



Tripoli Community School

2025-2026

Procedural Guide

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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, Tripoli Community Schools, 209 8th Ave. SW, Tripoli, IA 50676, phone (319) 882-4201.

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, age, color, national origin, religion, sex (including pregnancy, and sexual orientation), disabilities, marital status, parental status, political affiliation, equal pay/compensation, family medical history or genetic information, harassment, retaliation or sexual harassment, military service, or other non-merit based factors as required by Title VI, Title IX, and Section 504 for 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/School Counselor, 209 Eighth Avenue, SW, Tripoli, IA, [319-882-4201](tel:319-882-4201).

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Parents and students 18 years of age have the right to see cumulative records at any time. Sixth through twelfth grade records are kept in the MS/HS office. Kindergarten through fifth grade records are kept in the Elementary office. Permission for access to records can be obtained from the superintendent, principal, or school counselor.

Students, parents of students, or employees of Tripoli Community Schools shall have the right to file a formal complaint alleging non-compliance with regulations outlined in Title VII of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. The Superintendent is Tripoli Community School's Affirmative Action Coordinator.

Information on human growth and development curriculum, child abuse investigation procedures, resolving homeless children situations, and post-secondary enrollment options for high school students is available in the superintendent's office.

Purpose of Handbook & Responsibilities

The purpose of this handbook is to acquaint you with the policies and procedures under which this school operates. This staff handbook should help you become familiar with the policies necessary for the smooth functioning of the district. If you have questions or concerns about the contents, please contact the administration.

The contents of this handbook have been presented and approved by the Tripoli Board of Education as part of its administrative policy.

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 School Belief Statements

We believe that:

- all students can have a successful experience.
- all students must be prepared to be contributing world citizens.
 - a caring school environment promotes learning.
 - teaching is a creative process requiring continual learning.
- curriculum is dynamic, adapting to society, while maintaining academic integrity.
- students learn best when families, school, and community are partners in their education.

PK – 12 STAFF HANDBOOK

Absences - Staff

Whenever a teacher knows in advance of an absence, he/she should fill out an **Employee's Absence and on-line Employees Substitute Report Form**. From this form, the Substitute Scheduler will find a substitute. Teachers who are ill and a substitute is needed, please call or text the Substitute Scheduler at 319-939-3361. No emails should be sent for a request with less than 24 hour notice. This will give her a reasonable chance to get a qualified sub. **It is the responsibility of the staff to sign and turn in a completed absence form the day after returning from an absence or as soon as possible.** During school hours, absences are to be called in to **the Elementary secretary or the MS/HS secretary** as soon as possible. Have lesson plans made out or some type of activity for the day in reserve so that the substitute can function properly. The District may request medical documentation for any illness.

Absences – Students

In each building, each teacher should keep the office updated on absences or tardies using the "Period Attendance" portion of the JMC program and Period Absentee forms.

Accidents and Sickness

Any accident in which a student is injured is to be immediately reported to the respective principal's office. Sick students are also to report to the main office in each respective building. An Injury Report Form, obtained from the school nurse or building office, is to be filled out for every injury and filed with the principal following the injury. This means all injuries -- shop, physical education, regular classroom, extra-curricular activity, a party, or any school-associated activity -- anything and everything of any consequence. We must have a record filled out at the time of the injury, not one filled out at a later date.

Activities

Permission for school activities, other than those scheduled on the activities calendar, must be given by the principal/activities director at least one week in advance of the proposed activity so that transportation, etc. may be arranged.

Activity Fund/Accounts

Activity funds/accounts are public funds. Expenditures, which lack public purpose, shall not be made from public funds. All funds collected through school activities are under the financial control of the school district (not the coach or sponsor of those funds). The district has the right to regulate both the fundraising activities and the expenditures of the funds raised. Both fundraisers (completed application specifying purpose) and expenditures (completed/approved purchase request/purchase order) must have prior approval by the administration before being presented to students/organizations. Appropriate expenditures include ordinary and necessary

expenses of operating district-sponsored and supervised co-curricular activities. Such expenses need to fit the educational purpose of the activity. Student activity funds may not be allocated to any private organization or person. Records must be maintained for each activity fund. The sponsor of each activity account has the responsibility to make sure that the above laws/rules are followed.

Activity Pass/Conference Pass

Each support staff employee (9- or 12-month) who has signed an employment agreement and signed up for two assignments will be issued an Activity Pass that will allow the employee and adult guest to attend home-only school events. Conference/District passes can be checked out and must be returned after each use to the high school office. They are for adult employees or volunteers established by the administration.

Activities Calendar:

You can access the activities calendar to view school schedule, changes, and cancellations three ways.

- Visit the schools website <https://www.tripoli.k12.ia.us/> and click on Activities Calendar
- Go to <https://www.gobound.com/ia/schools/tripoli>
- Or download the Go Bound app via Google play or App Store

Announcements/Bulletins

Announcements are made each morning by the principal and as needed through the day. Students wishing to put in an announcement must clear it with the principal.

Assemblies

Scheduled student assemblies will be held at various times throughout the school year. These are provided for educational benefit, as well as entertainment. All students and staff are required to attend the assemblies. Teachers are to take their students to the assembly and supervise them.

Attendance Procedures

1. Teachers are required to keep track of all absences from their classes and study halls.
2. Students are required to report to the office as soon as they return from an absence with parental confirmation. (Sign In)
3. Class roll is to be taken and recorded in the JMC attendance program at the beginning of each class period at the MS/HS. Lunch count is to be taken and reported, using the JMC program to the Elementary office by 8:45 a.m.
4. At the MS/HS, whenever a student comes to class late, make sure the student has a pass. Teachers should change the JMC attendance when a student arrives late or tardy.
5. If a teacher moves a class to a different location, please notify the office where the class will be located.

Bad Weather Announcements

In case of school being called off because of bad weather, roads, etc., the following will broadcast the cancellations—on; TV stations KWWL, KCRG, and KGAN, the schools Facebook Page (Tripoli Community Schools) and the LED sign. Please do not call the school. These calls only delay opportunities to contact people and agencies that must know in order to get the announcement aired. The district encourages parents to sign up for JMC as their official notification source of major school events. The district encourages parents to call the school and sign up.

Books, Workbooks, Computers

All books, workbooks, tests, and any other material issued by the teacher to the student are the property of the school and are to be collected by the teacher whenever the student is through with them. Only those items sold to the student are to remain theirs. At the end of the year, the student is to return the book issued. At the discretion of the teacher, fines, if necessary, are to be levied at that time. Teachers will be expected to do a book check periodically to check for lost books or misused books and to take appropriate action at that point. All fines must be collected by *the teacher and then turned into the office* REPLACE WITH (the MSHS Office and administration).

1. If a book is lost, the student will be fined the replacement cost of the book.
2. Damaged pages will result in a fine of \$5.00-\$10.00 as determined by a review of the teacher and administration.

