

# Trojan Talk



*A Handbook for Students and Parents  
of  
Tri-County Community School District  
2023-2024*

**Tri-County Community School District  
Mission Statement**

Tri-County Community School District  
will challenge students by offering  
engaging experiences, encouraging them  
to participate, overcome barriers, and  
to learn to their full potential.

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Jody Prell, Art  
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Rabbi Decker, Bus Driver

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\* Whenever “principal” is referred to in the handbook this term can mean the Superintendent or the PK-12 Principal.

# Tri-County Community School District

## Mission Statement

Tri-County Community School District will challenge students by offering engaging experiences, encouraging them to participate, overcome barriers, and to learn to their full potential.

### Equal Opportunity/Non Discrimination

The Tri-County Community School District offers career and technical programs in the following service areas:

Agriculture Education

Business Education

Health

Industrial Technology

It is the policy of the Tri-County Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Chad Straight, Superintendent, 3003 Hwy 22 PO Box 17, Thornburg, IA 50255, (641) 634-2636, [chad.straight@tri-countyschools.com](mailto:chad.straight@tri-countyschools.com).

Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312)730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov)

### **Section 504 - Notice of Nondiscrimination**

Students, parents, employees and others doing business with or performing services for the Tri-County Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, national origin, age, gender identity, physical or mental ability or disability, religion, sexual orientation, marital status, physical appearance, ancestry, political party preference, political belief, socioeconomic status, or familial status in the admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII Title IX, the American with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact:

Superintendent of Schools

3003 Hwy 22 PO Box 17

Thornburg, Iowa 50255

641-634-2636

Who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII Title IX, the ADA, § 504 or Iowa Code § 280.3.

### **Jurisdictional Statement**

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

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff.

School

district policies, rules, and regulations are in effect 12 months a year. A violation of school district policy, rule, or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was or was not in session.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined for conduct which disrupts or interferes with the 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. The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant, including those contained in the handbook. Any other situations will be handled at the discretion of the administration. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Jr./Sr. High School office for information about the current enforcement of the policies, rules, and regulations of the school district.

### **Board Support of Student Discipline Policy**

The Tri-County School Board affirms its support of the school, student responsibility, and discipline policies, its intent to support school staff that enforces these policies, and its intent to hold staff accountable for implanting the policies.

### **Student Council**

The student council has the responsibility of dealing with concerns and questions, planning activities, and making recommendations for our school building. The objectives of the student council are:

1. To represent the student body and their ideas with democratic leadership,
2. To create cooperation between the student body and the faculty,
3. To work for the betterment of the school,
4. To improve the school spirit by participation in school activities,
5. To provide an example for the student body in proper school conduct,
6. To make school activities orderly and organized.

### **Guidance and Counseling**

The central purpose of the guidance program at Tri-County Community Schools is to assist students to explore and understand themselves so that they can become self-directing individuals. Under the direction of the guidance counselor, students will complete a state-approved 4-year plan at the end of their 8<sup>th</sup> grade year and annually update their plan throughout their high school career. Tri-County uses the Kuder System. As students work through their plan they will have the opportunity to explore post-secondary options. Please feel free to contact the guidance services offered anytime that you have a need for them.

### **School Day**

No student should arrive at school before 7:55 a.m. unless he/she is under the supervision of a staff member. Students are to be in their first period class by 8:20 a.m. The school day ends at 3:30 p.m.

**Students are to leave the building by 3:45 p.m. each day, unless they are participating in an extra-curricular activity or directly supervised by a staff member. Each student/family needs to alert Mrs. Williams to this request and have prior notification before staying on campus.**

Students are to come into the building when they arrive at school and are to remain in the building throughout the day. Exceptions will be, if they have secured permission from the principal or under the supervision of a teacher. If a student leaves the building, he/she must sign out in the elementary school office. Any student leaving the building or grounds without permission will be considered truant.

### **Study Hall Procedures**

Study Hall is a time for academics. The following policies are to ensure that you have a quiet atmosphere to study.

1. Students are to be in the room and in their seats during the period.
2. This time is to be used for school work. This may include the reading of books, magazines, or newspapers. Study materials should be brought to the study hall; therefore, there should be no need to go to lockers.
3. Talking is permitted only with the permission of the teacher. **Cell phones will not be allowed during study hall sessions. No video gaming on computers will be allowed.**
4. **No food or drinks will be allowed during study hall.**
5. Passes to go to a teacher's room must be obtained before the study hall begins. Teachers requesting students from a study hall are responsible for direct supervision of the student(s). Passes to other areas will be taken only after roll is completed.
6. All students must sign out and have a pass from the study hall teachers to leave the study hall for any reason.
7. Any additional rules established by the study hall teacher(s).
8. Students will receive a violation from the study hall monitor if rules are not followed.

### **Immunization Requirements**

Iowa law requires parents/guardians of kindergarten students and all new students entering Tri-County to provide proof of immunizations before the child is enrolled. Parents must supply updated records when students receive new immunizations.

### **Lockers**

Students will be assigned a locker to store books, coats, and other items. Junior High students will be assigned a partner to share their locker if necessary. Students are required to keep their lockers clean, neat, and locked at all times. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.** Students are not to change lockers without authorization from the administration. Students may go to their lockers before school, during passing periods, and after school without permission. They must have required books and other materials with them for class. The student needs to take care of their assigned lockers; any damage may result in a monetary fine for repairs. No locks may be placed on lockers except those issued by the school. All unauthorized locks will be removed.

**Maintenance Searches:** Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring that the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. General maintenance inspections may be conducted by the school authorities at any time without notice, without student's consent, and without a search warrant. Any contraband discovered during such search shall be confiscated by the administration. The administration may try to correct the problem through counseling, parental involvement, medical referrals, or other such referrals depending on the severity of the situation.

**Non-Maintenance Searches:** The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal contraband items. Such searches should be conducted in the presence of another adult witness, when feasible.

### **Student Searches**

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, personal belongings, or student automobiles based on a reasonable suspicion under the circumstances



and 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 and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action and are grounds for reporting to local law enforcement authorities. Law enforcement may be contacted to perform a search along with administration. A dog may accompany law enforcement, but the dog cannot legally search a student.

### **Fees and Class Dues**

Students have the option to purchase an activity pass for all home sporting events for an annual fee of \$35.

Class Dues: Each student shall pay class dues each year as soon as possible. Class dues will be accumulated in class accounts held by the district and will be used for such things as prom, senior class trip, etc. Class dues are as follows:

- Freshmen - \$10.00
- Sophomore - \$15.00
- Junior - \$20.00
- Senior – None

### **Computer Usage**

The use of technology must be in support of education and research consistent with the educational objectives of the Tri-County Community School District. Use of computers, networks, and/or computing resources of any other organization must comply with Tri-County's 1:1 Computer Initiative Policies and Procedures. Annually, this computer policy and procedure agreement must be signed by the student, parent, and administrator. **Fees will be assigned for damages and repairs on school issued computers.**

#### **Computer Fees (assigned in Payschools)**

**Charger--\$29.95**

**Chromebook (Computer)--\$245**

**Computer Bag--\$33.00**

### **Selection of Learning Resources**

Learning resources are selected by the school district to support its educational goals and objectives and to implement, enrich, and support the instructional program. Resources must serve the breadth and depth of the curriculum and provide for the needs and interests of individual students. It is the obligation of the district to provide intellectual and physical access to materials that cover a wide range of abilities and many differing points of view. To this end, principles of intellectual freedom must be placed above personal opinion, and reason above prejudice, in the selection of resources. In the event resources are questioned, the principles of intellectual freedom shall be defended rather than specific resources. The Board recognizes the right of individual parents to request that their child not be required to read, view, or listen to specific resources, provided a written request is made to the principal.

### **Textbooks**

When you receive a textbook you are responsible for taking proper care of it.

Good care of the books is each student's responsibility. Students may be assessed fines for any of the following:

1. Ink on page(s), torn pages, pencil marks not erased.
2. Dirty and/or marked edges or covers.
3. Any cause for rebinding the book.
4. Missing page or pages requiring a new book.
5. **Lost or destroyed book.**
6. Fines will be levied for unnecessary damage to all books.

### **Grading Scale**

This scale, including the weighted grading scale, can be found online at [www.tri-countyschools.com](http://www.tri-countyschools.com) under the Grading Scale tab.

### **Honor Roll**

'A' and 'B' Honor Rolls will be published each quarter. Students who receive all 'A's on their semester report card will be on the 'A' Honor Roll, and students who receive 'A's and 'B's on their semester report card will be on the 'B' Honor Roll.

Students at Tri-County will be recognized as Honor Students if they meet the criteria established for the Honors Diploma.

