**Please send a note (or call the school) if there is any change in how your child should go home, or where your child should go after school. There is not supervision at our center until 7:45 a.m. Doors to the schools will be open at 7:30 a.m. daily.**

### **Books and Supplies**

Registration fees are waived for the 2018-19 school year for supplies and textbooks in the elementary school.

### **Cell Phones**

Cell Phones and Electronic Devices - Once at school, students will turn off and place in their school issued locker, any and all electronic devices including cell phones. A cell phone or electronic device may be turned on with the permission of school personnel and the principal. Any student in violation of this rule shall be deemed to have created a disruption to the learning environment and will have the cell phone or electronic device turned in to the office and returned at the end of the school day.

### **Change of Address**

It is important to inform us immediately of changes in address, telephone number or person to contact in case of emergency. Please notify us in advance if you plan to move outside the community.

**Communications**

We try to keep parents informed as to what is happening in the classroom and upcoming events. Calendars, special flyers or teacher letters are sent home by e-mail. All parents will submit their email addresses at registration. If you would like to receive a paper copy of these communications, please notify the office. Please take time to read these communications.

**Corporal Punishment**

Note: According to Iowa Law, students must be notified yearly of the Corporal Punishment Policy, (Board Policy 503.5) Please refer to pages listed in this handbook for the exact language of this policy.

**Dress Guide**

We rely on your good judgement to help your child dress appropriately for school. Students are to have boots at school during the winter months (or when snow is on the ground). Students will be allowed to leave their boots at school if they do not need them at home.

**Drills**

The fire and tornado drills are held four times throughout the year. These drills are to prepare for an actual fire or tornado. We urge parents to stress the importance of these drills with their children.

**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. Written permission forms will be filled out by parents at registration and kept on file.

**Homework, Assignments and Incomplete Work**

Homework is work not completed at school. Parents are requested to contact the teachers concerning make-up work when students are absent or if individual help is necessary. Assigned work is an extension of the daily school program. We expect assignments to be completed and returned to the teacher the following day. If you have any questions regarding any assignments, contact your child's teacher. Students of Twin Rivers Elementary, who consistently refuse to satisfactorily complete their work, will be required to attend study sessions after school. You will be notified if your student is required to attend any after school sessions.

**Lost and Found**

Please put your child's name on all items (including coats, hats, mittens, boots, etc.) labeling items will help identify found items and settle questions regarding ownership. A 'Lost and Found' area is located in each school building. Any items unclaimed by the end of the year will be donated to the coat/supply closet.

**Lunch and Breakfast Program**

Breakfast and Lunch are served daily at the school. It is preferred that if students are planning to eat breakfast that they arrive between 7:45 a.m. and 8:00 a.m. This time frame will ensure them adequate time to eat breakfast. However, if buses or students are running late, no one will be denied the right to eat either breakfast or lunch. Parents can check Infinite Campus for daily balances. If accounts are running low and money has not been

sent to the school for deposit, email reminders and mail reminders will be sent to the residing residence of the student. Cold lunches are allowed at the school. You are always welcome at the school to eat with your child. We ask that you call the school before 8:30 in the morning so we may obtain an accurate meal count. Meal charges information see page37-39.

### **Parties, Gifts and Birthday Treats**

Parties will be scheduled for Halloween, Christmas and Valentine's Day. On Valentine's Day students may exchange valentines. We feel that parties are part of the regular school program. These activities for all elementary students are held during the school day.

We strongly discourage flowers and balloons delivered to school for students. It is a kind and thoughtful thing to do, but they are not appropriate to have in the classroom during the school day. Children who attend birthday parties after school hours are also requested not to bring the gifts to school. Birthday invitations are not to be handed out at school. Edible treats brought in for students must be bought and sealed treats.

### **Pets in School**

Live animal will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities. When permission is granted, special instructions will be given at that time.

### **Physical Education**

Students at Twin Rivers Elementary have physical education twice a week. Please note these days on your home calendars so that your child can dress appropriately on those days.

- **Gym Clothes**  
Physical education at Twin Rivers is a very activity oriented class. Your child should wear clothes that he/she can be very active in. Sometimes we do play on wet grass or dirt on the playground. On physical education days have your children wear clothes that you don't care if they get dirty. Students should avoid wearing short shirts, baggy shorts, skirts or dresses on physical education days.
- **Gym Shoes**  
A separate pair of shoes is needed for indoor play in the gym. Again, your child should wear shoes that are appropriate for outside play. The shoes should either have laces or Velcro so they stay securely on their feet. Slip on shoes and flip flops are distracting to other students when they come off and can be unsafe during activity.
- **Illness/Injury**  
Please send a note signed by the parent/guardian or a doctor's excuse with your child, if they are sick or injured and cannot participate in physical education. For prolonged illness or injury, please send a note to school letting us know when it is safe for your child to resume participating in physical education classes.

## **PLAYGROUND**

Students have the use of the finest playground facilities in the state. We are very proud and appreciative of these community projects. Teachers will make students aware of the proper use of all playground facilities at the beginning of school. In general terms, however, we do not allow rough-house play at any time. Students are to respect the rights of others and play fairly. Students who are unable to behave in an appropriate way will lose recess privileges. The school discipline policy may result in discipline actions beyond a loss of recess privileges. **Students who play on the equipment must always keep their heads above their feet. Appropriate shoes for recess play are required. Sandals are not designed for running at recess.**

### **Kindergarten Entrance Age**

To be eligible for Kindergarten in the Twin Rivers Community School District, children must be five (5) years of age on or before September 15.

### **Pre-School Entrance Age**

To be eligible for Preschool in the Twin Rivers Community School District, children must be four (4) years of age on or before September 15.