Approval to purchase additional used classroom books must be given by the building administrator. To purchase new textbooks, approval must be given by the building administrator and curriculum director.

Building Regulations

No MS/HS student is to be in the building, beyond the entryway/locker room hallway, before 7:55 a.m. or after 3:30 p.m. unless under the direct supervision of a staff member. Students may be allowed in the cafeteria at 7:40 a.m. but must remain there until the bell rings. At the Elementary, students attending breakfast may enter the building at 7:50 a.m. All other Elementary students can enter the building at 8:10 a.m. It is the staff's responsibility to direct the students where they should go. No Wednesday night activities or Sunday practices are to be scheduled without clearance from the Activities Director or Principal. Any teacher leaving the building is to see that the doors are locked, lights out, and everything is in order. Any coaches or sponsors cannot leave the building until all students have exited the building. This is not only for our own protection but is for the good of the students and facilities. Teachers are allowed and encouraged to use the buildings after hours (family, work, etc.); however, please make sure you lock all doors and put things back where they belong.

Central Rivers Area Education Agency (AEA)

All books and materials will be dropped off by or returned to Central Rivers AEA once a week each Thursday. Please have materials turned in to the MS/HS Library or the Elementary office by 3:30 p.m. prior to the date they are due. Orders for items, other than books and materials, are handled in the same manner. Use your own identification number given to you by Central Rivers AEA on every film or book order.

Chain of Command

See School Board Policy #107.1.

Checking Out of Building During the School Day

If you are leaving the building, you must sign out in the office or alert the office.

Child Abuse

It is the responsibility of all the staff to report any suspected child abuse cases to the Department of Human Services. The abuse hotline is 1-800-362-2178. Any school employee who is found guilty of knowingly failing to report suspected cases of child abuse is subject to a fine based on Iowa Code 232.696. Thus a failure to report, which results in further abuse or death, may cause an employee to be found liable for such things as medical expenses and loss of future income. Immunity from suit for such actions as slander and libel is extended to those making reports in good faith. Should you suspect child abuse, contact the principal immediately. Swift action will be taken. Photographs are encouraged, and reimbursement may be made from public funds. By Iowa Code 232.696, every certified school employee who reasonably believes a child has suffered abuse must report that abuse. Forms are available from your principal.

What to look for:

- Red marks, bruises, welts, lacerations, burns, sprains, and fractures.
- A child who tells conflicting stories about the cause of an injury.
- A child who says that someone in charge of him/her hurts him/her.
- A child who expresses reluctance to explain an injury.
- A child who seems to be frequently injured.
- A child who is afraid to go home.

Every five years, a teacher is required to take Mandatory Reporter Child/Adult abuse training.

Classroom Management & Discipline

Many teachers and administrators have found that effective instruction, active student participation in learning, the development of cooperative relationships amongst staff and students, and teaching effective behaviors are keys to civilized behavior in the school and classroom. Developing ways to resolve conflicts not only teaches social skills but also promotes reasoning and problem-solving skills. Good discipline is in evidence when there is an optimum learning atmosphere in the classroom. It is the teacher who must be responsible for discipline in the classroom. In order for

students to grow educationally, socially, and emotionally, they need a teacher who will set firm, consistent, and positive limits for their appropriate behavior.

All staff members are expected to assume responsibility for the discipline of students. Every reasonable effort should be made in attempting to solve discipline problems before referring to the office. Occasionally something may occur which warrants the exclusion of a pupil from class.

Due Process

It is essential to follow due process when dealing with violations of rules. Due process means:

1. Investigate the situation.
2. Interview the student.
3. Decide upon the consequence, if any.
4. Documenting the incident.
5. Contact the parents/meet with parents, if appropriate.
6. Refer to the school counselor or administrator if the situation is serious or is chronic.

Major/Minor Violations – Positive Behavioral Interventions & Supports (PBIS)

See PBIS Handbook in the MS/HS Student Handbook, pages 21-23.

Computers

All staff members are expected to completely shut down their computers and turn off monitors at the end of the day. When not in the classroom, computers are to be secured so unauthorized students or staff does not have access to the computer programs and confidential information. Please see the Technology Handbook for more information (on the school's website).

Community Membership

All staff members are urged to use every opportunity to become known to people of our community. Business dealings, social affairs, school meetings, etc. are opportunities to become acquainted. Your participation in community activities will be supported and is a positive reflection on the school.

Confidential Information

Confidential information about students and families should be cautiously shared and only for professional reasons. Having such information is a responsibility guided by high standards. Guard against creating labels for students while "visiting and venting" during your "time away" in the staff room. Confidentiality is part of professionalism - "Honor the Absent."

Cumulative Folders

All cumulative folders and permanent record cards will be kept in the main offices at the MS/HS and the Elementary. The cumulative folders are to remain in the office at all times. A list of people who have access to the cumulative folders is posted in the office. You must check with the secretary or counselor prior to reviewing a folder.

Custodians

All custodian/maintenance requests must be emailed to the maintenance supervisor/personal email and building principal (maintenance@tripoli.k12.ia.us). Teachers can be of considerable assistance to the custodians by keeping paper and other things off the floor at the end of the day.

When the teacher leaves the building for the day, he/she should make sure that the windows are closed and the shades properly adjusted, doors locked, and waste cans placed in the hallway.

Daily Schedule

School shall begin at 8:05 a.m. and dismiss at 3:15 p.m. at the MS/HS; and at the Elementary, school begins at 8:15 a.m., with dismissal at 3:20 p.m. On Fridays, teachers may arrive at 7:55 a.m. and depart at 3:25 p.m. or after buses have left the premises. Exceptions to this must be cleared through the principal. Check the 2021-2022 Certified Staff Handbook on the dates in this binder.

Direct Deposit

Direct deposit is required for all new employees for their monthly payroll check. See the Business Manager for information.

Dress Code (Student)

Please refer to Parent/Student Handbook for each building.

Dress Code (Staff)

See Board Policy #404 for details.

Although the policy does not specifically state what can and cannot be worn, the following guidelines were discussed:

1. Wearing dress shorts with professional attire during an academic school day will be allowed.
2. Blue jeans are okay. Be conscientious when choosing your attire. You are representing the district, along with the education profession.

Duty

Supervision duty of study halls, cafeteria, bus loading and unloading, and playground is assigned to staff members.

Emergency Drills

Be prepared to know locations and have a clear understanding of the Individual Emergency Response Tips (QuickFind) you received at the beginning of the new school year.

Emergency drills (fire/tornado/safety) will be held several times during the year without advance notice. A chart showing routes to take from each room should be posted near the exit or clearly visible in each room. This chart should be studied and your students informed so that everyone will be ready when the first drill is called.