### **Tri-County High School Honors Program**

Tri-County High School seniors will be eligible for the Honors Program if they meet the following criteria:

1. Complete the following 4 courses of English:
  - English I
  - English II
  - English III/American Literature
  - And one of the following:
    - Comp I/Comp II/Public Speaking or Intro to Literature (This sequence counts as 1 course)
    - or Advanced Literature

\*Administrative decision will be made on a case-by-case basis\*
2. Complete the following 3 courses of social studies:
  - World History
  - American History
  - Government/Economics
3. Complete the following 4 courses of college-prep Math:
  - Algebra I
  - Geometry
  - Algebra II
  - And one of the following:
    - Pre-Calculus, STATS
    - Calculus, or College Algebra

\*Advanced math courses will be considered on a case-by-case basis\*

4. Complete the following 4 courses of science:
  - Physical Science
  - Biology
  - And two of the following:
  - Animal Science
  - Chemistry
  - Physics
  - Anatomy and Physiology \*High School or College\*
  - Advanced Biology

\*Advanced science courses will be considered on a case-by-case basis\*
5. Complete the sequence of 4 years in any elective such as Band, Art, Agriculture Education, Business/Computers, Vocal, and Spanish.
6. \*\*Computer Science will be offered at 7th or 8th grade and for 9th-12th graders.\*\*  
\*Varying elective course of study will be considered on a case-by-case basis\*

Starting with the Class of 2005 students will be required to also have: Cumulative GPA of 3.5.

### **Volunteer Program/Awards**

Students who have volunteered and performed community service projects will be recognized during the Senior Awards and Graduation ceremonies. Students will receive their silver chord during the Senior Awards ceremony. To receive the Community Service cord, students must perform 100 hours of community service during the course of their high school career. Students must have signatures from the organization verifying their hours. Students must receive prior written approval from the Principal/Counselor by completing a Letter of Intent.

### **Report Cards**

Report Cards will be issued four times during the school year.

### **Midterm Reports**

Midterm reports will be sent to parents/guardians midway during each nine-week quarter. The parents/guardians may schedule a conference with the cooperating teacher and counselor if necessary.

### **Incomplete Grades**

Students who receive an incomplete in a class must complete the class within one week after the start of the next quarter or end of the first semester. The end of the school year will be directed at the discretion of the principal. The teacher, with the permission of the principal, may grant extensions. Failure to finish an incomplete will result in receiving a final grade without credit for missed assignments and possibly a failing grade and potential loss of class credit. An incomplete is treated as an automatic ineligibility, but a student can be removed from the ineligible list as soon as the work is complete and does not have to wait the full two weeks.

### **Missing Assignments/Work**

Students who are absent from school will have **two days to make-up for missing work**. After two days, **the grade entered will be a zero**. Permission may be granted from administration if absences are excused according to the handbook. See excused handbook policy.

### **Add/Drop Procedures**

Under normal circumstances, class changes will be permitted during the first three days of school after the beginning of a semester. Students may request class changes through the Guidance Office. If a student is requesting to drop or change a core academic class, which includes English, Math, Science, Social Studies or Foreign Language, the parent will be contacted by phone or email to confirm that the parent approves this request. An "F" or no credit will result for any course dropped, as a result or administrative removal from a course due to a lack of attendance or due to a serious behavior problem.

### **Junior High Advancement to the Next Grade Level**

If a student in Junior High is failing two or more of the four core required classes in a given year, the teachers and principal, along with the parent, will determine what option the student will pursue. Options are to take the classes again or have a permanent F (fail) on their transcript. Attendance and progress will be monitored to ensure compliance with any agreement made at the meeting. Concern will be stated as soon as possible if a student may be failing in this category. Intervention with parents will be sought to try to resolve the problem. AEA staffings are a possibility, at parent or teacher request, to determine a possible learning or behavioral difficulty. These and other potential decisions will be decided individually at the discretion of the administration. **Summer school and credit recovery classes will be highly recommended for at-risk students.**

### **Graduation Requirements**

4 years of English

3 years of Mathematics

3 years of Science

3 years of Social Studies

PE (8 semesters)

Health

Computer Applications

Parenting – Human Growth and Development

Government/Economics

Financial Literacy

Students must take 6 academic classes plus P.E. each semester and complete 48 credits of academic classes and 4 years of PE (.25 credits per semester = 2 credits) to have a total of 50 credits for graduation. **A college class counts as one of the 6 academic classes in a semester.**

**If a student take a 2-college credit class or a 3-college credit class, then this college class is considered one of their 6 academic classes on their schedule. However, if the College class is only a 1-college credit class, then the students would need to take two of the 1-college credit classes to fulfill the requirement of being considered as one of the student's 6 academic classes. If a student is taking 3 college classes then the requirement would only be 5 academic classes plus P.E.**

### **Early Graduation**

Senior students that meet all graduation criteria and wish to graduate early will meet with the Guidance Counselor to verify all requirements are met. Administration and School Board will then be notified of the early graduates. A letter of intent must be submitted to the Tri-County School Board. The School Board will approve early graduates pending completion of all requirements.

### **Building Security**

In an effort to increase the security and safety of the students and staff at Tri-County CSD all building entrances will be locked after 8:30 a.m. and will remain locked throughout the day. All students entering after 8:20 a.m. will need to enter through the west doors near the central office or the north doors near the PK-12 office and sign in to receive a pass. Main entrances will be reopened for events.

### **Visitors**

The school welcomes all visitors. All visitors should be here on some type of school business. All visitors must stop at the elementary office and receive visitor permission before visiting anyone in the building and wear a "Visitor" identification badge. We have received requests in the past for family and friends to visit during the school day; it is the position of the school district that these social visits need to take place outside of the school day. Visitors will not be allowed to visit for more than half a day.

### **Change of Address, Email, or Phone Number**

Students/Parents who have a change of address, email address, or telephone number during the school year must report the change to the school district. This can be altered in Powerschool by the parent/guardian of the student as well. It is important that school records be kept as accurate as possible.

### **Late Starts and School Closings**

In the event that school is delayed or canceled due to inclement weather, this information will be announced on **PowerSchool Messenger** and local radio and television stations. Notices will be given over the following stations: WHO 1040, WMT 600, KBOE 740, KGRN 1040, KCRG-TV channel 9, and KCCI-TV channel 8. The Tri-County Facebook page will be updated as well.

### **Lost or Stolen Items**

Students are cautioned to keep money, jewelry, valuables, etc. on their person at all times. The exception would be physical education class. Then the student is to secure valuables in a locker or with the instructor/secretary. **THE SCHOOL CANNOT ASSUME THE RESPONSIBILITY FOR THESE ITEMS WHEN LOST OR STOLEN.** However, if a student does lose something, please check with the high school office. Any students finding items are encouraged to return the items to the owner or the principal's office.

### **Money and Valuables/Electronic Devices**

The school cannot be responsible for money and valuables. It is not recommended that students bring large amounts of money or valuables to school. If necessary, however, they may be checked in at the office until they are needed. Students are asked to leave personal electronics at home due to possible damage/loss and disruption of instructional time. Cell phones may be used during lunch period in the lunchroom only and at lockers during the passing periods.

### **Equity Grievance Procedures**

(Condensed from Board Policy)

Students of the Tri-County Community School shall have the right to file a formal complaint alleging non-compliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of the 1972, and Section 504 of the Rehabilitation Act 1973.

#### **Level One – Principal or Immediate Supervisor**

A student with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor, or building administrator involved.

### **Level Two – Title IX and Section 504 Compliance Officer**

If the grievance is not resolved at level one, and the grievant wishes to pursue the grievance, they may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Compliance Officer. 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 15 working days from the date of the event rising from the grievance or from the date the grievant could reasonably become aware of such occurrence. A minor student may be accompanied at that meeting by a parent or guardian. A written report from the Compliance Officer regarding action taken will be sent within 15 working days after the receipt of complaint.

### **Level Three – Superintendent**

If the complaint is not resolved at level two, the grievant may process it to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the Compliance Officer's report. The Superintendent or his/her designee will render a decision within ten (10) working days after receipt of the written appeal.

Due process is afforded (awarded) to each student regardless of the severity of an offense. This includes an informal or formal investigation of the allegations, written or oral notice to the student of the allegations against them and an opportunity to respond. In cases where suspension or Board action is contemplated, further legal procedures will be followed.

Appeal Procedures-A review board consisting of two (2) students; two (2) teachers; one (1) administrator; and one (1) moderator will be established by random selection to hear any appeals. Parents shall be notified as to the decision of the review board.

### **Retrieval of Items from Cars in Parking Lot**

Students needing to retrieve items from their cars during the school day must receive permission from a Jr./Sr. High teacher and/or administration. Students must sign-out and sign-back in through Mrs. Williams in the elementary office, using the proper procedures.

