

2026-2027 ELEMENTARY INFORMATION BOOK



Tripoli Community School Mission Statement

The mission of Tripoli Community School is to provide a caring, learning environment that prepares all students to achieve success for an ever-changing world.

Tripoli Community School Vision Statement

Tripoli Community School is a caring community of learners with a student-centered philosophy of education.

To accomplish this, we strive to meet the individual needs of an increasingly diverse population, provide a relevant curriculum with high standards, build a strong school-family-community partnership, and provide financial resources to support the vision.

Tripoli Community Schools is an equal opportunity institution and does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed,

and age.

There is a grievance procedure for processing complaints of discrimination. For information regarding civil rights or grievance procedures please contact Superintendent of Schools, Tom Harskamp Tripoli Community Schools, 209 8th Ave. SW, Tripoli, IA 50676, phone (319)882-4201 harskampt@tripoli.k12.ia.us

The Tripoli Community School District offers career and technical programs in the following service areas: Agriculture, Food, and Natural Resources, Applied Sciences, Technology, Engineering, and Manufacturing, Business, Finance, Marketing, and Management, Human Services. It is the policy of the Tripoli 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, 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 office, 209 Eighth Avenue, SW, Tripoli, IA, 319-882-4201.

EQUAL EDUCATIONAL OPPORTUNITY

The board will not discriminate in its educational activities on the basis of actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and which creates an objectively hostile school environment. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of actual or perceived 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 and which creates an objectively hostile school environment. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

TRIPOLI ELEMENTARY SCHOOL PERSONNEL

ADMINISTRATION:

District Superintendent.....Mr. Tom Harskamp
Elementary Principal.....Mrs. Sarah Figanbuam

TRIPOLI SCHOOL BOARD MEMBERS:

Mr. Dan Smith (President), Mr. Bodee Capper (Vice President), Mr. Kyle Kirchhoff,
Mr. Kelby Bergmann, Mr. Ryan Greenwald

TRIPOLI ELEMENTARY FACULTY & SUPPORT STAFF:

Administrative Assistant

Mrs. Stephanie Steere

School Nurse

School Counselor

Mrs. Kara Marsh

Preschool Teachers

Mrs. Helen Milius

Mrs. Beth Munk

Kindergarten

Mrs. Gabby Dobbs

Mrs. Taylor Nimrod

First Grade

Ms Ella Walters

Second Grade

Mrs. Tiffany Halverson

Mrs. Anna Reicks

Third Grade

Mr. Nathan Kimball

Mrs. Jenna Wolfe

Fourth Grade

Mrs. Lisa Capper

Ms Jill Schwickerath

Fifth Grade

Ms Emma Eden

Mrs. Melissa Johnson

Title 1 Reading

Mrs. Jennifer Cheever

Special Education

Mrs. Anna Batton

Mrs. Melissa Johnson

Art Ms Lia Nall

PE Mr. Tom Blume

Music Mr. Chris McIntyre and Mr. Ethan Koch

Elementary Associates

Mrs. Angela Adam
Mrs. Stephanie Gipper
Ms Allison Katzenburger
Mrs. Kim Kohagen
Mrs. Shelly Masker
Ms Kristi Ladage
Mrs. Linda Rotz
Mrs. Amy Krueger

Cooks

Mrs. Kerensa Blasberg
Mrs. Ev Boevers

Bus Drivers

Mr. John Tiedt
Mrs. Kathy Fink
Mrs. Justine Liddle

Elementary Office Hours/Phone Number/Address

The Tripoli Elementary School office is open from 7:30 a.m. to 4:00 p.m. on regular school days. Teachers are available on Mondays through Thursdays from 7:45 a.m. to 3:30 p.m. and from 7:55 a.m. to 3:20 p.m. on Fridays. The phone number at the elementary building is 319-882-4203. The elementary mailing address is 309 9th Ave. S.W., Tripoli, IA 50676.

FAX Number

The FAX number at the elementary school is 319.302.7356.

Webpage

www.tripoli.k12.ia.us

Email

Staff member's last name, first name initial @tripoli.k12.ia.us
(i.e. smithj@tripoli.k12.ia.us)

Home/School Communications

Regular communication between school and home can enhance a positive school experience for your child. Public school information will be communicated to parents through our district webpage, school social media and classroom communications. Parents are encouraged to communicate with the school through note, phone call, email, or personal visit. Please feel free to contact your child's teacher or the school principal if you have concerns, questions, comments, or suggestions concerning your child's education. We welcome your input in providing a quality learning environment for your child.

Change of Address/Phone Number

Please notify the elementary office when your address or phone number(s) have been changed. For emergency situations, we would also appreciate notification when changes in the workplace and work phone occur.

Authorized Emergency Contacts

At the beginning of the school year, parents are requested to inform the school on what departure procedures their child/children will utilize during the school year. Parents are also asked to name at least one emergency contact person who may be called in case of student illness, accident, etc. **It is our policy that only those people authorized by the parent will be allowed to transport/pick up their child from school. This policy will be followed unless we are notified otherwise by you, the parent.** Please notify the office if changes are to occur. We would also appreciate notification when addresses, phone numbers, or names of emergency contact people are changed.

School Cancellations/Early Dismissals

On occasion, the school day is reduced due to inclement weather, teacher in-services, or other situations. Parents will be notified of preplanned early dismissals, late starts, and school cancellations through JMC and/or Tripoli CSD Facebook page. Unexpected changes, such as bad weather, will be broadcasted on the following stations: KWWL Channel 7 KCRG Channel 9

An email alert will also be sent out through JMC.

Parents are strongly encouraged to have prior arrangements made for their child or children in cases of early dismissals, late starts, and cancellations. **Students will be sent home on their usual departure routes unless we are notified otherwise.** Parents are also encouraged to talk with their children about where they should go in emergency/early dismissal situations. Prior communication will lessen the anxiety that many students experience in these situations and also help decrease the need to use the phone lines during this busy time.

Elementary School Hours

Regular school hours at Tripoli Elementary School are from 8:15 a.m. to 3:20 p.m. The morning bell rings at 8:10 a.m. for students to enter their classrooms. (Breakfast students are allowed in the lunchroom at 7:50 a.m.) **Because supervision does not occur until 8:00 a.m., students not eating breakfast are encouraged not to arrive before that time.** Students arriving before 8:10 a.m. may either wait in the entryway or just outside the entrance doors. Playground and sidewalk play are prohibited during this time. Dismissal occurs at 3:20 p.m. with the buses leaving the elementary at 3:20 p.m. Students may exit the main doors, the gym doors, or classroom doors near the elementary office. Bus students should proceed east on the sidewalk to their appropriate bus. Students not riding the buses should walk to the bike racks where they may proceed to their designated location or be picked up by their parent(s) or an authorized person. Due to safety precautions, parents are to pick up their child or children at the bike racks rather than at the main doors. Students and adults are not to cut between, in front of, or behind the buses. Vehicles should depart the school area with caution, waiting for the buses to leave first. Drivers are reminded not to park in the restricted areas.