As soon as the alarm is sounded, your group should pass in an orderly line to the appropriate designated area. All employees must report to the designated area with the students. It is essential to remember that proper organization, rather than speed, is to be stressed in an emergency drill. Each teacher should take their attendance record with them to verify that all students are safe and accounted for.

Fire Drill

Training drills will be held throughout the school year, at different times of the day. At least two (2) per semester are required by law. The signal will be a long, continuous blast of the fire bell. On another page of this handbook is the plan of routes to be used. Know them and alternate routes thoroughly.

Please do not dismiss your students from their designated area until given the okay from the secretaries or principal.

- Close all windows and doors.
- Take student attendance with you.
- Move quietly and quickly out of and away from building.
- Remain outside until called back by administration or administrative offices.
- Discuss alternate routes to be used in case regular routes are blocked.
- Keep students of your room together. In the event of a fire, you will be asked to account for all your students.

Elementary students will leave the building through their exterior classroom door or designated exit door.

Alternate Fire Routes for MS/HS

South Wing	thru Lunchroom
West Wing	thru Main Doors
East Wing	thru Shop or New Gym Exit Door
Locker & Gym	thru New Commons South Door

Tornado or Storm Drill

Tornado drills will be held in the fall and spring. At least two (2) per semester are required by law. On another page of this handbook is the plan of routes to be used. If time permits, move students to their designated spots quickly and quietly. If time does not permit full evacuation, get them into the corridors, facing the walls, as far away from exit doors and windows as time allows. Signals will be repeated--SHORT BLASTS OF THE FIRE SIGNAL, OR THE WAILING OF THE MANUAL ALARM SYSTEM, OR INSTRUCTIONS OVER THE P.A. SYSTEM. Immediately after the storm, keep all your students with you at their spot. Control any panic. Instructions on what to do will be coming to you very quickly.

Intruder Drill

Drills will be practiced during the year. Please review the Emergency Procedure Guidelines for correct Intruder Drill procedures.

Please see Information provided for each building.

Emergency Interruption

Classroom interruptions will occur for emergency situations only. Staff will not be called to the telephone during a class period unless it is an emergency. Non-emergency calls will be routed to staff voicemail.

Employee Conflict of Interest

According to Board Policy #401.2, staff members should not be soliciting other staff members or students for personal gain or profit.

Equal Employment Opportunity & Affirmative Action

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, Tripoli Community Schools, 209 8th Ave. SW, Tripoli, IA 50676, phone (319) 882-4201.

If a parental request for student's non-participation in regular school activities or functions, such as patriotic activities or holiday celebrations, is due to religious beliefs, the school may honor the request. The school's responsibility for "other work" or "other activities" to compensate for the unattended school activity is waived. If a teacher would like to show a movie but is not age-appropriate and tied to curriculum, permission must be given by the building principal; and the parents must be notified. If you are showing a movie, make sure it is appropriate for a school setting and age appropriate.

Excusing Students Early

In order that a student may leave school early, for any reason, the parent must make a written request or telephone the office. The office must approve the note or call before the student leaves the building. Students are asked to sign out in the office at the Middle School and High School levels. The parents of Elementary students are asked to sign out their son/daughter at the Elementary office.

If students leave early or arrive late, they are to report to the office prior to leaving and/or entering the classroom to receive a pass.

Faculty Meetings

Occasionally it will be necessary to hold faculty meetings. These meetings will be announced two (2) days in advance except in the case of an emergency. Any teacher who feels there is a need to discuss a special problem should contact the principal before the faculty meeting so their topic can be placed on the agenda. All teachers are required to attend all faculty meetings and be on time, unless excused by the principal.

Family Night/Sunday

It is the policy of the school to set aside Wednesday evening for family activities. No high school function is to be scheduled or held past 7:00 p.m. on Wednesday or Sunday without the approval of the building principal or athletic director. Middle school activities cannot run past 6:00 p.m. It is the responsibility of the supervisor to ensure students are out of the building by 7:00 p.m. on Wednesday nights.

Field Trips

Each class will be allowed to take one (1) field trip per year. The definition of field trip is "a trip out of the district that the teacher decided would help enhance their curriculum." All field trips must be pre-approved. Field trip forms are required, and these forms are found on the school's website. Absence request forms are required at the high school for all prearranged excused visits except school-sponsored field trips or activities. Coaches, teachers, and sponsors are required to notify all staff members (including kitchen staff) by e-mail with the names of the students involved in these trips.

1. Field trips should not be taken in the first three weeks of school or during the month of May that extends beyond one classroom period. With administration approval, this policy may be modified due to extenuating circumstances.
2. A field trip in the district does not count toward your one per year.
3. If administration sets up a field trip or asks you to attend one, this will not count toward your one trip. Exceptions may be granted by the building principal.

Fundraisers

Fundraiser applications need to be turned in to the building principal or activities director by the beginning of the school year in order to reserve those dates on the activities director's calendar. Staff members must keep the Healthy Kids Act in mind when setting up a fundraiser. All fundraisers must receive prior approval from the administrative team. Under no circumstances may any staff member (including coaches and teachers) have an outside bank account that receives deposits from those fundraisers. The staff member is responsible for collecting money and keeping accurate records of sales and deposits. All monies must be deposited or left with an administrator on a nightly basis. Staff members who do not follow the above procedures may be personally responsible for any lost/stolen money/goods. If using the facilities, please make sure you are preapproved and have responsible supervisors because your building administration may not be available.

General Education Intervention (GEI) Process

Elementary

1. The teacher identifies student.
2. The teacher contacts parent.
3. The teacher signs up for a time to meet with GEI team (sign-up found in the office).
4. The GEI form is filled out by teacher (form found on Tripoli School's website).
5. The teacher notifies members of GEI team who will need to be present for meeting.
6. Members of the team may consist of: teacher(s), AEA Central Rivers consultant, parent, student, and administration.

Middle School/High School

The GEI process at the MS/HS is the Student Assistance Plan located on the "Staff Information Page" of Tripoli's website.

Grade Reporting

Report cards will be emailed home with the student each nine weeks. In an effort to better communicate with the parent/guardian on their son's/daughter's progress throughout the school year, on or before the midterm of the nine weeks, students receiving a "D" or "F" grade in the Middle/Senior High School will receive a progress report. These reports are to be sent home with the student but need not be signed by the parent/guardian and returned back to school. Otherwise, parents can see their son's/daughter's progress on JMC. Each teacher should explain their philosophy on grading to their classes and place their syllabus on the school system. These must be applied justly. **ASSIGNED GRADES MUST BE ABLE TO BE JUSTIFIED.**

At the Elementary school, report cards indicating student progress are sent home at the end of each quarter. Progress is recorded using standards, benchmarks, and critical objectives for students in grades PK-5. 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.