### **Public Displays of Affection**

Student displays of affection should be limited to hand holding/hugs. Kissing or other inappropriate displays of affection will not be accepted and may result in the student being referred to the office. Inappropriate displays of affection may result in a minor or major violation.

### **Dress Code**

The school will sanction the expression of a student's uniqueness and individuality by means of dress. Hats, bandanas, or caps are not to be worn in school by students during the normal school day, without permission from the principal. T-shirts or other apparel should also not be worn that carry images, slogans, pictures, diagrams, or display in any fashion negative or degrading sexual, gender, ethnic or racial messages or that can be construed in a reasonable fashion to do so. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Student dress and/or appearance, disrupting the general operation of the school, will not be tolerated. Here are some guidelines to follow this school year.

1. Maintain personal hygiene with clean hair, body, and clothes to avoid offensive odor.
2. Shoes should be worn at all times.
3. No T-shirts with offensive wording, graffiti, or advertising logos for inappropriate organizations. Shirts promoting alcohol/tobacco or having suggestive language will not be

allowed. Shirts/tops need to cover the front and back of the waistband of the student's jeans/shorts/pants/skirt. No cut out T-shirts that show a bra or chest may be worn during the school day. No see through tops exposing undergarments. Cut-out shirts may be permitted for practice at the coach's discretion. However, cut-off shirts or midriff crop tops exposing bare midriffs and/or skin will be prohibited.

4. When wearing skirts, they should be the length of your arms holding them straight down and standing up straight. Shorts at staff discretion.
5. No tops that reveal cleavage or see through tops showing undergarments will be allowed.
6. No hoods, hats, or stocking caps allowed indoors. Hats and caps may be confiscated by Tri-County staff and returned at the end of the school day.

It shall be the policy of the Tri-County School to allow parents significant freedom in determining the manner in which their children shall be attired to attend school. However, the building principal shall have the final determination in what is appropriate for school. Some clothing may be legally permitted and still not belong in school. Students are expected to change any clothing articles that educators find inappropriate immediately and without complaint.

**If a student's apparel is deemed inappropriate by any staff member:**

Iowa Core Standard:

**21.9–12.ES.2**

Essential Concept and/or Skill: *Adapt to various roles and responsibilities and work flexibly in climates of ambiguity and changing priorities.*

There is a strong connection between academic performance, students' appearance and students' conduct.

Inappropriate appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

- Shirts that expose cleavage, the stomach area, the navel or have open sides are not acceptable. Spaghetti straps shirts, strapless shirts or tube tops are not permitted.
- All cleavage must be covered.
- The midriff and back area must be covered.
- Straps must be at least one inch wide. Spaghetti strap shirts or strapless tops are not permitted.
- Mid thigh length shorts or skirts are acceptable. Yoga pants/leggings must be worn with mid thigh length shirts or tops.
- Trousers, slacks, shorts, skirts, pants are to be worn at the waist. Excessively baggy or saggy pants are not permitted. Pajama tops or pants are not to be worn at school.
- All undergarments must be covered and hidden from view.
- Hats will not be worn in the building except at extra-curricular activities.
- Clothing that has inappropriate logos, words, or images that makes reference to drugs, alcohol, violence, sex, or profanity are not permitted. Students may not wear clothing, jewelry, emblems, badges, symbols, signs, marks or items which indicate an affiliation with a gang or hate group.

An Administrator may require a student to adjust or change their clothing to avoid disruption to the learning environment or to eliminate a health or safety concern.

1st offense-- Call home, and must change.

2nd offense-- Call home, and must change.

3rd offense-- Call home, must change, and 15 minute teacher detention.

4th offense-- Call home, must change, and lunch detention.

5th offense-- Call home, must change, and 2 lunch detentions.

6th offense-- Same as above and 3 lunch detentions.

7th offense-- Same as above and 4 lunch detentions.

8th offense-- Same as above and 5 lunch detentions.

9th offense-- Major violation/ISS

10th or more-- 2 days ISS

### **Attendance**

It is universally recognized that success in school is dependent, to a considerable degree, upon regular school attendance. Frequent absences are one of the primary causes of students to struggle or fail academically. Employers have frequently demonstrated major concern of a student's past record of regular attendance in school. The Tri-County Community School Board of Education recognizes the importance of attending school and will follow all state guidelines for school attendance.

Opportunities are provided to make up work; but it is impossible to relive class experiences, teacher-student interactions, and the opportunity for explanations. These experiences can never be made up. When a student is absent for any reason, it is expected that the parent calls the school on the day the student is absent. We would like to have this call by 8:00 a.m. If a student is age 18 and does not live with a parent or guardian, he/she is responsible for calling in his/her absence. If a student is not in attendance, the office will try to call home. If not reached then a signed parental note needs to be delivered to the high school office upon returning to school for the absence to be considered excused. If a note is not submitted within the school day of the student's return to the high school office, the absence will then be considered an unexcused absence regardless of the reason for the absence.

Academic field trips are considered part of the district's curriculum and do not constitute nor are they considered an absence either excused or unexcused from school.

The Tri-County Community School District's policy governing student attendance in grades 7 through 12 is as follows:

### **Absences**

#### **A) Excused Absences**

- 1) If the student is ill, or when attendance could jeopardize the health of other students.
- 2) Death or serious illness in their immediate family.
- 3) Observance or recognized holidays observed by their faith.
- 4) Attendance at an appointment with a government agency including the DOT.
- 5) Attendance at a medical appointment.
- 6) Exceptional circumstances with prior approval of the principal or designee.
- 7) Participation in school-sanctioned activity.
- 8) College visits.
- 9) Job shadow: 1 per semester for juniors and seniors.
- 10) Family vacation. Please let Mrs. Williams know in advance if possible.



- 11) Work at home on a limited basis.
- 12) Academy students will not be counted absent when bell schedules change due to early/late dismissals.

### **B) Unexcused Absences**

Truancy: An unexcused absence is any absence which is not approved by the school. It could be for one period or the entire day. A student who is truant or whose absence is unexcused may be subject to the following: Violation, Detention, In-School Suspension, Removal of School Privileges, Out-of-School Suspension, Expulsion, or Referral to County Attorney or Truancy Designee. Students who have an unexcused absence will receive no credit for the assignment due on that day, and students are also expected to complete any assignment that will be **due two days after**. If not, there will be no credit. If an unexcused absence occurs on a day that there is a test, students will be required to complete the exam immediately upon their return but only half credit will be given. While parents have the right to determine whether or not a student will be absent from school, school officials have the responsibility of determining if the absence will be considered excused or unexcused. Excused versus unexcused absences require that **the school, and not the parent**, make the final determination on whether an absence is excused. Absences, which are unexcused, are those that have not been properly excused by the building principal. Extra-curricular activities including prom, after prom, and the senior trip may be withheld due to chronic absenteeism.

Students who know in advance that they are going to be absent should secure a make-up slip and have all work completed before leaving.

All absences not made up in advance are to be handled in the following manner:

1. A note and/or phone call from the student's parent/guardian shall be brought to the principal's office describing the nature of the absence. The student will receive a make-up slip.
2. All medical excuses will be accepted as excuses only if a doctor's note is brought to the office within the day the student returns to school. Excuses brought at a later date may not be accepted as excusable. This is to be determined by the building principal.
3. Students are to have two days to make up work for each day absent over the first two days. Absences for a longer period of time may require a downward adjustment of time allowed to make up for reduced credit.
4. The make-up slip is to be presented to each teacher when the student returns from the absence. Students will not attend class without a make-up slip.
5. Unexcused absences are defined as any absence during any part of the school day, which is not an excused absence as said.

### **Excessive Absences**

In those cases where students reach excessive absences or tardies, a note will be sent to parents. Further absences may result in a parent conference. **In those cases where a student reaches eight (8) absences per quarter that student may be subject to a parental conference as well. If a student is absent for a total of 12 days per quarter a parent/administrator/student conference will be held. After this time, the county attorney may be notified unless other factors prevail.** The purpose of the meeting is to evaluate and determine how detrimental a student's absences have been to both the

student's academic program and the school's academic program. From this, a recommendation as to a proper course of action must be determined for consideration concerning this student's education. Recommendations could include, but are not limited to, the following: violation, detention, loss of extra-curricular activities, in-school suspension, loss of work release, tutoring, continued monitoring of absences, referral to help agencies, referral to the Success Center, referral for truancy, or expulsion. Extra-curricular activities including prom, after prom, and the senior trip may be withheld due to chronic absenteeism.

### **Truancy**

The school will turn over to the County Attorney any student who reaches **13 days/semester** of truancy for prosecution unless other factors prevail. Students are considered truant if they:

1. are absent from school or any class.
2. leave school at any time during the school day, including noon lunch period, without specific permission from the office.