Notes/Telephone Calls

Parents are requested to notify the school through note, phone call, or personal contact when changes need to be made to their child's regular schedule and routine. Messages should be given to the elementary office and/or the classroom teacher, **before 2:00 p.m. each day.** If you email the school with changes, please be sure you receive a response. If a response from the school is NOT received, please call the office. Students are discouraged to use the school phone except in situations approved by school personnel. Special after-school activities need to be arranged prior to the day of the event. Students will depart school at their usual times and routes unless we have parent notification of other arrangements. When sending notes to school, please include the dates they are effective and list those who need to be notified (i.e. the office, teacher, bus driver, and/or childcare).

Absences/Tardiness

Regular attendance is strongly encouraged in order for your child to obtain the maximum benefits from our educational program. If your child has to be absent due to illness, appointments, or other necessary circumstances, we ask that you contact the elementary office through phone call, note, or personal contact between 7:30 a.m. and 9:00 a.m. If we have not heard from you by that time, our office will phone you to confirm the absenteeism. These efforts are made to ensure the safety of your child. Students are considered tardy if they arrive after the 8:15 a.m. bell. Parents will be

notified of their child's tardiness unless we have been contacted by phone call, note, or personal contact. Reoccurring and/or excessive tardiness and absences will be addressed by the school principal.

Attendance Policy: Parents will be notified by letter from administration at 8 unexcused and a contact will be made to the county attorney at 8 unexcused absences. After the 8th unexcused absence any of the following actions may be taken based on the situation: • *AN*

ATTENDANCE CONTRACT

- *REFERRAL TO THE SCHOOL LIAISON OFFICER*
- *REFERRAL TO THE COUNTY ATTORNEY*
- *RETENTION*

For office recording purposes, the following guidelines will be utilized:

1) Arrival after 8:15 a.m. but before 9:30 a.m. shall be recorded as tardy. 2) Arrival after 9:30 a.m. but before 12:00 p.m. shall be recorded as a 1/2 day a.m. absence. 3) Afternoon arrival after 1:15 p.m. shall be recorded as a 1/2 day p.m. absence. 4) Leaving school prior to 11:00 a.m. shall be recorded as a 1/2 day a.m. absence. 5) Leaving school prior to 2:45 p.m. shall be recorded as a 1/2 day p.m. absence. 6) **If your child has been sick during the school day, we request that he or she not attend or participate in any school sponsored event that evening.**

Reporting to the Office

For your child's safety, all parents, visitors, and volunteers are required to report to the elementary office upon entering the building. All guests are required to sign in and sign out upon their arrival and departure. Name badges will be issued to those wishing to remain in the building. After 8:20 a.m., all building doors will be locked.

Student Sign-In and Sign-Out

When students arrive late to school or leave early from school due to appointments, illness, etc., we request that the adult who is dropping the child off or picking him/her up enter the building to sign the student in or out. This safety precaution will allow us to know that an authorized person is responsible for the student. This procedure will also enable us to maintain accurate attendance records.

Sending Money to School

When sending money to school with your child, it is very helpful to school personnel if the money is sent in a sealed envelope marked with the child's first and last name, grade, and purpose of the payment. Large dollar amounts should be sent in the form of a check whenever possible.

Lost & Found

On occasion, student possessions become lost or misplaced. Items that are found are placed in the elementary office. It is very helpful if your child's belongings are marked with his/her name. Unclaimed items are given to charity or placed in our extra supply box at the end of the school year.

School Pictures/Photographs

Individual student pictures are taken annually by a professional photographer. These pictures are usually taken in the early fall and are available for student purchase. Parents are notified prior to the taking of the pictures. Purchase of these pictures is at the discretion of each family. Retakes are usually scheduled after the processed photos have been received.

Throughout the school year, photographs are taken at school as students engage in classroom activities. These photographs are at times displayed in the classrooms and used in school publications. Student and classroom activity photos are also taken by our area newspapers. Parents not wanting their child photographed by outside media should submit a written statement to the principal requesting exclusion from such photographing.

Emergency Procedures-Fire, Tornado, Disaster, Intruder

To ensure the safety of students and staff, emergency drills are conducted throughout the school year. These drills help prepare the students in case a real emergency should occur. All students are informed of the emergency procedures by their classroom teachers at the beginning of the school year. Procedures are posted in each classroom. In case of a real school evacuation, elementary students will be transported to a location in Tripoli. Parents will be notified of the evacuation through JMC. Students will be dismissed from the location in the same manner as an early dismissal. More details on our emergency procedures are available from the elementary or district office.

Visitors and Volunteers

Tripoli Elementary School welcomes visitors and strongly encourages parents to become involved in their child's/children's education. As a courtesy to the classroom teacher, we request that parents contact the school prior to visitation. **Please avoid scheduling visits the first two weeks of school and the last three weeks of school.** These weeks are set aside for student assessment. Visitations should not disrupt the classroom environment but rather be a means to gain knowledge about the school program and to observe your child in the school learning environment. **Visitors wishing to eat school hot lunch with their child should contact the elementary office by 9:00 a.m.** Payment for lunch can be made at the elementary office upon arrival. On occasion, students wish to invite a student guest (relative or friend) to visit their classroom. Parents are requested to contact the school office at least a day prior to the visit to obtain permission. In most cases the request will be granted, **except the last month of school** or when special field trips or classroom activities are scheduled. Parents or authorized adults entering the building early to pick up their child or children from school are asked to check in at the office and then quietly wait in the lobby area of the building rather than the elementary office. This will allow office personnel to perform their responsibilities and maintain student confidentiality. Those arriving early may visit their child's classroom or perform volunteer duties while they are waiting. **Volunteers** are always needed at the elementary. Various jobs available include such things as cutting out classroom materials, performing clerical jobs, listening to students read, tutoring, chaperoning classroom activities, as well as many other jobs. If you are interested in volunteering, please contact the elementary office.

Breakfast, Lunch, & Milk

Tripoli Community School offers a breakfast program to students in grades 7 PK-12. Breakfast is served in the elementary lunchroom. Elementary students wishing to eat breakfast may enter the building at 7:50 a.m. and should have their breakfast completed by the 8:10 a.m. bell. In case of late bus arrivals, breakfast time will be extended to bus students wishing to eat. (Breakfast is not served when school is delayed due to late starts.)