Grade Reports (Report Cards, Midterm Reports, Conferences)

Students receive progress reports in the form of report cards at the end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete class work within two weeks after the start of the next quarter. Extensions may be granted by the teacher, with the permission of the principal. Failure to finish an incomplete will result in a failing grade and loss of credit.

Formal conferences among students, parents, and teachers are scheduled at the conclusion of the first quarter and during the third quarter. Individual private conferences may be requested and scheduled by a student, parent, or teacher to review performance and provide suggestions for improvement.

At the end of each quarter, students receive report cards containing their final quarter grades in all of their courses. At the Elementary, art, music, band, and P.E. will send out their progress reports at the end of each semester.

Grading

Marking system for grades 4-12:

A (93-100); A- (90-92) - Superior

B+ (88-89); B (83-87); B- (80-82) - Good, Above Average

C+ (78-79); C (73-77); C- (70-72) - Average

D+ (68-69); D (63-67); D- (60-62) - Below Average, Yet Passing

F – (59 → Failing)

Guidance

Staff members are often the first adults to recognize student concerns/needs and can assist students. When concerns/needs are recognized, please confer with the school counselor. Various testing programs will be conducted during the school year to attempt to identify traits common to individual students. The results of these tests and other materials, such as anecdotal records, are recorded in the student's cumulative record.

Hall Duty

Teachers are expected to stand in the hall by their door during the passing of classes. Teachers are to be in the classroom at the start of each class period.

Health

First Aid---

1. At the MS/HS, the blood kit is located behind the door in the principal's office, as well as in the ice machine room. At the Elementary, the blood kit and medical kit are in their office under the counter. Rubber gloves and band-aids are provided by the nurse for each classroom in both buildings.
2. A Red Cross First Aid Manual is in each of the nurse's offices.
3. Basic rule for accidents: Stay calm and use your good reasoning ability.
4. Remember that there are only three situations that require immediate action--
 - (a) respiratory distress;
 - (b) bleeding; and
 - (c) poisoning.
5. A defibrillator is located near the MS/HS cafeteria concession stand.

Procedures---

1. Care must be exercised in letting a student who has been ill or hurt at school go home alone. Any student going home because of sickness MUST go to the nurse's office or main office where the necessary arrangements will be made for the student to go home.
2. Use common sense about sending students to the nurse's office. Have them wait 10 to 15 minutes to see how they feel unless there is absolutely no doubt about needing to go. Some students use this as a means to get out of class.
3. Students at all grade levels must check in and out of the respective offices before going to the nurse/office.

Medication---

Medication at school is administered only by those who have taken an approved medication class and are certified to give medicine at school. Those certified include the nurse, secretaries, and some of the Special Education staff. Medical permission forms MUST be completed and signed by the parents and/or the prescribing physician prior to the administration of any and all medicines (including cough/cold medicine). These forms are available in the office or from the nurse. All medication is to be sent to school in the original container. Prescription medicine must also have the label from the pharmacy on the bottle.

Emergency Medical Services---

In the event of a serious emergency, inform the office; and they will assist with the emergency. Tripoli Community School District has an automated external defibrillator (AED) in the Middle School/High School building. It is located near the MS/HS cafeteria concession stand. In the event of a witnessed or unwitnessed collapse of a person, please send someone to get the AED – just open the door of the cabinet and take the AED to the victim. An alarm will sound when you open the door; however, we have a key to disconnect the alarm. Many staff members are certified in CPR, as well as 50-60 students.

CPR instruction is offered to the staff during the school year's opening in-service and the seniors during 6-11 grade Iowa Statewide Assessments of Student Progress (ISASP).

Homework

Each class will give some time for supervised study in each class period. The division of time will vary according to the course, type of material being covered, and the individual teacher. Assignments are to be large enough so the majority of the class will not quite get them completed during the supervised study time, thus requiring some outside study time. Require that all assignments be complete and on time. **Teachers must use their best judgment when issuing homework.** **The Elementary has a “No” homework policy.**

Honor Roll

The honor roll will be calculated quarterly in the Middle School/High School. Any student with a grade point average of 3.0 or higher is on the honor roll.

Internet Policy

Employees are expected to practice appropriate use of the Internet and follow Board Policy Nos. 605.6, 605.6E1, 605.6E2, and 605.6R1. Violations may result in discipline up to, and including, discharge. Please see the newly created Technology Handbook for more information (on the school’s website).

Lesson Plans

At the MS/HS, lesson plans are to be made out for one week in advance. They are to be left on the teacher’s desk or in a three-ring binder in the classroom room over the weekend or no later than Monday morning, so administration may periodically check them over. Remember, these must be in great enough detail so if a substitute is needed on short notice, they can carry on without too much difficulty.

The Elementary will be required to turn lesson plans in by 7:45 a.m. the first day of each week.

Library/Media Center

The school media center is available to students during school hours. The media center is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the media center.

Lost and Found Articles

Lost and found items should be turned in to the respective office for students to

claim. The items are placed on a table outside of the offices for the students to claim. Articles not claimed will be given away on a monthly basis.

Lunch Tickets and Lunch Room

Students and teachers are to pay promptly for their lunch bills at the office. All student sack lunches are to be eaten in the lunchroom. Teachers are to be allowed the privilege of going directly to the head of the line for their meals. Students are allowed to bring in food after a doctor's appointment, etc. for themselves but may not share or bring in extra food for any other student.

Lunchroom Duty Responsibility

1. Staff must remain in the cafeteria until students are dismissed.
2. Supervise (proximity) lunchroom area as students enter lunchroom.
3. Students are to stay out of the hallway during their shift.
4. Following the MS/HS lunch, students are to go into the gym or outside (weather permitting). At the Elementary, students return to the classroom.

SEE SCHEDULE --- TO FIND OUT DUTIES

MS/HS Lunchroom Procedures

1. The two groups eating first are to line up in the lunchroom. The other group or groups are to go to the gym.
2. The switch of the two groups will be made when the supervising teachers feel the lunch line is low enough for the next group to start.
3. No food is to leave the lunchroom. No pop may be purchased or consumed during the lunch shift. No outside restaurant purchases will be allowed unless approved by administration. If the students purchase food, they are to stay in the lunchroom with it. No packages, open or otherwise, are allowed in the gym.
4. No trips to lockers, unless the students have permission from the supervising teacher, and their planner is signed.
5. Federal law does not permit students to buy pop or any other vending machine product during the lunch period.
6. Vending machines should not replace lunch.

Money, Bills, Checks

We prefer all monies of bills (other than small amounts) be collected at the main office before school, during a study hall, or during the noon hour. Any money collected by the teacher for miscellaneous items is to be turned in to the main office prior to 4:30 p.m. If the teacher has a bill or needs a check written, prepare a requisition online. When approved, you will be sent a purchase order number.

Movies Shown in Classroom

Any movie rated "R" should always have a letter sent home to get permission to have students watch the movie. Make sure that you tie your curriculum to the movie, and teachers should limit the use of movies for entertainment to just special occasions.