### **Reporting System**

To date, the most satisfactory system of reporting the child's progress is the parent-teacher conferences held in November and March. This is a 15-minute scheduled conference. At these conferences, parents and teachers discuss the child's progress and together they plan for his/her further development. If you require additional time, please contact the classroom teacher. Report cards are distributed to the students three times throughout the school year. Please contact the school office or your child's teacher any time during the school year with your questions. Communication between home and school is essential and we very much want to assist in any way we can. Emailing is appropriate as well.

### **Safety**

**Bicycles:** Children in grades 2-5 may ride bicycles to school and park their bikes using the designated bicycle rack.

**Safety on the Street:** We solicit the parents' cooperation in the matter of safety.

Students are expected to go to the intersections to cross the streets between the white lines upon entering school and upon leaving school. Parents who transport their children to and from school are asked to deposit or pick up children on the school side of the street so students do not have to cross the street. Please, NEVER, leave your vehicle double parked and unattended on the street in front of the school grounds.

### **School Activities**

All students who attend school activities such as athletic events, plays, musicals, etc., are expected to conduct themselves in a responsible manner. Everyone should remain in a seat except at halftime, between games and during intermission.

### **Telephone Calls**

Except in cases of emergency, students or teachers are not called to the telephone during the time of classroom instruction. In case of necessity, leave a message at the office, and we shall convey important messages. To reduce the number of students using the telephone

during the day, students are requested to make after school arrangements prior to coming to school.

### **Visiting School**

All visitors are required to first report to the office. If you would like to visit your child's classroom, please make prior arrangements with the classroom teacher. At that time the teacher will make the necessary arrangements with you. Children unaccompanied by adults are not permitted to visit any elementary school.

### **Fees and Expenses**

To assist you with your planning to meet the expenses that are a part of your participation in school classes and activities, you will find listed below some of the items you will need to consider. Registration Fees and Breakfast and Lunch Prices are published each year prior to registration. These fees will vary from year to year. See current pricing listed:

### **MEAL CHARGES**

In accordance with state and federal law, the *Twin Rivers Community School District* adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### **Payment of Meals**

*Students have use of a meal account and can pay at the school office.*

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

*Employees may use a charge account for meals, but may charge no more than \$20.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or ala carte items until the negative account balance is paid.*

### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the balance reaches \$10.00 by *Infinite Campus*. Negative balances of more than \$50.00 and \$75.00 will be turned over to the superintendent or superintendent's designee to send letters. Balances of \$150.00 or more will be sent a letter giving one month to make a payment/set up a payment plan or turned over to small claims/collections.

## **Transportation for Activities**

**BPCN 104.E1**

Students will be transported to and from contests or activities in the school vehicles.

1. Students will ride to and from contests or activities in the school vehicle.
2. There may be special circumstances that arise in which a participant may be granted permission to deviate from the travel regulations. These occurrences will be judged on individual merit and kept to a minimum by the administration. These requests should be made in writing at least a day in advance of the event.
3. The administration will make the decision to allow special travel arrangements.

## **Non-Discrimination Policy**

"It is the policy of the Humboldt Community School District and Twin Rivers Community School District not to discriminate on the basis of race, creed, color, age, (for employment), sex, sexual orientation, gender identity, marital status (for programs), socioeconomic status (for programs), national origin, disability, or religion in its educational programs and employment practices as required by the Iowa Code section 216.7. If you have any questions or grievance related to compliance with this policy, contact the Humboldt Community School District, Lisa Thul, Assistant Finance Manager, 23 3<sup>rd</sup> St., No., P.O. Box 130, Dakota City, IA 50529. 515-332-1330, [lthul@humboldt.k12.ia.us](mailto:lthul@humboldt.k12.ia.us), or the Iowa Civil Rights Commission, Grimes State Office Building, 400 E, 14<sup>th</sup> St., Des Moines, IA 50319-1004; phone # 515-381-4121, 800-457-4416 website: <https://icrciowa.gov>, or Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, 312-730-1576 OCR.chicago@ed.gov.

### Anti-Bullying/Harassment Complaint Form

Name of Complainant\_\_\_\_\_

Position of Complainant\_\_\_\_\_

Name of Student or Employee Target\_\_\_\_\_

Date of Complaint\_\_\_\_\_

Name of Alleged Harasser or Bully\_\_\_\_\_

Date and Place of Incident or Incidents\_\_\_\_\_

#### Nature of Discrimination or Harassment Alleged (Check all that apply)

<b>Age</b>		<b>Physical Attribute</b>		<b>Sex</b>	
<b>Disability</b>		<b>Political Belief</b>		<b>Sexual Orientation</b>	
<b>Familial Status</b>		<b>Race/Color</b>		<b>Socio-economic Background</b>	
<b>Marital Status</b>		<b>Religion/Creed</b>		<b>Other-Please Specify</b>	
<b>National Origin/Ethnic Background/Ancestry</b>					

Description of Misconduct\_\_\_\_\_

\_\_\_\_\_

Name of Witnesses (if any)\_\_\_\_\_

\_\_\_\_\_

Evidence of harassment or bullying, i.e., letters, photos, etc., (attach evidence if possible):\_\_\_\_\_

\_\_\_\_\_

Any Other Information\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

**Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**Anti-Bullying/Harassment Witness Disclosure Form**

**Name of Witness**\_\_\_\_\_

**Position of Witness**\_\_\_\_\_

**Date of Testimony, Interview**\_\_\_\_\_

**Description of Incident Witnessed**\_\_\_\_\_

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**Any Other Information**\_\_\_\_\_

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**I agree that all of the information on this form is accurate and true to the best of my knowledge.**

**Signature**\_\_\_\_\_

**Date**\_\_\_\_\_