Hot lunches are also offered at the elementary building. **Lunch shifts occur with lower elementary students eating first from approximately 11:15-12:00 and upper elementary students eating from approximately 12:15 to 12:40.** Milk is served with each hot lunch. Students may purchase an additional carton of milk. Students bringing their own lunches are encouraged to bring a nutritious lunch and may either bring their own nutritious drink or purchase milk from the school. Students are not allowed to trade items from their lunch. **Adults wishing to eat lunch with their child or children are requested to notify the elementary office by 9:00 a.m. in order to ensure that enough food will be available.**

Mid-morning or mid-afternoon milk breaks are offered in grades PK-5. Milk is charged to the student lunch account.

The School Menu

The school breakfast and lunch menus are published monthly and can be found on the school's website.

Lunch Accounts

Family lunch accounts are established that include elementary, middle school and high school rather than individual lunch accounts. Lunch, milk and breakfast payments are deposited.

***Please notify the elementary office by 9:00 a.m. if you plan to eat lunch at school.**

Negative Lunch Account Balances

Charging of meals (breakfast and/or lunch) is discouraged. Parents will be notified through a computer printout letter or email when the account needs to be replenished. Parents are asked to replenish the account as soon as possible. If you find it difficult to finance school meals, please contact the elementary office. Your family may be eligible for free or reduced price meals.

Free & Reduced Price Meals

Your family may qualify for free or reduced price school meals. Eligibility forms can be obtained from the high school office or the elementary office. Families are encouraged to complete and return the forms with their registration materials or when you believe your financial situation may qualify you for reduced price or free meals. Regular school prices are in effect until eligibility is approved. Application for free and reduced price meals must be completed annually.

Waiver of School Fees

Students whose families meet the income guidelines for free and reduced price 8

lunches, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Parents or students who believe they may qualify for a waiver should contact the high school office or elementary office for an application form. The waiver must be completed annually.

Student Health

A registered nurse is employed by the Tripoli Community School. The nurse is responsible for monitoring immunization records and completing various health screenings such as vision. The nurse completes height and weight checks, approved medications, and administer first aid. The elementary secretary is also certified to administer approved medications. Hearing screenings for students in grades PK-2 are completed annually by an audiologist employed by the Area Education Agency. Students are required to have a physical examination before entering preschool and kindergarten. All students entering preschool and kindergarten must have up-to-date immunizations prior to beginning classes.

If a child becomes ill at school or hurt during the school day, efforts will be made to notify the parent(s) of the child. At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents and alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the year.

Please advise the school nurse or office of any medical problems which may affect your child at school. Parents are asked at the beginning of the school year to complete a health information form that will help us to better serve your child's health needs. If special health circumstances arise during the year that may prevent your child from participating in school activities such as P.E. or recess, a written statement should be filed with the school nurse or elementary office. A written doctor's excuse may be requested.

When to Keep Your Child at Home

Although we strongly encourage daily attendance at school, we also believe that students should not attend school when they are ill. When your child exhibits the following signs, we request that he/she not be at school:

- 1) Generalized flu symptoms, low grade fever, achiness, and chills.
- 2) Diarrhea and vomiting. (If your child has these symptoms in the evening, it is wise to give him/her the next day to completely recover. Sometimes returning to school too soon only prolongs the illness.)
- 3) Respiratory symptoms, frequent deep cough, green nasal drainage, fever, chest discomfort.
- 4) Rashes/Skin Lesions. Any lesion that is warm, streaking or has drainage that cannot be contained (scabies, impetigo, and chicken pox).
- 5) One or more of the following: abdominal pain, fever of 100 or greater, swollen lymph nodes, white patches on the tonsils, redness to soft palate, scalp ringworm.
- 6) Parents are requested to contact the school as soon as a diagnosis of a communicable disease is made.

If your child has been ill during the school day, we request that he or she not attend or participate in any school sponsored event that evening.

Student Insurance

The Tripoli School District does not purchase accident insurance to cover injuries incurred by your child at school. Families are encouraged to have accident coverage on their children prior to participation in any sports or school sponsored activity.

Medications

If it becomes necessary for your child to take medication at school, these guidelines must be followed:

- 1) All medication that is to be given during the school day must be accompanied by written consent of the parent. This includes prescription and over-the-counter medications, such as cough drops, throat lozenges, ointments, etc.
- 2) Medication to be given at school must come in the original container. (You may ask the pharmacist to give you two containers-one for school and one for home). We cannot legally administer medications unless they are in their original containers.
- 3) Medications, including cough drops, cough syrup, and over-the-counter medicines, will be kept in the elementary office and administered only by personnel authorized to administer medications.
- 4) Students requiring medication over a prolonged period of time must have a consent form on file that contains parent and physician signatures. These forms can be obtained from the elementary office.
- 5) Non-aspirin pain relievers can be administered by authorized personnel only when a parental permission form is on file or when parental permission has been obtained through phone call or personal contact.
- 6) A log will be kept in the office documenting the administration of the medication (to whom, when, by whom). Parents are notified when non-aspirin pain relievers are given. Parents are requested to notify the school if pain medication, such as Tylenol, or any other medication is given in the morning before school.
- 7) For the safety of your child and other children, we encourage parents to bring medication to school rather than sending the medication with the child. This will decrease the chance of bottles being broken as well as being tampered with or consumed by others.

Classroom Celebrations, Birthdays, Treats

Throughout the year, special events and holidays are celebrated. Each individual classroom teacher is responsible for notifying parents about upcoming celebrations. For many of the celebrations, parents help out by providing refreshments, paper products, or entertainment. You will be notified by your child's teacher about opportunities to contribute to these celebrations.

Many students also enjoy celebrating their birthdays at school by bringing treats. Notification of your intent to bring or send treats is appreciated by the teachers. Snacks (including gum and candy) and beverages during school are allowed only during special times approved by the classroom teacher. Please consider providing healthy snacks. The district has adopted a Wellness Policy in which healthy snacks should be promoted rather than those containing less nutritional value. You may ask the office for a list of recommended healthy snacks. Parents wishing not to have their child participate in

classroom celebrations should contact their child's homeroom teacher prior to the event.

Party Invitations, Balloons, & Flowers

Please do not send personal party invitations to school to be distributed. Many times in these situations students have been excluded, leaving the classroom teacher to deal with the children's hurt feelings. ***Students bringing invitations to school will not be allowed to distribute.*** Balloons, flowers, etc. sent to the school office for students will be delivered to the classroom during a time that is not distracting to the learning environment.

Sharing

Some of the classroom schedules allow time during the week for student sharing. Students are invited to share items that are of appropriate nature. Some classroom teachers designate what types of things can be shared. (No weapons or weapon-like toys or items are allowed at school.) Students are responsible for the items that are brought to school. Once items are shared, they are to be returned to the student's school bag and taken home, except in cases permitted by the teacher. The school is not responsible for lost or stolen items.

Pets at School

On occasion, children enjoy sharing their pets. Pets are not to be brought to school, however, without advance permission from the classroom teacher. We request that the child's parent or other designated adult bring the pet to school for a short period of time. The pet should be in a proper cage or container for sharing, and should then be taken home by the adult. Pets must be in good health and have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized (if the animal should be protected) and that the animal is suitable for contact with children.