Open-Gym During Non-School Hours

An employee may open the gym or athletic facilities for the purpose of making recreational activities available for all students or the community. When students are participating in open-gym in the hours immediately before or after school, school personnel shall be assigned to supervise. Open-gyms are subject to the following restrictions:

- The supervisor shall not engage in any type of coaching nor participate during supervision.
- Attendance by students is voluntary.
- Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach's sport.
- Open-gym shall not be called or posted for specific sports.
- An open-gym notice shall be posted on the general student information bulletin board and shall be signed or initialed by a school administrator other than the coach supervising the open-gym.

Panther P.A.T.H. – Positive Behavior Interventions and Supports

Tripoli Elementary Schools began 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 the PBIS handbook for additional information.

Paraprofessionals

Paraprofessionals are available for the special education program and on a limited basis in other classrooms and programs. Assignment of paraprofessionals is at the discretion of the principal.

Parent Communication

The education of every student is a partnership between the parent/guardian and teacher. Therefore, it is of the highest priority and a necessity that the channel for

two-way communication is kept open. The administration strongly encourages communications between the parents/guardians and staff.

The following are the responsibilities of each teacher in communicating with parents/guardians:

- Encourage parents/guardians to call at any time.
- Attend the scheduled parent-teacher conferences.
- Schedule conferences on an as-needed basis with parents/guardians other than regular conferences.
- ◆ **When a problem is identified, parents are contacted immediately and the teacher is prepared to offer alternatives to solve the problem.**
- ◆ **Always be well prepared and have facts available to you.**
- ◆ **Always update JMC weekly by Wednesday noon or call the parent/guardian for a student who is behind or failing at any time.**
- ◆ **Continuously inform parents/guardians of the progress of a student who has been falling behind. Call them by telephone or send them a note.**
- ◆ **Return parent/guardian phone calls/e-mails promptly.**
- ◆ **Copies of classroom newsletters and notes need to be turned into the principal and office.**
- ◆ **Very important rules to follow.**

Parent-Teacher Conferences

Formal conferences among students, parents, and teachers are scheduled after the conclusion of the first quarter and during the third quarter. Conferences will be set up as determined on the master school-approved calendar (two scheduled each school year). Individual private conferences may be requested and scheduled by student, parent, or teacher to review performance and provide suggestions for improvement. Parents are encouraged to come and visit with their student's teachers, not only during the prescribed hours but also anytime there is a concern. Parents should contact the teacher/coach first with any concerns. An online JMC grading program is also offered. Please see main office in each building for additional information. During the parent-teacher conference days, it is the staff's responsibility to be available to visit with parents/guardians. Therefore, athletic groups, music groups, dramatic groups, etc. shall not schedule practices during scheduled conferences unless approved by administration.

Passes

Passes are a privilege that students may use as long as the rules are followed and the privilege is not abused. Student passes will be used as permission slips. The students must check out using smart pass for the location they are going to. The following are rules governing these passes:

1. A student cannot check out of a study hall or class to see a teacher unless

he/she the teacher they would like to see send them a pass in smart pass to show the study hall teacher.

2. It is the student's responsibility to get a pass whenever he/she will be in the corridors or around the building outside of his/her regular place to be.
3. Students are not allowed to get a pass from a teacher unless the teacher is directly supervising the student.

Pets

According to Board Policy, live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities.

Printing Guidelines

Special orders being sent to Central Rivers AEA (including laminating and special copying) will follow these guidelines:

1. Materials to be copied may be left in the Central Rivers AEA bag located in the library.
2. Please allow at least a ONE-week turn around.
3. Finished materials will be delivered to the media center and then placed in your mail box.
4. NO materials protected by copyright laws will be duplicated anywhere – by Central Rivers AEA or any school machine.
5. A form must accompany each order.

Publications, Publicity, and Pictures

The building principal may review publications, programs, etc. (e.g., programs for concerts or plays, newsletters, newspapers, booklets).

Publicity and pictures in the local newspaper (and possibly on-line) are highly encouraged. When you have such information or ideas for pictures that would be a good newspaper copy, please check through the office in advance.

Purchase Orders

Prior approval is a must from administration before ordering items on-line. All purchase orders will need approval with the appropriate building administrator before being finalized.

Resale Items

The process for purchasing items for resale is as follows:

1. Get prior approval from activities director/principal prior to talking with students. It is advised to plan ahead to allow time for orders to be processed.
2. Present resale opportunity to students.
3. The staff member is responsible for collecting and turning in money prior to receiving a purchase order. It is recommended that accurate records of sales and deposit receipts are kept by the staff member.
4. All monies must be deposited at the office or left with an administrator on a nightly basis.
5. Once all the monies are deposited to the main office, the secretary will email the activities director, and you may submit a purchase order form to the activities director and superintendent for approval. Once the purchase order has been approved, the staff member can place the order.
6. The staff member will prepare the purchase order, listing items and amounts for each item ordered. The deposit amount must be equal or more than the purchase order amount.
7. Staff members who do not follow the above procedures may be personally responsible for any lost/stolen money/goods.

School Activities and Meetings

All parties and dances connected with any school organization must be approved by the principal. Approval will be granted after evidence of proper planning, sponsorship, and scheduling are presented. Teachers should try to attend as many home school functions being held for the school. The community, parents, and students expect to see you there and get a chance to talk and get acquainted with you. Your attendance at home or away activities is immediately noticed and appreciated.

School Property

Teachers are responsible for the care and maintenance of all equipment in their department. They are also obligated to help in this respect with all other school equipment. Each teacher is assigned a specific room. Desks and all other fixtures in the room should be checked for any signs of defacing or malfunction. Keep a neat, orderly classroom at all times and keep all equipment ready to function. Report any needed repairs immediately.

School Supplies

Classroom supply orders are the responsibility of each teacher, using an approved vendor. There may be some supplies obtained in the office; however, it is the responsibility of the teacher to maintain supplies in their classroom. School supplies, including envelopes, are to be used for school use only. Personal use of these supplies is unprofessional as well as unlawful.

Semester Tests

All classes are required to give semester tests/projects. Teachers may choose to allow a student to be exempt from semester testing based on the following criteria:

1. Must miss three or fewer days per semester or a total of six days per year.

College visits and school-sponsored events are the only absences that do not count toward a missed day.

Standardized Tests

Students are given standardized tests annually. The Iowa Statewide Assessment of Student Progress (ISASP) is used to determine academic progress for individual students, for groups of students, for the school district, and to comply with the state law. Students are tested unless the principal excuses them. Student achievement data from ISASP will be shared with families at intake conferences or as soon as published reports are made available.