Truancy may result in detention time being assigned: one hour for each period that is missed. In addition, parents will be notified. A parent/staff/administration meeting may occur for chronic absenteeism.

- A reminder, **13 days of truancy per semester** requires the school to turn over students and parents to the County Attorney for prosecution **unless other factors prevail**.
- Pursuant to Iowa Code Reference 299.1B, and Administrative Code 761-615.23(2) juveniles under the age of 18 who have not completed their high school education and are not enrolled in school will have their license revoked by the Department of Transportation.

**Any student who is truant may receive an "F" grade for each class that is missed.** Consequences may be assigned such as intervention plans or an in-school suspension or an out-of-school suspension may be assigned along with parent notification. A second offense of truancy will result in parental notification and an out-of-school suspension with possible legal action taken against the parents by the county attorney as mandated by law.

### **Tardiness**

Promptness is an asset, which will be of value for the rest of your life. Establishing the habit of punctuality in school will carry over into future years.

#### **Tardiness to School**

Students are expected to arrive at school with enough time to stop at their lockers and report to their first period class by 8:20 a.m. **Students not in their fourth period class by 11:30 a.m. will report to the office, will admit them to class late, and will be considered an unexcused tardy.** Tardy for the first three periods is equal to tardy to school and will result in the inability to practice or participate in extracurriculars. If a student is tardy to class during the school day this does not result in the inability to practice or participate in extracurriculars. Per the outline below, detentions will accumulate in a progressive manner if more than two tardies at any time occur. The student will have 48 hours to serve the detention or at a mutually agreed upon date/time. Failure to serve detentions may result in an in-school suspension. Repeated tardiness may require a parent-pupil-principal conference.

#### **Tardiness to Class**

Students have three minutes to get from one class to the next scheduled class. This time frame is sufficient to get to any classroom in the school. If a teacher detains a student, it is the teacher's

responsibility to give the student a pass to the next class. Students will not be counted tardy in this case.

If you are late because of any other reason, your tardiness is considered unexcused. Students will receive one free warning for being tardy to school or class each semester. All issues of tardiness will be handled through the teacher.

**Repeated tardiness (8)** may require a parent/pupil/principal conference and as well as a major violation in which detention or an in-school will be served with the school personnel issuing the violation.

Students who are tardy to school will not be allowed to participate in extracurricular activities on that day unless extenuating circumstances prevail AND the administration and the athletic director deems the excuse is warranted.

### **Withdrawal/Transfer from School**

Students wishing to withdraw from school, for any reason, **must bring a written statement** from their parents to the guidance office with a parent/student/administrator conference to follow. The student will be withdrawn upon returning all school items. Refunds and unpaid fines will be considered at this time.

### **Media Center/Library**

Students should come to the media center expecting to work. The media center is an area for resources and studying, not to visit and socialize. The media center is not a student lounge. Absolutely no food or drinks in the media center without administrative permission. The rules of the media center will be posted and students will be expected to follow the media center rules while they are using it or they will lose the privilege of using the media center for a specified period of time. No food or drink in the media center. The media center houses library specials for the elementary students. JH/HS students should not be present unless permission has been granted by the administration or study hall is taking place in the media center.

Behavior expectations and the use of passes are similar to the guidelines in this handbook. Details will be posted in the library at the beginning of each semester.

### **Medication Administration**

Students may be required to take medication during the school day. Medication will be administered only by a person who has been trained under the State Department of Health guidelines.

No medication will be administered without written authorization from the parent. Written instructions and a copy of the prescription must accompany prescription medications administered at school. A written record of the administrative procedure must be kept for each child receiving medication.

Medication on school premises will be kept in a locked container in a limited access storage space in the office. Only appropriate personnel will have access to the locked container.

If students require non-prescription medications to be taken at school (i.e. aspirin, Tums, Etc.), then the parent/guardian must send a written note describing how the medication should be dispensed along

with the medication to be dispensed in **its original container. Medication is not allowed on the school bus or on specialized transportation unless authorized. Parent/Guardian(s) must bring medication to the school office.**

### **Cafeteria**

The school operates a hot lunch program as a service to the students of the school. Price for meals is based on a daily rate set forth by the Board of Education.

Breakfast will be served from 7:50-8:15 a.m. Students are expected to take their trays, silverware, cartons, and all trash to their appropriate places. Students are expected to be respectful to kitchen and lunchroom staff.

The lunch period will be 25 minutes in length. All students are expected to remain at school. Under no circumstances will a student drive or enter a motorized vehicle during the lunch period without consent of the principal. Students are asked to consume all food at the lunch tables. Please do not take food out of the lunch room. Also, students are asked to clean the area where they eat and return dirty dishes and trash to the proper places. During the lunch period, students are asked to remain in the lunchroom or other designated areas. Lunch must be paid in advance or at meal time as there will be no credit policy in the lunch line.

### **Gym/Weight Room/Outdoor Guidelines**

The availability of the high school gym, weight room, and outdoor facility will vary with physical education classes and various athletic groups. Students may utilize these facilities under the supervision of a faculty member, coach, or school representative. Two people must be present in the weight room to lift. Posted rules and guidelines must be followed.

### **Bus Expectations**

Riding the bus is a privilege, not a right. Bus rules are made for the purpose of ensuring each student's safety. The bus drivers have a great responsibility in transporting students to and from school and school-sponsored activities. Your cooperation and support are essential for student safety. Failure to abide by these rules may result in a suspension of bus riding privileges, or other disciplinary actions as determined by the building principal.

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are respectful to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

**BUS RULES** The following is a partial list of rules and regulations that students are expected to adhere to when riding school transportation: 1. Students should be ready and waiting for the bus to come as the bus is not required to wait. 2. Students should stand ten feet away from the roadway. 3. Students should never cross the highway until given a signal from the driver. Always cross in front of the bus. 4. Obey the bus driver's directions promptly, and NO BACK TALK. 5. Never throw objects around in the bus or out of the windows. 6. Remain seated while the bus is in motion. 7. No screaming or whistling. 8. Fighting, profanity, abusive behavior, pinching, and other forms of physical abuse will not be tolerated. 9. Keep the bus clean. Don't throw paper, etc. on the floor. 10. Keep your head, arms, and hands inside the bus at all times. 11. Keep your feet off the seats. 12. Don't destroy bus property. 13. Students will be discharged only at approved stops. In grades K--5 students will not be permitted to ride another bus or get off at someone else's house without a written note from home.

**BUS DISCIPLINE** If a student is written up for misconduct on the bus, Tri-County will follow a three strikes and out policy. After the 3rd written warning the student will not be allowed to ride on the bus for one complete day. This includes to and from school. After the 4th written warning the student will not be allowed to ride on the bus for two complete days to and from school. After the 5th written warning it will be 3 complete school days. Any violations after this will be considered on a case by case basis. Parents will be notified after every formal write-up. This policy will apply to all students PK-12th grade.

### **Cell Phones/Electronic Devices**

Students may use the phone in the office to make emergency phone calls only with staff permission.

**All ipods and other electronic devices shall remain unseen except during the lunch hour or upon teacher permission. Cell phones will not be used during study hall periods.** Staff have the right to implement a cell phone policy in their classroom and take away a cell phone. If a cell phone problem persists, parents may need to come and get the phone from school. Administration may collect a cell phone to hold in their office if the policy is violated.

Cell phones may be used in the *hallways at lockers between class periods and during lunch in the lunchroom for junior high and high school students. This right may be taken away on an individual basis per the discretion of the Tri-County staff. Students may request permission to use their cell phone per staff member. The staff member may grant permission as needed. Students needing to use the phone may receive permission from their classroom teacher and notify Mrs. Williams.*

### **Food and Drinks**

Snacks will be allowed in classrooms during the assignment periods in which students may utilize the snack cabinets. Staff may ask that students fill their bottles at school. Exceptions may be granted on special occasions, and in special circumstances with the teacher, coach, and administration approval. Any items discovered may be removed and the students can pick them up after school. **NO POP** is allowed during school hours and will be taken away. Students are NOT to be in the teachers lounge during the school day or at extracurricular activities. Staff are NOT to allow students into the lounge.

### **Microwave use at Secondary Lunch periods**

Student microwave use will be allowed during the 7th-12th grade lunch periods only. Students will be expected to take responsibility for their messes and how warm their food is. Students will be provided paper towels to clean up after themselves as needed. Students are expected to be responsible and respectful or the privilege will be revoked.

### **Field Trips**

When attending a school sponsored field trip, students need to gather their assignments beforehand, because the assignment completion date will be the same completion date as other students in the classroom.

Students who are ineligible may not go on field trips unless the entire grade attends.

### **Senior Release**

Seniors will be allowed to leave the school building upon completion of their classes if permission is granted from the guidance counselor, principal, and parent (see guidance office for form).