Field Trips

Throughout the school year, classroom teachers plan field trips for students. Some of these field trips are within walking distance and others require bus transportation. Instead of signing many forms throughout the year, one form on JMC will be used giving us your permission for the entire school year. Teachers will send informational letters home, informing you of the upcoming field trips. As long as we have the signed authorization form on file, your written permission is not needed each time. If you prefer that your child not participate in a certain field trip, please notify us through note or phone call. We hope this procedure will help eliminate the anxiety that can occur when a student may have misplaced or forgotten his/her form. Students will not attend any field trip without parental permission.

Fundraisers

In order to provide extras beyond what the regular school budget provides, the elementary

special student field trips, student assemblies, and playground and classroom equipment not funded through the general budget. Student participation in these fund raisers is always at the discretion of the parent. If you prefer that your child not participate in a particular school fundraiser, please feel free to contact the elementary office.

Elementary Curriculum

Preschool

The purpose of Tripoli's Preschool is to provide positive learning experiences for children ages 3, and 4. These experiences will provide the groundwork that children need to flourish and become successful in school and life. We use the Creative Curriculum which is child-centered, built on children's interests, questions and skills they are pursuing. All children are accepted and appreciated. Individual differences are celebrated. All children will feel free to take risks, to make mistakes and to learn from their mistakes and successes. Extensive opportunities for peer interaction are provided. This program is in no way intended to be a duplication of the elementary curriculum, but rather an early stimulation of the child's natural inclination to observe, explore and experiment with new concepts and to promote social, emotional, physical and intellectual development. The curriculum will, however, follow practices in keeping aligned with our K-12 programs. A specific preschool handbook will be available to parents.

Kindergarten

The emphasis of our Kindergarten program is to provide developmentally appropriate experiences that allow children to begin their love for school and become lifelong learners. In the classroom, you will find both whole group and small group activities. Skills that are taught in whole group situations are reinforced in self-directed learning. These activities allow for child choice and peer interactions as well as adult/student interactions. Reading and writing instruction is taught through our curriculum through the Center for the Collaborative Classroom. *Being a Reader* establishes foundational skills for the early reader. Phonological awareness and phonics & decoding are taught in small groups once letter sounds are established. *Being a Writer* helps students build their writing skills. The students hear and discuss examples of good writing and write original pieces in a variety of genres. We also focus on handwriting. In *Making Meaning*, students build their reading comprehension. The students hear books read aloud and discuss them with partners and the class. They learn key comprehension strategies readers use to help them understand what they read, including retelling, visualizing, and wondering. They also practice reading independently every day during Individualized Daily Reading (IDR).

In math, we use the curriculum EngageNY. Students focus on number identification, counting, quantity, solving addition and subtraction facts with sums to ten, telling time to the hour, money, shapes, patterns and relationships, place value to nineteen and basic geometry. In science and social studies, we explore and discover the world around us. Students have many opportunities to develop social relationships throughout each day. Parent involvement is encouraged.

First Grade

The first grade program strives to create a safe, nurturing learning environment where all students learn and find success at their developmental levels. Reading and

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writing are taught through the Collaborative Literacy program's 3 main components: Being a Reader, Being a Writer, and Making Meaning. The students are immersed in print, develop their sight vocabulary, learn to decode words, and are taught comprehension strategies. Students read and write daily in journals and participate in narrative, informational, and opinion writing. First grade students also learn about a variety of authors and participate in Independent Daily Reading (IDR). In math, we use the curriculum EngageNY. Students focus on number sense, addition and subtraction facts to and from 20, place value to 120, telling time to the half hour, measurement, fractions, problem solving, and basic geometry. Basic scientific knowledge and processes are explored through the new science standards and STEM.

Second Grade

The second grade literacy program emphasizes foundational phonemic awareness skills, comprehension, vocabulary, word study, and writing. In this program, students will do Independent Daily Reading (IDR). Students are taught to practice each of these skills independently so that the teacher can meet with individuals and small groups to cover specific reading skills in comprehension, accuracy, fluency, and expanding vocabulary. Second graders are also taught lessons in grammar, phonics, and writing, and handwriting. In social studies, students learn about choices and consequences. They will engage in thinking and conversing about their own responsibility to take care of their community, focusing on cooperation and citizenship. Students will also learn how the government plays a role in the community. In Science, students learn about interdependent relationships in the ecosystem, processes that shape the Earth, and properties of matter. Our math curriculum covers many topics such as sums and differences to 1000, adding and subtracting lengths, place value, foundations of multiplication and division, time, shapes, and fractions of equal parts of shapes. Throughout the second grade year we also focus on the life skills of independence and responsibility.

Third Grade

Students grow as independent learners in third grade! The Collaborative Literacy program introduces students to a variety of reading strategies to promote independent reading skills. Cursive writing is introduced in third grade, and students also practice writing for a variety of audiences. The Engage NY math curriculum places a heavy emphasis on critical thinking, encouraging students to apply math skills to solve problems. Multiplication and division are introduced, along with continued practice with addition, subtraction, measurement, and geometry.

Fourth Grade

In fourth grade, focus is on developing personal responsibility and study skills. We use the Collaborative Literacy program for reading instruction and development. The four basic operations are reviewed and developed in math. Concepts addressed include place value and money, fractions, geometry, measurement, and problem-solving strategies. During social studies, the fourth graders focus on how society has changed and stayed the same over time. Students learn how change is inevitable and the patterns and consequences of change across different historical eras. Life, earth, and physical sciences

are addressed as students learn about energy, waves, molecules and organisms, Earth's systems, and engineering. A major goal for fourth grade is to provide a caring, learning environment that helps all students achieve success.

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Fifth Grade

The fifth grade curriculum focuses on developing both independent learners and cooperative participants through a variety of activities. Lessons are presented for individual learning styles. Academic skills continue to be developed in all subject areas with increased expectations for transition to middle school and becoming life-long learners. We use the Collaborative Literacy program series which is used building wide for reading instruction. Grammar and writing lessons cover a variety of skills and genres. Classroom sets of portable computers are used daily for a variety of purposes. In math, new concepts addressed include problem solving strategies, algebraic expressions, and decimals. A large portion of math focus is given to multi-digit multiplication and division as well as fractional operations. Social Studies class covers geography skills, personal finance, United States Government, the Great Depression, colonial America, and Iowa History. Science class lessons are from Life, Earth, and Physical Science areas. Students participate in D.A.R.E. classes from the Bremer County Sheriff's Department. Fifth grade students are assigned monthly jobs to help them be leaders within the elementary building. Some of the jobs include: morning announcements, preparing and passing out food bags for our backpack program, taking care of recess equipment, and many more.