Special Services

The Central Rivers AEA educational consultant, school psychologist, school social worker, speech/language clinician, and audiologist are available for assistance in all curricular areas and to aid in the procurement of needed materials to implement the various areas. They will test any individual and provide specific curricular help to aid specific deficiencies. They are available to aid teachers in planning curriculum, schedules, lesson plans, field trips, etc. They will provide aid in the classroom, as well as before and after school. Before a referral can be made, problem solving must occur (follow problem-solving guidelines). This will help determine if a referral is necessary.

Staff Evaluation

Certified – Refer to Article XIV of the Certified Staff Handbook (page 10) for the purpose and procedure of evaluations.

Classified – The administrators utilize a certified evaluation form. (See page 10 of the Classified Staff Handbook.)

Student Schedules

Student schedules are set up prior to the school year. Any changes made to student schedules need to be approved by the principal/school counselor.

Student Teachers

There is a responsibility to the profession of teaching to allow student teachers to extend their academic experience by working in our district. Teachers are allowed to have a student teacher upon administrative approval. Prospective student teachers must meet college requirements, and the college placement coordinator must contact the supervising teacher before the school accepts the student teacher.

Substitutes

Student learning must continue in the absence of the teacher. In order to ensure that students have the opportunity to have a productive day with a substitute, a substitute-

planning folder is suggested. If problems occur during the year, the administration may require staff to complete a substitute folder. Complete the substitute folder with additional forms and deliver to the office no later than the fifth day of school. Include the supervision schedule with your name highlighted.

Your substitute folder will be kept in the main office and given to the substitute when he/she checks in at the office. Throughout the year, it may be necessary for you to stop by the office to update your folder.

Visit with your students about their expected behavior if a substitute should ever be their teacher. Impress upon the students that substitutes are like guests in our school. The impression the students leave with a substitute sends a message to the surrounding communities about our students, teachers, staff, and administration. We want our school to be known for well-educated and well-behaved students. Thank you for your cooperation.

Although it is not a requirement to turn in lesson plans, this is a valuable tool for planning. Lesson plans are to be completed for five days ahead and should be detailed enough for a substitute to follow without difficulty. Plans should include the name and/or edition of the textbook to be used.

The following items should be available for the substitute:

1. Sheet of "Directions to the Substitute."
2. List of dependable students.
3. Class seating chart.
4. Lunch schedule.
5. Textbooks.
6. Description of duties if applicable.
7. Name and location of nearby teachers.
8. Fire/Tornado Destinations Chart

Supervision of Students

No class should be left alone at any time. Students are always to be supervised. No student meetings should be permitted unless a faculty member is actually present. Do not give students your classroom keys to enable them to meet without your supervision.

Syllabus

All teachers are expected to provide classroom expectations of their classroom rules, grades, and expectations to their students at the beginning of each school year, plus a periodic review throughout the year. The syllabus must be put on the Learning Management System called Schoology.

Teacher Certification

Each teacher must have a valid/current teaching license on file in the Business Manager's office. Please note: Iowa Code No. 294.1 Qualifications - Compensation Prohibited—"No teacher shall be employed as a teacher in a common school district without having a certificate issued by some office duly authorized by law. No compensation shall be recovered by a teacher for services rendered while without such certificate."

Any questions regarding certification should be addressed to the following:

Department of Education
Bureau of Licensure
Grimes State Office Building
400 East 14th Street
Des Moines, IA 50319-0147
Phone: 1-515-281-5849

The website address is: <https://boee.iowa.gov/>

Technology Repair Request

Requests for repair of technology equipment must be submitted to the technology director through email. At the end of the year, teachers should fill out the Google

spreadsheet for requests for technology and any issues they would like resolved over the summer.

Telephone Use - Students

Staff members should not let students come to the office to use the telephone unless for valid reasons. They may use the telephone only when there is a real need. PLEASE USE DISCRETION. Only one student should be sent at a time. Staff members may allow students to use cell phones to call parents for legitimate reasons. This will help alleviate congestion in the office.

Telephone Use - Teachers

Teachers are not to charge long distance personal telephone calls to the school. Please use your cell phone or a calling card and refrain from using the cell phone during class time or in front of students, if possible.

Tests and Examinations

Teachers are expected to keep a copy of all major tests, nine-week tests, and semester tests on file for later reference in case they are needed.

Tobacco-Free and Alcohol-Free Facility & Grounds

All buildings, athletic complex areas, parking lots, exteriors of the buildings, buses, and school vehicles are tobacco-free environments. This also includes electronic cigarettes.

Visitors/Parent Visitation/Students

Visitors, including parents, must report to the main office on arrival and pick up a visitor's badge. Visitors desiring to make classroom visits must obtain prior approval from the principal. The principal will inform the teacher of this request prior to the parent visit. When making classroom visits, parents are asked not to bring younger children. If a parent-teacher conference is desired, an appointment should be made. If the teacher is having a guest speaker in their classroom, please let the office know.

Students may only visit during a lunch period or during the teacher's break. They may not interfere with the classroom.

Web Pages/JMC

All teachers, coaches, and activity sponsors are responsible for updating and keeping current information on their web page/JMC. Teachers are expected to update their JMC grades each week by Wednesday.

When An Activity Has Been Cancelled

Teacher/Coach/Sponsor Check List

1. Teacher/Coach/Sponsor tells secretaries in office (office will follow through with the Office Check List shown below).
2. Talk with students in classroom.
3. Call any volunteers/field trip contacts.

Office Check List – Sport/Field Trip Cancellation Procedures

1. Let Head of Transportation know (he/she will let bus drivers know).
2. Let activities director know.
3. Call all parties involved (other schools, teachers).
4. Let media associate know so he/she can add info to announcements.
5. Email staff.
6. Email parents on JMC.
7. Call Tripoli Leader, if necessary
8. Let all secretaries know (Elementary and High School).
9. Update school line (answering machine).
10. Let the lunchroom know