Seniors will also be allowed to leave the school building for employment purposes, providing the following conditions are met:

1. The parents/guardian must notify the school and request the student's release.
2. The employer must sign a form stating that the student has a job, and what hours he/she will work.
3. The employer must agree to notify the school immediately if the employment relationship is discontinued.

Senior release is a privilege; therefore, the privilege may be revoked if the student is failing any class at either Mid-Term, Quarter, or end of Semester. The student's Senior or Work Release is revoked until the student is passing all classes. A Semester failing grade will revoke the Senior/Work Release for the next Quarter. This will be decided on a case-by-case basis as determined by the administration. If a student loses Senior Release privileges for a second time per semester, then the work/senior release may be revoked for the remainder of the semester.

Students leaving school shall not allow any unauthorized individuals to leave with them.

Students leaving school may not linger around the school building or in the school building without administration's approval, and under the direct supervision of a staff member.

The student will be released for employment by their parents, providing the following conditions are met:

1. The parent/guardian must notify the school and request the student's release.
2. The parents/guardian must sign a form stating they will employ the student.
3. The parents/guardian must agree to notify the school immediately if this employment terminates.

**If you miss four periods without a doctor's excuse, you will NOT be allowed to leave for Senior release.**

### **Academic Eligibility for Grades 7-12**

Definition of extracurricular activity: This is an activity that normally takes place outside of the regular school day, is not part of a course requirement but rather voluntary and involves public performance or competition.

While we encourage as many students as possible to participate, we emphasize that extracurricular activities are a **privilege** for students, not a right. Therefore, the school expects that certain standards of academic achievement and behavior will be maintained.

All participants must recognize that they represent the community, the school, and their peers as well as themselves and for this reason, have a wider set of obligations that must be met.

To participate in any activity, a student must be in attendance for the whole day of the activity. Exceptions can be granted for special circumstances determined by administration. The student must not be tardy to school in the morning and may not leave the building for any reason. To be eligible for an extracurricular activity, the student must attend all classes for their scheduled time.

The goal of the Tri-County School eligibility policy is to provide an atmosphere and support system necessary for the students to reach an acceptable level of academic achievement. Because the district values personal growth, acceptance of personal challenges and understands the value of learning from

failure, we feel it is important our students meet all necessary academic requirements set forth by the following academic policy.

When a student's name appears on the ineligibility list, a student will be placed on the restricted list. The restricted list gets its name from the premise that students will be restricted to study hall. Students will be expected to stay in the study hall and will work on schoolwork. The only way for a student to be released from study hall will be with a pass from a teacher to do work which cannot be done in study hall. Without question, this policy does not intend to punish students by denying them access to library materials, computer use, etc.

The intent of this policy is not to jeopardize a student's grades in any class because of ineligibility brought on by other circumstances. Therefore, ineligible students may make public appearances if required as part of a graded class and/or only if the public appearances are non-competitive in nature.

A student should strive to maintain good grades so his/her academic eligibility is not jeopardized. During ineligibility time, the student is to attend every scheduled practice but cannot perform in contests, games, performances, etc.

- 1) Academic eligibility for all participants in extra-curricular activities will be determined on the following point system. Eligibility is to be determined on a three point system. A student receiving an F in a course acquires 2 points. A student receiving a D in a course acquires 1 point. If the student's point total meets or exceeds 3 points, that student is ineligible. This may happen by any combination of D's and/or F's. The number of classes has no impact on this requirement, but each student is required to participate in at least six classes per semester. (Points are based on the letter grade only. Pluses and Minuses have no impact).  
\*Individual situations will need approval by the Guidance office and administration.\*
- 2) Students who receive an incomplete grade at the end of the semester will have one week to make up such work. For eligibility purposes, an incomplete will be treated like an "F". A special education student shall have academic eligibility requirements apply to them unless the requirements have been modified by the student's Individual Education Plan (I.E.P.)  
A student who does not meet eligibility standards may not represent an extra-curricular activity until the standard for eligibility is met. The student must, during the period of academic ineligibility continue to participate in practices and rehearsals.
- 3) Grades will be checked on the following intervals and determinations will be made accordingly:
  - A) All student grades for all classes will be reported at mid-term. Mid-term grades will then be used to determine extracurricular eligibility. If a student is ineligible at this time they will remain ineligible for a period no shorter than two weeks.
  - B) At the end of two weeks, a student may request the counselor to re-evaluate a student's eligibility, by presenting written evidence from their appropriate classes, stating the student has corrected his/her academic deficiencies. It will be the student's responsibility to present such evidence, and a decision will be made based upon the evidence presented to the principal. If no progress is made then the student will be ineligible for the remainder of the quarter.

- C) If a student is ineligible at the end of the school year (second semester) then the student will remain ineligible for a period of five weeks upon completion of the school year.
- D) If a student is ineligible at the end of a final grading period, the student is ineligible for two weeks of calendar days in the interscholastic activity in which the student is a contestant.

**4) Tri-County will follow the No Pass No Play rule for students in grades 9-12 as stated by the IA Athletic Unions.**

5) The Board of Directors of the Tri-County Community School District recognizes that extraordinary events may occur in the lives of its students, which cause or contribute to such students' academic eligibility. Such examples may include, but are not limited to automobile or other accidents resulting in permanent or temporary physical or mental impairment, family problems, child or sexual abuse or alcohol dependency. In such instances, a committee comprised of the JR/SR High Principal, Activities Director, a special education representative, and the Counselor or At-Risk Coordinator may, by unanimous consent restore eligibility of any such student upon such terms and conditions as they deem to be in the best interests of the student and the philosophy of the Tri-County Board of Directors. Students may use this appeals process no more than once per semester during a given school year.

All participants must meet the requirements set forth in the Tri-County Community School student handbook. Failure to do so will result in ineligibility to participate in extracurricular activities until proper standards have been attained. However, attendance at practice is required.

**Principal's Decision**

Students, parents, and teachers may obtain a review of the Principal's decision under this absence rule by filing a written request for review within five school business days with the Superintendent. The Superintendent will determine a mutually agreeable time, place, and date for the review and notify the interested persons accordingly. At the conclusion of the review, the Superintendent will affirm, reverse, or modify the Principal's decision.

**Disciplinary Action**

The Tri-County Community School District is committed to implementing a disciplinary policy that requires students to act as mature, respectful human beings and to keep the school a safe place for all students and staff. Adoption of this philosophy by the school district is necessary in order to create within the school the type of climate that is conducive to maximizing the learning outcomes of students. Action which detracts from the learning environment will be disciplined.

Some inappropriate behaviors that will not be tolerated are as follows:

- Any type of tobacco including e-cigarettes, alcohol including powdered, and drugs
- Theft, Property Destruction or Defacing, Arson, Extortion, Vandalism
- Contraband/Controlled Substances, Drug paraphernalia, Prescription Drugs
- Gambling
- Profanity/Pornography/Inappropriate Gestures
- Improper Use of Fire and Safety Equipment
- Distracting Items
- Leaving the Building without Permission
- Presence at a party where alcohol, tobacco, drugs, etc. are present and failing to leave



- Weapons, Dangerous Objects such as Knives, Fire Works, Explosives, Poisons AND look-alike weapons
- Truancy
- Threats and/or the striking of a Tri-County staff member or student
- Fighting
- Failure to comply with the directive(s) of a Tri-County staff member
- Disrespectful/Disruptive Behavior
- Bullying/Harassment (See Board Policy in handbook)
- Tampering w/alarms or fire extinguishers

The list of unacceptable behaviors printed above is not an all-inclusive list. It does, however, give some specific examples of the types of behaviors that will not be tolerated.

If a student behaves inappropriately, he/she will be disciplined. Some of the disciplinary options that may be used are as follows: violations, detention, lunch detention, in-school suspension, out-of-school suspension, expulsion, notification and involvement with law enforcement, counseling programs, rehabilitation programs, screenings, and referral to outside agencies, and/or restitution.

### **Bullying with Harassment**

The Tri-County CSD Board of Education recognizes that a school is physically and emotionally safe and secure for all students, promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the Board of Education prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment, and to demonstrate respectful behavior.

“Bullying” is behavior that meets all of the following criteria:

Is reasonably perceived as being intimidating, aggressive, humiliating, threatening, or otherwise likely to evoke fear of physical harm and/or emotional distress;

Is directed at one or more pupils;

Is conveyed through physical, verbal, technological, isolation, or emotional means;

Significantly interferes with educational opportunities, benefits, or programs of one or more pupils;

Adversely affects the ability of a student to participate in or benefit from the school district's or public school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress;

Is based upon a student's actual or perceived distinguishing characteristic, or is based upon an association with another person who has or is perceived to have any of these characteristics; and

*Is a repeated action or behavior and happens over a period of time.*

The Tri-County CSD Board of Education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, and volunteers.