Title 1 Reading

The Title 1 Reading program is a federally funded program that offers reading support for children in need of additional reading assistance. Students are selected based on standardized test scores, teacher recommendations, and informal assessments. Students come in small groups to the Title 1 room daily for thirty minutes. Reading activities are planned to help supplement what is taught in the regular classroom.

Special Needs

The Special Needs program at Tripoli Elementary is available for students who require programming on an individual or small group basis beyond what the regular class can provide. Students receiving these services have been identified through the local school district's General Education Intervention Plan and an evaluation conducted by Central Rivers Area Education Agency special education personnel. Each student in the program has an Individualized Education Program (IEP) with specific goals to address areas of concern identified during the evaluation process. The amount of time students receive instruction or reinforcement of skills in the program is contingent upon their individual needs. The contents of the IEP are reviewed and updated at least annually by the IEP team, which is composed of the student's parents, general and special education teachers, school administrative members, and any AEA personnel that may assist with special needs. The goals of the Special Needs program are for the students to be as involved as possible in the general education setting, and to be exited once it has been determined that the student is performing at levels similar to peers.

Physical Education

The mission of the physical education program is the Promotion of Motion for Lifelong Wellness. Emphasis is placed on becoming physically fit and then maintaining a

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healthy lifestyle. Students at all grade levels are encouraged to be active, be safe, do their best, be a good sport, display a positive attitude, and work cooperatively with others. Each class period is thirty minutes in length and includes exercises, conditioning, and activities to meet the objectives of the unit currently being taught. Students are expected to wear clothing that is easy to move in and are required to wear soft-soled tie or Velcro shoes. For the safety of the student, no sandals, boots, or hard-soled shoes are allowed. Students will participate in all activities unless they have a medical excuse written by a physician. Notes written by a parent will not excuse a child from class, however, it will inform the teacher about an injury that may have occurred but did not require medical care. In this case, the teacher will modify the student's activities. Injuries received during a physical education class period should be reported to the teacher immediately. Students in kindergarten through second grade participate in developmental learning activities to enhance their understanding of body and spatial relationships. They practice non-locomotor and locomotor movements, fundamental ball skills, and basic manipulative skills. They learn through drill activities, free movement and low-organized games, with an emphasis on cooperation, not competition. The third through fifth graders are introduced to sports and recreational games. They participate in a track and field meet each spring. These students work to gain a basic understanding of sport and game rules, as well as practice the skills so they can apply them into game situations.

Art

All students in grades 1st-5th attend art class once a week for 30 minutes. The goals of the elementary art program are to help students develop creative and critical thinking, good workmanship, an appreciation of art, and a basic understanding of art concepts. Students in grades one through five engage in the following art activities: drawing, printmaking, painting, sculpture, ceramics, and crafts. Each area is developmentally appropriate for that specific grade level. Most art materials are supplied by the school, but occasionally students are asked to bring materials from home.

Vocal Music

Music provides a powerful form of expression for the human spirit which can bring richness to every person's life. The Tripoli Elementary School music program aims to instill in each student an appreciation of music. Quality music education leads students to engage multiple parts of their brain at one time, leading to increased academic skills. In the Elementary music program students learn to value making music as a rewarding lifelong activity. They are encouraged to explore different kinds of music and encourage the music making of others. Students are given many opportunities to sing different kinds

of music, and learn to play various elementary-appropriate instruments.

Students at Tripoli Elementary receive two half hour sessions of music class per a 5 or 6 day rotation. In grades K-2 students focus on keeping a steady beat, and various other musical terms. In third grade, students focus on enhancing their music skills by starting to read music and add instruments to their vocabulary. Fourth grade students start to learn the recorder skills; and in fifth grade learn to sing in two-part harmony. Students create music and improvise music; read and write music with accepted notation. They listen to, and hear with understanding, music of many kinds. During the year, the elementary students perform two concerts open to the public.

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Talented and Gifted Program

Children with exceptional abilities are likely to be present in all educational settings. They require challenges which match their abilities. Tripoli's talented and gifted program provides instructional opportunities and other services designed to meet the needs of students with significantly advanced intellectual ability. In-class activities are provided for all students in grades K-3 with pull-out instruction occurring in grades four and five for identified talented and gifted students. A formal identification process that includes multiple screening components is utilized to determine student eligibility. Instruction is focused on developing thinking skills. Students have the opportunity to study advanced-level content, develop skills for self-directed learning, and conduct independent studies and research projects throughout the year.

Counseling Services

The purpose of the counselor is to provide support to any student or teacher upon request or need. The counselor is available for individual student counseling, small and large group counseling, and parent support. Formal classroom instruction by the school counselor is available to all grade levels. Sexual abuse and personal safety are discussed in all grades. Human growth and development instruction occurs in fifth grade. The counselor is available upon request to meet with any parent who may have concerns about their student's emotional or educational development.

Technology Education

Students at Tripoli Elementary School are exposed to technology as early as preschool. Each classroom is equipped with a computer cart with 1 computer per student. The elementary building is networked, allowing students and teachers access to E-mail and Internet opportunities. The goal at the elementary level is to utilize technology as a means to enhance student learning.

Progress Report Cards, Conferences, Testing

Progress Report cards indicating student progress are sent home at the end of each quarter. Progress is recorded using *Iowa Core Standards*, benchmarks, and critical objectives for students in grades K-5. **All grade levels will use a standards based progress report card.**

Parent/Teacher Conferences/Testing

Parent/teacher conferences are held twice a year, once in the fall and once in the spring. Other conferences may be requested by either the teacher or parent. Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district. Kindergarten

through fifth grade students are administered the Formative Assessment System for Teachers (FAST). Students in third, fourth, and fifth grade take the **Iowa Statewide Assessment of Student Progress (ISASP)**.

Student Problem-Solving /General Education Intervention

A team is formed in situations when individual students appear to need extra help in the school environment. This team is usually composed of teachers, the principal, AEA personnel, and the parent(s) of the child. The purpose of this team is to formulate

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ideas and strategies that may help the child with his/her learning and/or behavior. The Tripoli Elementary problem-solving process consists basically of three levels:

Level 1 Initial Teacher Interventions

Teacher Concern

Teacher to Parent

Teacher to Principal/Other Resources

Level 2 Student/Teacher Team Involvement

Level 3 Referral for AEA Evaluation & Assessment

If you have concerns about your child, please contact your child's teacher.

AEA Support Services

Area Education Agency is located in Cedar Falls, Iowa, and offers regular education and special education support to the Tripoli Community School. A special education team is available to us in efforts to help with specific student learning and behavior needs. Team members available include a consultant, psychologist, social worker, physical therapist, occupational therapist, speech pathologist, and audiologist. Our school is assigned team members each year who visit our building on a weekly basis. AEA team members are consulted during our student problem-solving process. Parental permission is always secured before formal testing is done by AEA team members. Area Education Agency services are also utilized by our teachers for professional growth opportunities.