MS/HS FIRE/TORNADO DESTINATIONS

Staff	Room	Fire	Tornado
K. Greenwald	101	Front Door	Boys Locker Room (Old)
B. Mugan	102	Front Door	Girls Locker Room (Old)
R. Carlson	103	West Door	Boys Locker Room (Old)
Rm. 104	104	West Door	Girls HS Restroom
T. Toenjes	105	West Door	Boys HS Restroom
S. Wyckoff	106	West Door	Girls Locker Room (Old)
M. Nuss	107	Front Door	Boys Locker Room (Old)
K. Greenwald	108	Front Door	Room 108
T. Anderson	109	Front Door	Room 108
M. Hoodjer	110	South East Door	Girls MS Restroom
Nurse	Nurse's Office	South East Door	Girls MS Restroom
T. Blume	111	South Success Ctr. Door	Nurse's Office
D. Bobst	112	South Success Ctr. Door	Nurse's Office
Panther Den	113	South East Door	Nurse's Office
J. Urbanek	114	South East Door	Boys MS Restroom
S. Marhefke	116	Art Room Door	FCS Lab (Room 119)
S. Marhefke	117	Shop Door (Room 117)	FCS Lab (Room 119)
K. Fink	118	Shop Door (Room 117)	FCS Lab (Room 119)
Weight Room	Weight Room	Shop Door (Room 117)	FCS Lab (Room 119)
P. Carlson	200	Room Door	Girls HS Restroom
R. Smiley	201	Room Door	Boys HS Restroom
FCS Lab	FCS Lab	Art Room Door	FCS Lab (Room 119)
L. Nall	Art	Art Room Door	FCS Lab (Room 119)
Business/HR Office	Business/HR Office	Front Door	Teachers' Lounge
K. Urbanek	Classroom A	South Success Ctr. Door	Women's South Restroom
J. Urbanek	Classroom B	South Success Ctr. Door	Men's South Restroom
R. Gilbert	Gym	MS-Front Door/ HS-New South Door	Boys Locker Room (Closest)
K. Marsh	Success Center	South Success Ctr. Door	Women's South Restroom
Kitchen	Kitchen	New South Door Entrance	Back Kitchen Closet
Library/Media	Library/Media	South Success Ctr. Door	Men's South Restroom

Community Room	Community Room	Front Door	Girls HS Restroom
Main Office	MS/HS Office	Front Door	Backroom Safe
McIntyre/Rouw	Music	Art Room Door	Music Room
Teachers' Lounge	Teachers' Lounge	Front Door	Teachers' Lounge

MS/HS FLOOR PLAN

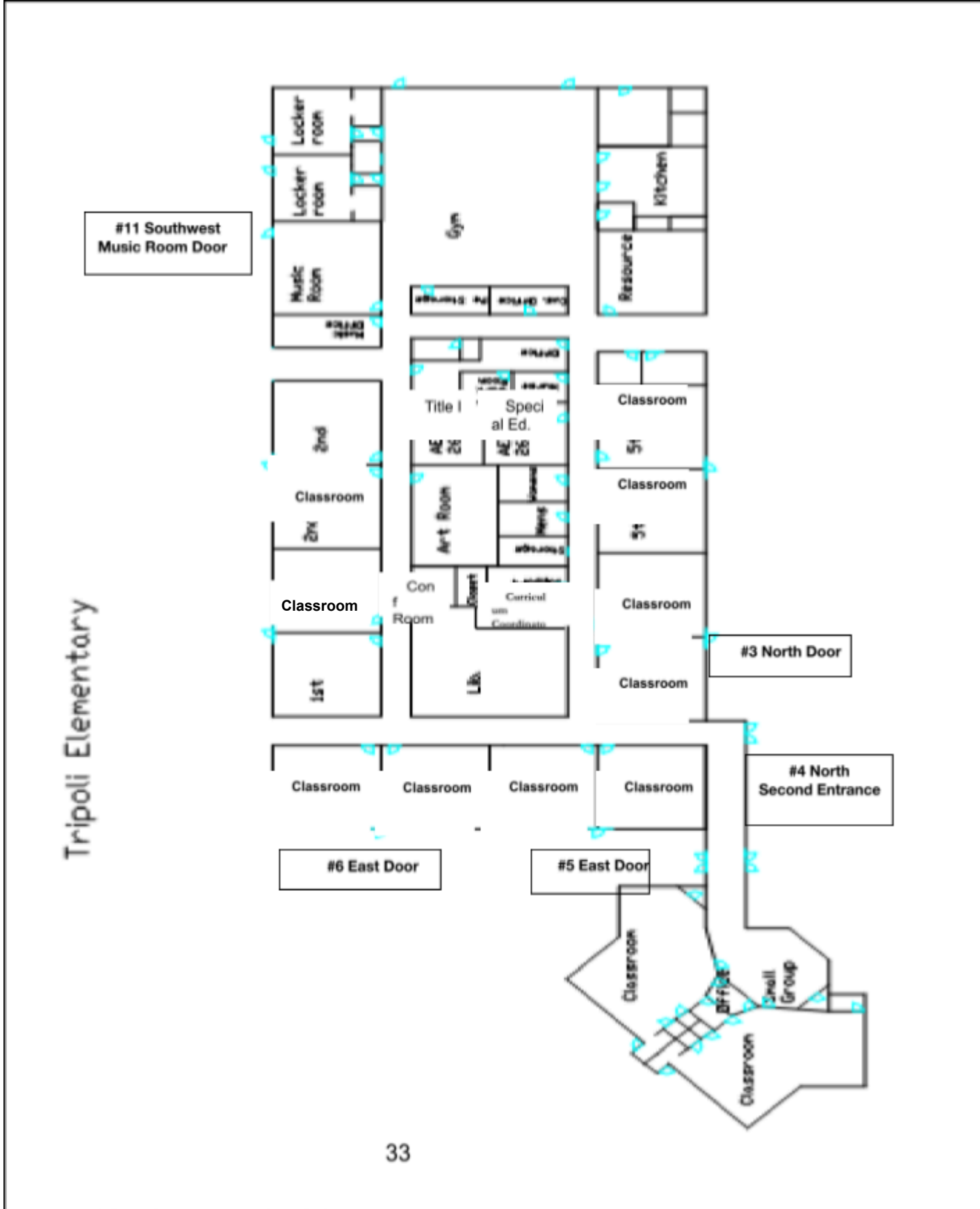


ELEMENTARY FIRE/TORNADO DESTINATIONS

Staff	Room	Fire	Tornado
H. Milius	PK-1	Exit PK entrance	Along wall farthest from windows
B. Munk	PK-2	Exit PK entrance	Along wall farthest from windows
E. Harris/A. Ramker	Spec. Ed	Exit classroom outside door	Along wall farthest from windows
M. Johnson	K-1	Exit K recess door	Along wall farthest from windows
E. Harris	K-2	Exit K recess door	Along wall farthest from windows
G. Dobbs	1-1	Exit classroom outside door	Along wall farthest from windows
T. Nimrod	1-2	Exit classroom outside door	Along wall farthest from windows
T. Halverson	2-1	Exit classroom outside door	Along wall farthest from windows
A. Reicks	2-2	Exit classroom outside door	Along wall farthest from windows
J. Wolfe	3-1	Exit classroom outside door	Along wall farthest from windows
N. Kimball	3-2	Exit classroom outside door	Along wall farthest from windows
L. Capper	4-1	Exit classroom outside door	Along wall farthest from windows
J. Schwickerath	4-2	Exit classroom outside door	Along wall farthest from windows
L. Rathjens	5-1	Exit classroom outside door	Along wall farthest from windows
J. Cheever/Munk	5-2	Exit classroom outside door	Along wall farthest from windows
K. Ensign/ A. Katzenburger	Childcare	Exit classroom outside door	Along wall farthest from windows
J. Cheever	Title 1	Exit 1st grade outside classroom door	Center wall in room
C. McIntyre/B. Rouw	Music	Exit classroom outside door	Along wall farthest from windows
T. Blume	PE	Exit outside gym door	Girls' locker room
L. Nall	Art	Exit 1st grade outside classroom door	Inside wall of room
Central Rivers AEA	Conf. Room 1 & 2	Exit main entrance	Inside wall of room
K. Marsh	Counselor	Exit classroom outside door	Inside wall of room
	Library	Exit 2nd grade outside classroom door	Go to 2nd grade classrooms
	Lunchroom	Exit outside gym door	Locker rooms
Nurse	Nurse	Exit main entrance	Inside wall of room
S. Steere	Office	Exit main entrance	Inside wall of room