\*\*\*Incidents by the same person will result in stricter consequences with each occurrence.

### **Weapons**

The Tri-County Board of Education believes weapons and other dangerous objects and look-alikes 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-alikes. Weapons and other dangerous objects and look-alikes shall be taken from students and others who bring them onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon, dangerous object or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects will be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than twelve months. The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by case basis. For purposes of this portion of the policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poisonous 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 of look-a-likes for educational purposes. Such a display shall also be exempt from this policy.

Possession or use of a firearm on school property shall result in:

- A. Up to ten (10) days suspension or expulsion.
- B. Notification of law enforcement officials.
- C. Mandatory completion of a counseling program at the student's/parent's expense.

### **Warnings**

A student may be warned that the activity he or she is/was involved in may not be appropriate and if continued, could result in further consequences. A student may be given a minor violation. Minor violations are recorded in the SWIS suite for PBIS.

### **Detention**

Detentions may be assigned by teachers and/or administrators for violating school rules. Detentions are to be served within two (2) school days of the violation. A student that receives a detention will be required to serve that time with the teacher or staff member that they received the alternative time from unless that staff member has made other arrangements. Any appeal for a change of alternative learning time must be made in person to the teacher or administrator involved prior to the scheduled time. Failure to complete the alternative learning time will result in the doubling of time or an in-school suspension.

### **In-School Suspension**

An in-school suspension is conducted under administrative supervision, or by a person designated by the administration, if the infraction of school rules is serious, but does not warrant student removal from school. Parents/Guardians will be notified if a student receives an ISS via postal mail with letter documentation.

### **Out-of-School Suspension**

A student may be suspended for up to 10 days at a time by the Principal and/or the Superintendent. Expulsion from the school requires Board action. The acts of suspension or expulsion have extremely serious consequences to you and are viewed as acts of last resort to be taken only when other means of correction have failed or a student flagrantly violates school policies. We believe every student has a sincere desire to remain in school, to be diligent in study, and to profit from the educational experiences offered at Tri-County. When problems arise that do not warrant official suspension, students may also be held in the Principal's office.

Length of suspension will be determined by the school authorities and will reflect the offense committed. Parents or guardians will be notified in writing of the actions taken and will have complete custody and jurisdiction of their child during the suspension. A suspended student may not be on school property or at any school sponsored activities at or away from the school. A student will be readmitted to school after a satisfactory solution to their conduct is agreed upon by parents, administration, and the student. All missed work must be made up to receive credit. The parent/guardian of the suspended student needs to contact the school to make arrangements to pick up the student's work or the student will receive a score of zero for all work assigned during the suspension time. The student's work for each class has to be turned in no later than 24 hours after returning to school, and will be due no later than the beginning of the regularly scheduled class period or the student will receive zero credit for the work missed. Due process will be followed.

### **Expulsion**

The Board of Education may expel any student from school for violation of rules and regulations approved by the Board, or when the presence of that student is considered to be detrimental to other students within the educational process. When a student has been expelled by the Board of Education, the student may be readmitted only by the Board of Education, or in a manner prescribed by the Board.

### **Cheating/Plagiarism**

If a student is caught cheating on a test, project, assignment, etc., they may receive a zero for that specific task. If they are caught a second time, a conference may be called with the parents, teachers, student, and principal by the teacher to determine if the student will be dropped from that particular class. A violation will be recorded in the SWIS system for PBIS.

### **Administrative Discretion**

The administration reserves the right to use a certain amount of discretion in determining the severity of any student violation of a policy, rule, or directive of the district and/or any inappropriate act or behavior on the part of the student.

### **Extra-Curricular Activities**

Co-curricular activities are an important part of our total school program. Students are encouraged to participate in one or more activities during the school year. Watch and listen for announcements about the various activities as the year progresses. Since many times more than one activity is scheduled at

the same time, some students may have to select which activities to participate in during certain parts of the year. If a student chooses to participate in the dramatic arts production and another extra-curricular program at the same time, students will be encouraged to work with the activity sponsors to allow for what is best for the groups. Students shall communicate this dual participation to the activity sponsors to ensure the best outcomes. Curricular activities will take priority over extra-curricular activities.

Before students may participate in any practices for athletics or cheerleading, they **MUST** have a current physical on file with the office, a form verifying that a physical examination occurred during the summer and the student is covered by insurance. These forms are available in the office. Concussion forms are also to be completed each year for each student.

### **Attendance at School for Extracurricular Events**

Participants will be allowed to take part in practices and/or contests only if they are in school a **WHOLE** day on the day of the scheduled practice, activity, or contest. If a sport holds an early morning practice, students must be in attendance the whole day or they will not be eligible to participate in a practice or event the following day. Doctor appointments, funerals, etc., are accepted excuses. Individual exceptions to this policy must be made in advance through the building principal. Students who are tardy to school will not be allowed to participate in extracurricular activities on that day unless extenuating circumstances prevail **AND** the administration deems the excuse is warranted. Unexcused circumstances (even though a parent may call in) include, but are not limited to, oversleeping. Students must be in attendance at school on Friday or have prior arrangements made in the office with the principal to be eligible to participate in Saturday activities, including but not limited to, athletics, music, drama, and speech. Exceptions for Friday's absence include illness, doctor appointments, funerals or others where the administration deems the excuse is warranted.

All participants who are traveling to an activity sponsored by Tri-County will be expected to ride to and from the activity on the bus/van, unless prior arrangements have been made with the administration. If a student does not ride to a school sponsored activity on the bus/van, and no prior arrangements have been made, he/she will not be eligible to participate in the activity. A parent/guardian may request that the student ride home with them after the activity, or a parent/guardian may request that the student ride home with other student's parents, but this request should be made either by phone, written note/email from the parent, in person to the principal the day before or the day of the activity, or at the activity in the presence of the sponsor.

- Please note: The school administration retains the right to determine the most economical and feasible means of transporting students to and from activities.

### **Morning Practice Eligibility**

If the student attends a morning practice for any extracurricular activity, the student should also be in attendance at school throughout the entire day. **If the student is at practice and does not come to school that day, the student will not be allowed to participate in any extracurricular activities the following day.** The Principal or his/her designee (athletic director) will decide special cases.

### **Conduct at Extracurricular Activities**

Participants attend extracurricular activities to view the event. Students whose conduct is inappropriate and/or distracting to others may be asked to leave, and may be suspended for a period of time from future extracurricular activities, as determined by the building principal. Swearing, using obscene

gestures, pushing/shoving, using a loud voice tone and yelling at the opponents are some examples of inappropriate behaviors. Students will be expected to follow appropriate behavior at extracurricular activities per the PBIS expectations. Violations may be recorded as needed if inappropriate behaviors occur.

### **Changing Activities, Starting Activities, or Completing Activities**

Students will not be allowed to transfer from one sport or activity to another after the first contest unless arrangements have been made and approved by the athletic director/coaches.

Participants will not be allowed to start an activity seven (7) calendar days after the first practice session unless approved by the athletic director and the activity coach/sponsor.

All athletes will not be able to quit a sport and go out for another during the same time period without the coaches' consent. Example: quit cross-country and then go out for football. Also, if a student is removed from a sport by the coach, the same policy will apply.

**Please note:** This policy will be waived for transfer students who enter Tri-County after the beginning of a sport season or activity. All transfer students must meet the guidelines established by the Iowa High School Athletic Association.

Procedures for dropping out of a sport/finishing a sport:

1. Notify the sponsor/coach immediately.
2. Turn in all school equipment that has been issued. A student who has school equipment signed out in the student's name and is not turned in after the student quits or the season ends, will be assessed a fee in the amount of the item(s) missing. It is the student's responsibility to ensure school equipment that is issued to them is returned undamaged.
3. Empty the assigned locker in the girl's/boy's locker room if the student is not participating in a sport immediately following the current season. Big lockers in the locker rooms are only for the athletes that are participating in a sport in the current season.

### **Good Conduct Policy**

Students involved in extracurricular activities are expected to abide by the following rules when representing Tri-County. These rules apply on a year round basis, including summer sports and activities. Students who move into the Tri-County Community School District and are currently being held accountable under the prior district's Good Conduct Policy, will complete the terms of the prior district's Good Conduct Policy before being eligible to participate in extracurricular activities at Tri-County.

It is a privilege and an honor to participate in extracurricular activities and represent the Tri-County School District. The student and the school are judged by the participant's character and conduct at all times. Junior/Senior high students serve as models to many people, and their attitude has an important impact on others. Any student whose habits and conduct in and out of school, during both the school year and the summer, is not consistent with the ideals, principles, and standards of the Tri-County School District will be declared ineligible. The calendar will be continuous once the student enters high school. Students may have to sit out events/activities during their freshman year due to ineligibility during junior high, but then the continuous calendar will begin again with the next activity in high school.