Throughout the year, teachers attend in-services to learn about teaching strategies to use in the classroom. At times, AEA educational consultants visit our classrooms. They also make presentations to us on various educational topics.

Buses and Other School District Vehicles

More than likely, your child will ride the school bus or a school district vehicle some time during the school year whether it is on a daily basis or for an annual field trip. All students must abide by the district bus/vehicle guidelines outlined on the following page.

Failure to abide by the rules may result in loss of bus privileges. Students who do not ride the bus on a regular basis need special permission to ride home or to school with a friend on the bus. The appropriate bus driver must be contacted by either the parent or elementary office. If the request is granted, permission from the parents of both or all students involved is needed before the invited friend is allowed on the bus. Please notify the elementary office when a bus request is needed. Regular bus riders not needing bus services must contact the school or appropriate bus driver prior to route departure. The school office should be notified when a bus student is not to ride the bus home. Without parent notification, students will be sent home on their usual departure routes. Bus emergency/evacuation drills are performed annually with all elementary students.

Conduct on the Buses

In order to operate a safe, efficient, and economical transportation program, the following guidelines have been established:

1. Students are under the authority of the bus driver.
2. Students shall be on time for the bus both morning and evening.
3. Students must avoid playing or loitering on the highway when waiting for the bus.
4. Students must cross the road in accordance with instructions and the provisions of

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Section 321.372, Code of Iowa.

5. Students must go directly to their seats, and must remain seated while the bus is in motion.
6. Books and other property must be stowed out of the way; the aisle must be clear at all times.
7. Students must ask permission of the driver to open a window. Hands, arms, or head must not be extended out of the window.
8. Courtesy and respect are everyone's responsibility. Converse in normal tones. Yelling, talking loudly, vulgar language, or swearing are not acceptable.
9. Keep litter in its place, not on the floor. Take care of the seats. Damage will be the responsibility of the individual.
10. If necessary, seats may be assigned on buses to help to determine who the person(s) is that cannot follow these guidelines.

All buses are equipped with video cameras.

The following infractions will occur when the bus guidelines are not followed:

1. When a student is reported by the bus driver for an infraction of the rules, the parents will be contacted by letter and/or phone.
2. If a second infraction occurs, the student may be suspended from riding the bus for a period of time, no longer than a week.
3. A third violation will remove the student from transportation privileges until the problem has been solved with the school administration and parents.

Bike, Roller Skate, Rollerblade, Skateboard, and other like items Safety Students riding their bikes or other items to and from school should follow the appropriate safety rules. All bikes need to be placed in the bicycle racks. Bikes and other items are not to be ridden on the street or sidewalk directly in front of the school building. Students are to depart school with caution, obeying the street crossing signs and respecting students who are walking home. Those who violate the guidelines may lose the privilege. Roller blades, roller skates and other like items may be worn to and from school, but they must be taken off and put on at the bike racks. For safety reasons, skateboards and other like items are prohibited on school grounds.

Recess

Recess is a part of our daily activities. Students in grades K-2 have an afternoon and midday recess. Students in grades 3 through 5 have a mid-day recess. Students are expected to play in a safe and courteous manner. Students are expected to follow the playground guidelines that have been established through PBIS. These guidelines are explained to all students at the start of the school year and can be found in the PBIS handbook.

Under normal conditions, students are expected to go outside for recess. If for some health reason your child should not participate in recess, please inform the teacher and elementary office. **A doctor's note will be required when a child needs to be**

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excused from recess for an extended period of time.

Playground equipment is furnished by the school. Students are not allowed to use their own toys or items during recess time.

Playground, Lunchroom, and Hallway Rules

The following playground, lunchroom, and hallway guidelines have been established to ensure a safe environment for all students.

General Playground Rules

Students have the responsibility to play on the playground in a safe and courteous manner.

Students will walk on the sidewalk to and from the building, avoiding student lines.

Students may not leave the playground area without permission from the teacher on duty, including climbing over the fence.

In emergency-type situations, students will go to a teacher on duty and then enter the building using the main double doors by the principal's office.

When the bell rings, students will line up immediately.

Students will return all playground equipment to the recess cart.

Students will keep their hands and feet to themselves. Rough play will not be allowed on the playground, such as tackling, wrestling, pushing, kicking, or karate.

Students will use appropriate language at all times. (No swearing or put downs.)

Students will not spit during recess.

Students will stay within the boundaries of the playground.

- Students will play in the area behind the school building only.

- Play is not allowed in the area between the sidewalk and building.

- Students will not play next to the building, doors, or windows.
- Students will not play near the fence or trees and between the fence and trees.

Students will use only school playground equipment on the playground.

Toys/equipment (including electronic devices such as cell phones, iPods, MP3 players, electronic games and other similar devices) from home will not be allowed on the playground during school hours.

Playground Equipment Guidelines

Students will use the playground equipment correctly and as designed.

Slides

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- Students will go DOWN the slides sitting down, feet first.
- Students will not run or walk up the slides. Students will use the steps. • Students will go down the slides one person at a time, waiting until the previous person has cleared the end of the slide.
- Students will keep their hands to themselves when using the slides. (No grabbing.)

Swings

- One student will swing at a time, sitting on the swing. (No belly swinging.) Students will swing straight, feet first, and stop before getting off.
- Only one pusher per swing will be allowed.
- Students not swinging or pushing must stay on the perimeter of the swing area.

Merry-Go-Round

- May stand or sit, but must have the ability to hold on to a bar.
- 6 or less students may ride with 1 or 2 students pushing.
- No pushing or shoving others while riding or pushing allowed.
- Wait until it has come to a complete stop before getting on or off.
- Do not hang off the edge and hold on only with your feet.

Guidelines for Organized Games (Football, Soccer, Basketball, Kickball) • Organized games will be allowed when the rules are followed. Students will follow the rules taught in P.E. class.

- The number of students per game will be limited to no more than 10 players per team. Students will rotate extra players through substitution.
- Flags will be used with football (No touch football, tackle football, or pushing will be allowed.)
- Cones or goals will designate goal areas for soccer and football. (The sidewalks and trees will not be used as boundaries.)
- Teams will be chosen fairly, with students rotating the positions periodically. (QB, goalie) The sidewalk will be used for 4-square games and jump roping.

Winter and other Weather Guidelines

All students will dress appropriately for the weather conditions.

Coats, hats, and mittens will be worn during cold weather.

Guidelines

Below 0°– Inside recess

0-10° - Outside recess (15 minutes only)

10° + - Outside recess

50° or below—Coats are required

51-60° - Jackets encouraged

60-70° - Long sleeves encouraged

70° - T-shirts

Teachers have the discretion to lessen clothing requirements if the temperature is warm.

- Boots will be worn in wet, snowy, or cold conditions.