***All students and staff exiting from the west side of the building should proceed to the playground area. All students and staff exiting from the east side of the building should proceed to the area near the tennis courts.**

ELEMENTARY/PRESCHOOL FLOOR PLAN WITH DOORS NUMBERED



DAILY SCHEDULES 2025 – 2026

Period 1	8:05-8:50
Period 2	8:53-9:38
Period 3	9:41-10:26
Period 4	10:29-11:14
MS Lunch	11:14-11:39
Period 5 HS Class	11:17-12:02
Period 5 MS Class	11:42-12:27
HS Lunch	12:02-12:27
Period 6	12:30-1:15
Period 7	1:18-2:03
Period 8	2:06-2:51
Homeroom	2:54-3:15

LATE ARRIVAL AND EARLY DISMISSAL SCHEDULES

Two-Hour Late Start (No HR)

Period 1	10:05-10:36
Period 2	10:39-11:10
Period 3	11:13-11 :44
MS Lunch	11 :44-12:09
Period 5 MS Class	12:12-12:57
Period 5 HS Class	11:47-12:32
HS Lunch	12:32-12:57
Period 4	1:00-1:31
Period 6	1:34-2:05
Period 7	2:08-2:39
Period 8	2:42-3:15

2:15 p.m. Early Dismissal

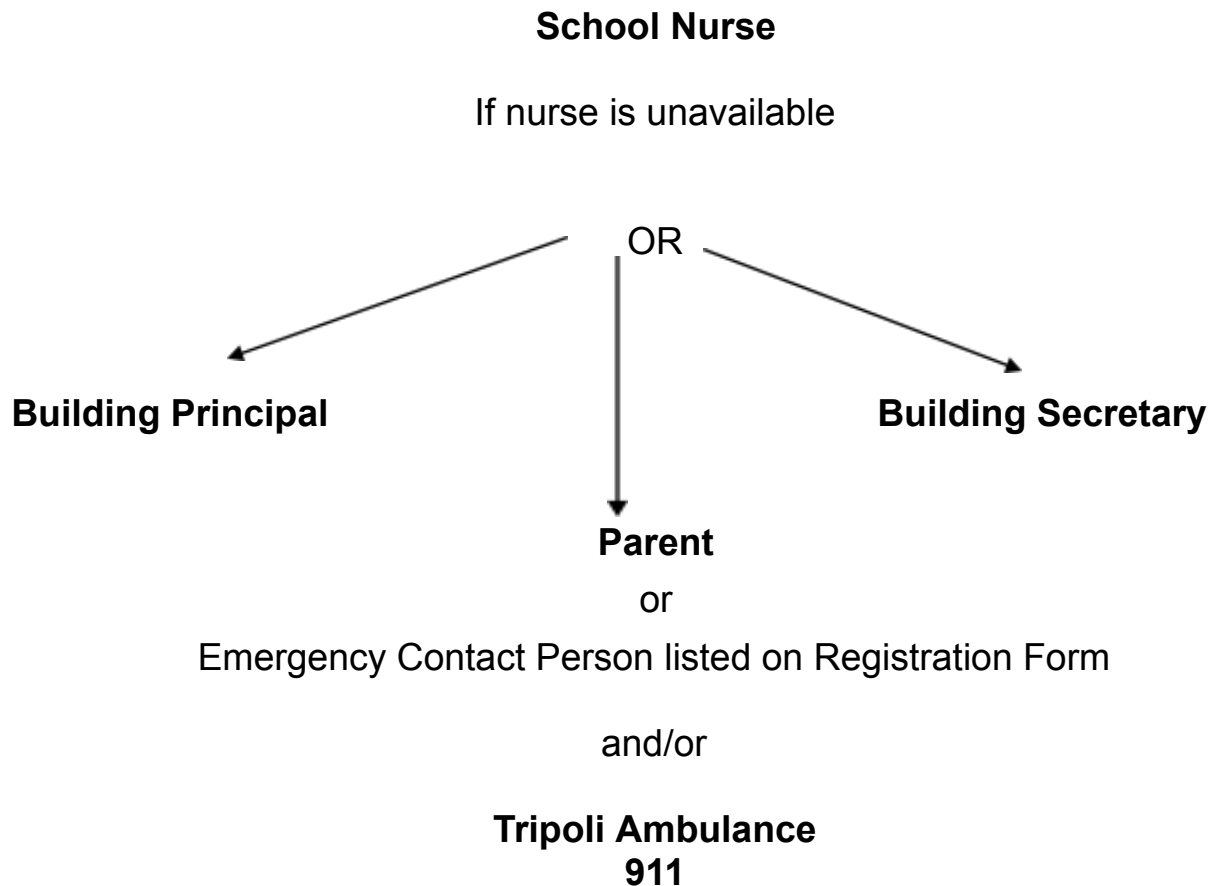
Period 1	8:05-8:45
Period 2	8:48-9:30
Period 3	9:33-10:15
Period 4	10: 18-11:00
Period 6	11:03-11:45
MS Lunch	11:45-12:10
Period 5 HS Class	11:48-12:27
Period 5 MS Class	12:13-12:52
HS Lunch	12:27-12:52
Period 7	12:55- 1:33
Period 8	1:36-2:15

12:45 p.m. Early Dismissal (No HR)

Period 1	8:05-8:34
Period 2	8:37-9:06
Period 3	9:09-9:39
Period 4	9:42-10:12
Period 5	10:15-10:44
Period 6	10:47-11:16
Period 7	11:19-11:44
Period 8	11:47-12:17
MS/HS Lunch	12:20-12:45

IN CASE OF A MEDICAL EMERGENCY

Notification should proceed in the following sequence in emergency situations:



Other Medical Contacts:

UnityPoint Health – Allen Memorial Hospital-Emergency	319-235-3697
UnityPoint Health – Allen Hospital General Information	319-235-3941
Covenant Clinic – Tripoli	319-882-3534
Community Memorial Hospital - Sumner	563-578-3275
Waverly Health Center	319-352-4120
Poison Information Hotline	1-800-222-1222