All activity sponsors reserve the right to determine other policies, regulations, and guidelines pertaining to their area of responsibility.

### **Tobacco, Alcohol, Controlled Substances, and Criminal Acts**

Any student who, after a meeting at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of **any type of tobacco products (e-cigarettes included, Vape pens etc.)**, regardless of the student's age;
- possession, use, or purchase of **any type of alcohol (powdered included)**, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- being in attendance at a function or party where alcohol, tobacco, drugs, etc. are being consumed illegally by minors and failing to leave;
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct!

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.

### **Special Provisions**

1. Each day of actual activity/performance/competition will count as one event when completing the period of ineligibility.
2. If a student's period of ineligibility begins at a point in the season or activity where less than the ineligible number of contests or performances remain, the ineligibility will carry over into the next season or activity. The percentage of contests or performances in which the student has been ineligible will be computed. The student will be ineligible for the remaining percentage of activities in his/her season or activity. All fractions of  $\frac{1}{2}$  or larger will be rounded off to the next whole number.
3. Penalty code violations levels carry over from one school year to the next. Therefore, we will be using the 365-day per year idea for the Good Conduct Policy.
4. Each activity sponsor shall retain the prerogative to add additional regulations pertaining to the activity. Example: Training hours, attendance requirements, etc.
5. In the event that a situation occurs which is not covered in the code, the building principal and/or athletic director will provide a ruling based upon the intentions of the code.
6. A student may be brought in and questioned by a coach, sponsor, or administrator if information comes via the "rumor route". The student will be advised of the rumor and given the opportunity to make any statements on his/her behalf.
7. In the event that a student is guilty of making a statement they know to be false, especially with the intent to deceive, when questioned about a violation, the penalty code violations will automatically advance to the next succeeding level.

8. A student that is given a suspension between his/her activities will not be able to go out for another sport to meet his/her suspension, and then quit after it has been lifted and have to fulfill their punishment. The quitter policy will state that if a student goes out for an activity, they must finish the entire season for the suspension to be fulfilled. Being kicked off will have the same result as quitting.
9. All sponsors will make the determination if the athlete is junior varsity or varsity, and the suspension will reflect participation in those activities. Example: a volleyball player that is considered junior varsity will not be able to play varsity until they have served their suspension in junior varsity games or a varsity football player will not be allowed to play junior varsity to fulfill their suspension.

## **Penalty Code for Violations**

### **Level One**

**First Offense** – The student will not be permitted to dress for, or participate in, the assigned number of contests or performances of the activity in which he/she plans to, or is currently participating in, after the violation. If the student is involved in more than one extracurricular activity, the student will miss all of the contests/performances he or she is involved in until the ineligibility period of one activity is served. (Number of contests is listed in the following pages of this handbook - Include Jamb and Fall Preview).

### **Level Two**

**Second Offense** – The student will not be permitted to dress for, or participate in, the assigned number of activities in which he/she was participating during the time of the violation, or in which he/she plans to participate after the violation. (Number of contests/performances is listed in the following pages of this handbook - Include Jamb and Fall Preview.)

### **Level Three**

**Third offense** – If a student commits a third offense, the student will forfeit one full year of eligibility in all activities at Tri-County. One full year is 365 days from the date of the suspension. Sponsors will have the discretion if the student will be allowed to practice during this suspension.

### **Level Four**

**Fourth offense** – If a fourth offense occurs within a student's junior high/high school career, the student's extracurricular activity eligibility may be terminated upon recommendation or review of an activities committee composed of the principal, activities director, sponsor, student council representative, and a citizen of the district.

\*Spring and fall concerts do not fall under this code due to the fact these count as part of the student's semester grade.

## **Level One Offenses**

**First Offense** – The student will not be permitted to dress for, or participate in, the assigned number of contests or performances of the activity in which he/she plans to, or is currently participating in, after the violation. If the student is involved in more than one extracurricular activity, the student will miss all of the contests/performances he or she is involved in until the ineligibility period of one activity is served.

### **Activity**

### **Number of contest/performances**

Band	¼ of total performances (except spring and fall concerts)
Baseball	5 games
Basketball	4 games
Cheerleading	Same number of events/weeks they are cheering for
Clubs/organizations	1 event
Drama	1 production
FFA	3 events
Football	2 games
Golf	2 meets
Softball	5 games
Speech	1 event
Student Council	5 weeks
Track	3 meets
Vocal	¼ of total performances (except spring and fall concerts) (included – singing the National Anthem)
Volleyball	3 games
Wrestling	3 meets

### **Level Two Offense**

**Second Offense** – The student will not be permitted to dress for, or participate in, the assigned number of activities in which he/she was participating during the time of the violation, or in which he/she plans to participate after the violation. If the student is involved in more than one extracurricular activity, the student will miss all of the contests/performances he or she is involved in until the ineligibility period of one activity is served.

<b><u>Activity</u></b>	<b><u>Number of contests/performances</u></b>
Band	½ of total performances (except spring and fall concerts)
Baseball	10 games
Basketball	8 games
Cheerleading	Same number of events/weeks they are cheering for
Clubs/organizations	2 events
Drama	1 production
FFA	6 events



Football	5 games
Golf	5 meets
Softball	10 games
Speech	4 performances
Student Council	10 weeks
Track	6 meets
Vocal	½ of total performances (included – singing the National Anthem) (except spring and fall concerts)
Volleyball	7 games
Wrestling	7 meets

### **Level Three**

**Third offense** – If a student commits a third offense, the student will forfeit one full year of eligibility in all activities at Tri-County. One full year is 365 days from the date of the suspension. Sponsors will have the discretion if the student will be allowed to practice during this suspension.

### **Level Four**

**Fourth offense** – If a fourth offense occurs within a student’s high school career, the student’s extracurricular activity eligibility may be terminated upon recommendation or review of an activities committee composed of the principal, activities director, sponsor, student council representative, and a citizen of the district. Spring and fall concerts do not fall under this code due to the fact these count as part of the student’s semester grade.

### **Eligibility for Elected Offices, Appointments, and Honors**

A student will be ineligible for all elected offices, appointments, and honors during the time period specified under the good conduct policy. A student in violation will not be considered as a candidate for offices, appointments and honors. A student in violation of the Good Conduct Policy will not be eligible for such activities as, but not limited to, Student Council, Homecoming Court, FFA Officer, and peer helper. After the time period of ineligibility specified under the Good Conduct Policy, the student will be eligible for membership or appointment upon the next time of appointment or election.

### **Awards**

The sponsor or coach with the approval of the administration will establish all awards criteria. At this time various awards are presented to students who excel in different areas, such as sports, music, academics, agriculture, drama, and other assorted extra-curricular areas.

### **Fire Drills**

The school is required by law to practice fire drills at least two (2) times each semester. Directions for leaving the building are posted in each classroom. At the sound of the constant alarm, follow these

directions and the directions of staff members when leaving the building. Leave the building in a quick and quiet manner. Do not attempt to reenter the building until told to do so by someone in authority.

### **Tornado Drills and Severe Weather**

The school is required by law to practice tornado drills at least two (2) times each semester. Directions for where students should go are posted in each classroom. At the sound of the staccato alarm, go to the area where staff members direct you to go. Do this as quickly and quietly as possible, and remain there until permission is given to return to class.

### **Lockdown Drills**

The school will practice lockdown drills at least two (2) times a year.

### **Student Drivers**

Student drivers are responsible for the manner in which they operate their motor vehicles. Vehicles are not to be driven on any portion of the school property not designed for travel. The parking lot is off-limits to students during school hours. Students are not to go to their vehicles during the school day unless permission is obtained from the principal. Vehicles are not to be moved once they are parked unless requested to do so by the principal, or permission is obtained from the principal or staff member. **No 4-wheelers at school.**

All vehicles are to be parked in the east parking lot. Students that block the exits, driving lanes or in general use poor judgment in parking will be asked to move their vehicle or they may be towed. Failing to park vehicles appropriately may result in restriction of driving privileges. Careless driving may result in restriction of privileges. When leaving, if a student is driving and is still in the parking lot when the buses pull out, remain there until all buses have left. Remember, the buses have the right of way.

### **Senior Class Trip**

Seniors who are not slated to receive their signed high school diploma during the graduation ceremony, due to lack of credits and/or discipline proceedings, will not be permitted to go on the senior class trip. Students with excessive absenteeism or a lack of involvement in fundraising/events may not be eligible for attending the senior class trip. **Parents may not purchase the trip if their child does not fulfill their work requirements.**

### **Tobacco Use in School District Facilities**

School district premises, including but not limited to: buildings, grounds, parking lots, personal vehicles while on grounds, athletic fields/stands, and dock areas, shall be off limits for all tobacco products. Tobacco products include, but are not limited to: cigarettes, cigars, pipes, **e-cigarettes**, and various smokeless tobacco products including chew and snuff. This requirement extends to employees, visitors, and students. The policy applies at all times, including school-sponsored and non school-sponsored events. Persons failing to abide by this request shall be required to extinguish and/or dispose of tobacco products or leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy.