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- Snow pants will be worn if snow play is chosen.
- Boots will be worn during muddy conditions.

- Extra winter clothing is available in the office, except boots and snow pants.
- Students will go out to recess if the wind chill/temperature is 0 degrees or above.
- Students without boots will go outside for recess and will stand or play in a designated space on the sidewalk. This will be determined by the adult on duty.
- Students will be encouraged to wear their boots home in wet, snowy, and cold conditions.
- Sliding on the ice or sliding on snow piles will not be allowed without supervision.
- Students will not throw snow, snowballs, or ice.
- Students will play in designated snow and fort areas. No one will be excluded from snow building or fort play.
- Students will not play in wet/muddy areas or puddles.

Hallway Guidelines (in addition to PBIS expectations...)

- Quiet voices will be used in the hallways.
- Students will walk in the hallways. No running, skipping, or jumping will be allowed.
- Extra quiet hallway behavior will be required when class is in session in the media center. Shoes will be required in the hallway, as well as in all other locations in the building.

Lunchroom Guidelines (in addition to PBIS expectations...)

- Students will use appropriate speaking voices in the lunchroom.
- Students will interact with close neighbors at their table only.
- Students may leave the table area with teacher permission (rest rooms—one at a time.)
- A second carton of milk may be purchased from the cooks.

- Students will be encouraged to eat the food served and to drink their milk.
- Students will walk to empty trays in a single file.

Consequences based on PBIS expectations and the matrix

When a student does not follow the rules and guidelines, the supervisor will calmly and consistently implement the consequence most appropriate for the misbehavior. Depending on the behavior and the consequence, parents will be contacted by the supervisor or principal. The following steps will be used as a guide for implementing consequences:

Step 1: Verbal reminder. Emphasize the reason for the rule and reteach expected behavior.

(Ex. We don't run because you may get hurt if you fall on the cement.)

Step 2: Have the student stay with the supervisor until the supervisor feels the student is ready to return to the activity.

Step 3: Time out. Teacher determines the amount of time depending on the age of child 21

and degree of infraction. Again, rule and reason for rule are restated. If at recess, time out is on a designated area on the sidewalk. If in the lunchroom, time out is at another table. Teachers may also have time outs take place in their classrooms.

Step 4: Loss of designated activity. Contact parents.

- Misbehavior in line will result in the student going to the end of the line. Any adult may enforce this rule.
- Purposeful injury to another student is to be reported to the principal. ● Reoccurring problems or problems of more severity are to be reported to the principal.
- Individual playground/lunchroom plans will be implemented with students having reoccurring problems.

Student Conduct

Students at Tripoli Elementary School are expected to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses, while attending or engaging in school activities and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Students who fail to abide by this policy and the administrative regulations supporting it 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 participation; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom or school environment, detention, suspension, probation, and/or expulsion.

Panther P.A.T.H. – Positive Behavior Interventions and Supports Tripoli Elementary Schools will begin school-wide implementation of Positive Behavior Interventions and Supports (PBIS) in 2014-2015.

The PBIS program creates a school-wide atmosphere of teaching and recognizing positive behaviors within the school setting. Our PBIS system has established a common language and set of expectations that will reduce school and classroom behavior disruptions, increase classroom learning time, and educate all students about acceptable school behaviors.

All staff members at Tripoli Elementary School will establish regular, predictable, and positive learning environments. Staff members will explicitly teach our behavioral expectations, and will recognize those positive behaviors when shown by students throughout the year.

Our PBIS team has worked together to design three levels of acknowledgement of positive behavior; those shown by (1) individual students, (2) by grade level classrooms, and (3) by the entire building as a community of learners. Please see PBIS handbook for additional information.

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Conduct at School Activities

Students attending school activities are expected to conduct themselves appropriately and should follow the guidelines established for the various events. Students are expected to be spectators and should not engage in activities other than that. We recommend that young students be accompanied by an older, responsible person, preferably a parent when attending school activities. Students who cannot follow the guidelines will be asked to leave the activity and may be restricted from future events.

Care of School Property/Vandalism

Students are expected to treat school district property with care and respect. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

Fines, Fees, & Charges

Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property. Students may be charged fees when school owned materials/books have been lost or abused.

Student Dress & Appearance

Students should come to school neat and clean in their appearance. Dress should be comfortable and appropriate for the school setting and time of year. Student appearance/dress which interferes with or disrupts the maintenance of a learning atmosphere is unacceptable. Students are prohibited from wearing clothing or apparel that advertises or promotes items illegal for use by minors such as alcohol, drugs, and tobacco. Clothing that displays inappropriate or offensive print or pictures are also prohibited. Short tops, short shorts, or clothing that exposes underclothing should not be

worn to school. (A dress guide to follow is, if you question the appropriateness for school, don't wear it.) Hats or hoods are not to be worn in the building during school hours. Footwear is required at all times. Soft-soled shoes should be worn during P.E. class. We strongly encourage you to NOT send your child to school in "flip-flops" due to safety.

Students are expected to dress appropriately for outside recess. During the colder months, all students need to wear warm coats, hats, mittens, and boots. Snow pants are needed if students wish to play in the snow.

Electronic Devices (Including but not limited to cell phones, Apple watches, smart watches, iPods, electronic games)

Personal electronic device usage during school hours is prohibited for students. Devices must remain in the student's bag and must be turned off during school hours. If a device becomes an interruption to the educational process, it will be brought to the office for parents to pick up. The school is not responsible for loss, damaged, or stolen devices.

The following are found in Tripoli Community School District Board Policies. A copy of the specified policy may be obtained through the principal's or superintendent's offices or

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online at www.tripoli.k12.ia.us. Please note that policies may change after the handbook receives approval, rendering the policies listed below invalid. Tripoli Elementary will adhere to all policies established and sanctioned by the Tripoli School Board.

Illegal Substances

The Tripoli Community School prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of illegal, unauthorized or contraband substances on school property or while attending school functions. This includes, but is not limited, to such things as alcohol, tobacco, and drugs. Students in violation of this policy are subject to disciplinary action that may include suspension, expulsion, and/or the reporting to law officials. (A copy of this complete policy may be found in the district policy book, Policy No. 502.7.)

Weapons

Weapons, dangerous objects, and look-a-likes are prohibited on the school district premises or property within the jurisdiction of the school district. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action. Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. (A copy of this complete policy may be found in the district policy book, Policy No. 502.6.)

Searches

School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas or student vehicles based on a reasonable suspicion that a school district policy, rule, regulation or law has been violated. The

search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. Possession of illegal, unauthorized or contraband materials will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. (A copy of this complete policy may be found in the district policy book, Policy No. 502.8.)

Student Complaints and Grievances

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level. If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 5 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 5 days after speaking with the principal. If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

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Entrance/Admission Requirements

Children wishing to enroll in kindergarten must be at least five years of age on or before September 15 of the year in which they wish to enroll. A child wishing to enroll must present evidence of age and residency in the form of a birth certificate or other evidence before the student may enroll in the school district's education program. Prior to enrollment, the child must provide the administration with his/her health and immunization certificate. Failure to provide this information within the time period set by the superintendent may result in denying admission until the appropriate records are on file.

Student Records

Tripoli Community School District collects and maintains records for each student enrolled in the district in order to help us in the instruction, educational progress, and guidance of the student. Parents/guardians of students who are under the age of 18 may request to review the records of their child(ren), may obtain copies of those records by paying for the copying, and may write responses to material in the records if they feel the need to challenge content on the grounds of inappropriateness. Students who are 18 years of age or older may review their own records with the same rights as listed above. Parents and students who have complaints regarding the Education Rights and Privacy Act should address correspondence to the Family Education Rights and Privacy Act Office, Department of Education, Washington, D.C., 20201. (A copy of this complete policy may be found in the district policy book, Policy No. 506.1.)

Student Directory Information

Student directory information is designed to be used internally within the school district. However, the Tripoli Community School district may release student directory information to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting student directory information released to the public must make an objection in writing to the principal of

the building in which your child is enrolled. The objection needs to be renewed annually. The information released may include:

Name, Address, Telephone Listing, Date and Place of Birth, Major Field of Study, Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams, Date of Attendance, Degrees and Awards Received, the Most Recent Previous School or Institution Attended by the Student, and Other Similar Information.

Sunday/Open Night Policy

The Tripoli Community School District will avoid, unless absolutely necessary, any school sponsored functions and activities including extra-curricular activities on Sunday in order that students have the opportunity to enjoy such time exclusively with parents, families, and friends. Wednesday night has been designated as open night. Unless absolutely necessary, school-sponsored functions and activities including extra-curricular activities will not be scheduled on Wednesday evenings. On Wednesdays, activities for middle school students will end by 6:00 p.m. and by 7:00 p.m. for high school students. School activities will not be held after these times unless prior clearance is given by the activities director or principal.

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Asbestos Notice

Every three years, a certified asbestos inspector completes an inspection of the facilities to determine the condition and hazard potential of all material in the buildings suspected of containing asbestos. Every six months, the district asbestos designated person surveys the asbestos in the district and submits a report. All friable asbestos was removed from the school buildings in 1990. Only non-friable asbestos such as pipe wrap and floor tile remain. Status of asbestos in the buildings is as follows: Tripoli Elementary School: Asbestos Free

ICN Addition: Asbestos Free

Tripoli Middle/High School: Non-friable asbestos in floor tile and pipe wrapping in the boys' and girls' locker rooms and in pipe access areas and tunnel areas. The non-friable asbestos is encapsulated and will be maintained or removed. A copy of the management plan is available for your inspection in the Superintendent's office. An appointment may be made between 9:00 a.m. and 3:00 p.m. if you wish to review the plan. Copies may be purchased for 10¢ per page.

Child Custody

In most cases when parents are divorced, both parents continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, equal rights at school will be provided to both parents.

It is our procedure to send classroom information and school newsletters home to the parent having physical placement rights of their child during the school week. Parents not having physical placement of their child during the week (unless restricted by court order) may obtain this same information by providing the classroom teacher or elementary office with self-addressed stamped envelopes. Upon request, progress reports will be mailed by the school to the parent not having physical placement.

Equal Educational Opportunity/Multicultural and Non-Sexist Education Students attending Tripoli Community School shall have an equal opportunity for a quality public education free of discrimination on the basis of race, color, sex, marital status, national origin, religion, or disability. The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Notice of Nondiscrimination

Tripoli Community Schools is an equal opportunity institution and, as required by Title VI, Title IX, and Section 504, will not discriminate on the basis of race, age, creed, color, national origin, religion, sex, disabilities, sexual orientation, and marital status in its activities, programs, or employment practices. For information regarding civil rights or grievance procedures, contact, Superintendent of Schools, Tripoli Community School, 209 8th Avenue SW, Tripoli, IA 50676, or call 319-882-4201. Persons may also contact in writing the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd. 8th Floor, Kansas City, MO 64153-8103, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA

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Child Abuse Reporting

In compliance with state law and to provide protection to victims of child abuse, licensed employees of Tripoli Community School are required as mandatory reporters to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

Abuse of Student by School Employee

Physical or sexual abuse of students, including but not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with students by employees will not be tolerated. The definition of employees for the purpose of this policy include not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge. The school district will respond promptly to allegations of abuse of students by school district employees by timely reporting to all relevant agencies as required by law. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process. If the Iowa Department of Health and Human Services reports to the board of directors of the district that an allegation of abuse of a student has been made against a school employee, the district will place the employee on administrative leave until the resolution of the investigation. The employee will be prohibited from entering school property while on administrative leave.

Student-To-Student Bullying and Harassment

Harassment of students by other students will not be tolerated in the school

district. This policy is in effect while students are on school grounds, school district property, or on property with the jurisdiction of the school district; while on school-owned and/or school-operated buses, 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. Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

The Tripoli Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board. Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational

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environment or is likely to do so. Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/harassment, the district will notify the parent or guardian of the student. If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in local law related to this topic. A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report. Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Retaliation Prohibited

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in an investigation is prohibited. Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds. Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" mean any repeated and targeted or electronic, written, verbal, or physical act or conduct toward an individual that creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual's person or property.
 2. Has a substantial detrimental effect on the individual's physical or mental health.
 3. Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school

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- "Volunteer" means an individual who has regular, significant contact with students.

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

1. Inclusion in the student handbook,
2. Inclusion in the employee handbook,
3. Inclusion in the registration materials,
4. Inclusion on the school or school district's website, and
5. A copy shall be made for any person if a request is received at the superintendent's office, 209 Eighth Avenue, SW, Tripoli, IA 50676.

Human Growth and Development

The Tripoli Community School district provides students with instruction in human growth and development as part of the curriculum. Parents may review the human growth and development curriculum prior to its use. Parents may have their child excused from human growth and development instruction by submitting a written request or by contacting the school. The school nurse and school counselor distribute information to parents prior to instruction.

Internet Policy

The Tripoli Community School has established an Acceptable Use Policy (AUP) that requires parental permission for students to access the internet at school. Students are expected to abide by the guidelines outlined in the AUP contract. Loss of internet privileges will result when the student chooses to violate the guidelines.

HOMELESS CHILDREN AND YOUTH

If your family lives in any of the following situations: in a shelter, motel, vehicle, or campground, on the street, in an abandoned building, trailer, or other inadequate accommodations, or doubled up with friends or relatives because you cannot find or afford housing, then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Please contact the school (319-882-4203) for additional information or assistance.

For additional Board Policies please contact the Superintendent's office or utilize the online access at www.tripoli.k12.ia.us.