### **Web Site**

For current news, please view the Tri-County Web Site at [www.tri-county schools.com](http://www.tri-county schools.com). Or the <https://www.facebook.com/TCTrojans2018/>

### **College Classes (Senior Year Plus) – PSEO, Concurrent Classes, Career Academy**

During the 1988 session, the Iowa Legislature passed the Iowa Post-Secondary Enrollment Options Act. The Act is intended to promote rigorous academic pursuits. Students have the opportunity to enroll in community college classes for high school and college credit if Tri-County School does not offer a comparable course. Students may not enroll in a course in an eligible postsecondary education institution if a comparable course is available in the local school district which is defined in rules adopted by the board of directors of the public school district.

Students in grades 9 through 12 may receive class or vocational-technical college credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities. Based on the Iowa Dept. of Education Senior Year Plus requirements, students wishing to take college classes must have scored “proficient” (41%ile or above) on the most recent Iowa test of Educational Development (ITED) assessments in all three areas of Reading, Math, and Science. A Postsecondary education institution may require students to meet appropriate entrance requirements. Courses may be taken by 11<sup>th</sup> and 12<sup>th</sup> grade students and by 9<sup>th</sup> and 10<sup>th</sup> grade talented and gifted students. The College may have assessment requirements or placement exam requirements.

- The School District may set up a School Board approved alternative assessment for students to qualify to take college courses

Students earn both high school and college credit for successfully completing college-level coursework. All college courses are considered weighted classes at Tri-County School. Each college course is considered to be one of the 6 required academic classes a student must take each semester at Tri-County School. The local school district will determine the number of high school credits to be granted for the course. Credit given shall count toward applicable graduation requirements of the local school district. Evidence of successful completion of each course and high school credits and postsecondary academic credits received shall be included in the student's high school transcript.

A student may enroll in no more than 23 semester college credit hours during the school year, since 24 credits would be considered a full-time college student. Students that take more than 23 college credits in a year may need to pay for the credits they take above 23 credits. The Academy Nursing and Welding courses are not counted towards the 23 credit limit because they are part of the Tri-County strands; however the Machine Shop and Precision Agriculture courses are. This credit maximum begins with the graduating class of 2019. Students graduating in the class of 2018 are grandfathered in and those students may exceed the 23 credit limit if their course of study allows for it.

Indian Hills Community college is on a Tri-Semester schedule. Therefore, Tri-Sem. 1 college grades are entered into the Tri-County 1<sup>st</sup> semester Report Card. Tri-Sem. 2 and Tri-Sem. 3 college grades are entered into the Tri-County 2<sup>nd</sup> semester Report Card. Any failed college courses are included in ineligibility listings for the appropriate semester eligibility only and are not included in Quarter 1 or 3 ineligibility listing.

Students must complete a College Course Registration Form that is signed by Student, Parent, Guidance Counselor, and School District Administrator.

- If a student has withdrawn or failed a previous college course, School District Administration may possibly not approve a student taking an additional college course, based on prior non-completion of college course(s).

- PSEO (Post-Secondary Enrollment Options) Classes - The school district pays \$250 for the cost of course. The student does not pay for this cost. Textbooks are loaned from the college. These may be online, on campus, or ICN individual classes. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year. Students that fail a PSEO course or withdraw must reimburse the school district for the \$250 cost. The school district may waive the cost of the course for students who fail or withdraw from the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family, or a move to another school district. The college allows students to withdraw with a "W" within 10 weeks of the start of term. Transportation is not provided by the School District.

- Students taking an online class will be required to stay at the high school during the regular school day.

- Concurrent Enrollment – Concurrent enrollment courses are offered through contractual agreements between community colleges and school districts. . These may be online, on campus, or ICN classes and are usually for groups of students taking a college course rather than individual college courses. These are mainly offered onsite in the ICN Room at Tri-County school and include Composition I, Composition II, Public Speaking, Nursing Essentials, Medical Terminology, and others. The cost of these classes and textbooks are paid for by the school district. The college allows students to withdraw with a "W" within 10 weeks of the start of term. A student that fails or withdraws from a concurrent class does not need to reimburse the school district for the cost of the course or textbook, since school districts receive state weighted funding for concurrent courses. Transportation is not provided by the School District.

- Students taking an online class will be required to stay at the high school during the regular school day.

- Career Academy Courses at Sigourney – These courses are a partnership between Indian Hills Community College and area high schools. High school juniors and seniors are able to earn college credit by enrolling in courses taught at the Indian Hills site at Sigourney, IA. Students will take either the morning or afternoon block of classes at Sigourney and will attend the high school in the opposite block of day. Available strands are Health Occupations (Nursing); Welding Technology; Machine Technology, and Precision Agriculture. Cost of college courses are paid for by the school district. Indian Hills College furnishes the textbooks. The college allows students to withdraw with a "W" within 10 weeks of the start of term. A student that fails or withdraws from a Career Academy class does not need to reimburse the school district for the cost of the course or textbook. Transportation is provided by the School District.

### **Junior/Senior High At-Risk Program**

The At-Risk Coordinator and Teachers will monitor students' grades and process through weekly advisory/intervention periods and mid-term grades. Teachers will discuss the at-risk students through PLC/STAT meetings to determine a plan to assist these students. Students will also be monitored through Skills Iowa testing and given individualized assistance/guidance to gain the skills they are lacking during intervention periods and study halls. Grades, at-risk behaviors and attendance rates will be monitored during the monthly STAT meetings.

### **Drop-Out Prevention**

The Principal and Guidance Counselor will evaluate and specify which students are potential dropouts. The Guidance Counselor will monitor students' grades, credits, attendance, and behavior to devise a plan to help students. Services may include individualized assistance and specially designed instruction

from specific teachers and advisory teachers during weekly intervention periods. Individualized assistance with study hall associates to assist student(s) with course work, testing, and online/independent courses. Student and parent meetings with the Guidance Counselor to monitor progress. Access to Independent High School and Online Independent High School courses for credit recovery. Students are referred to the STAT team and AEA consultations when necessary. Summer school opportunities for credit recovery.

### **Alternative School**

Students will work with the Counselor to create a schedule that includes credit recovery. If credit recovery cannot occur at Tri-County within the student's four years, the counselor will refer the student to an alternative school for credit recovery. Returning or potential dropouts will be transported to the Alternative School in Sigourney (or another alternative school if Sigourney is full) where students can work toward the necessary credits needed for graduation. A credit report will be run initially when a student begins the alternative school. Before the student is dismissed from the alternative setting another credit report will be run to ensure he/she has received the necessary credits for graduation.

### **Sign In/Out**

Students must follow proper procedures for signing in and out in the designated area. Each student must sign in/out in person when entering or exiting the building during the regular school day (8:20 a.m.-3:30 p.m.)

## **Keys to Success at Tri-County Community School District**

*Parents-Students-Teachers-Support Staff-Administration  
Working Together  
Join Activities  
Try Your Best  
Study & Work Hard  
Show Cooperation, Consideration, & Courtesy to ALL  
Use Appropriate Language  
Leave Electronic Devices at Home  
Keep your Locker Combinations Private  
Be Prepared & Come to Class on Time  
Organize Your Time So You Can Study & Have Fun  
Respect Yourself, Property, and The Rights of Others  
Dress in Neat & Attractive Manner that Shows Pride  
in Yourself, Your Home, and Our School  
Seek Out Extra Help and Advice From Teachers, Advisors, Counselors,  
and Other Members of Our School Community.*

### **ANTI-BULLYING/HARASSMENT POLICY**

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 processes 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 actually 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 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 from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school and 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 students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristics of the students 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 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 other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly as 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.

### **ANTI-BULLYING/HARASSMENT POLICY**

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.

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. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of the policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The principal or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principal to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment to the board.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website,

and a copy shall be made to any person at the central administrative office at 3003 Hwy 22, Thornburg, IA 50255.

Legal References: 20 U.S.C. \*\* 1221-1234i (20004).  
 29 U.S.C \* 794 (1994).  
 42 U.S.C \*\* 2000d-2000d-7 (2004).  
 42 U.S.C \*\* 12001 *et.seq.* (2004)  
 Senate File 61, 1<sup>st</sup> Regular Session, 82<sup>nd</sup> General Assembly, (2007).  
 Iowa Code \*\* 216.9; 280.3 (2007).  
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Cross References: 502 Student Rights and Responsibilities



1 Student Discipline  
506 Student Records