

# 2022-2023 MS/HS STUDENT HANDBOOK



**Tripoli Community High School**

209 Eighth Avenue, SW Tripoli,  
Iowa 50676-9662

**[www.tripoli.k12.ia.us](http://www.tripoli.k12.ia.us)**

**2022-2023 MS/HS Student Handbook**

**DISTRICT/SECONDARY MISSION**

THE MISSION OF THE TRIPOLI COMMUNITY SCHOOL DISTRICT IS TO PROVIDE A CARING, LEARNING ENVIRONMENT THAT PREPARES ALL STUDENTS TO ACHIEVE SUCCESS FOR AN EVER-CHANGING WORLD.

BUILDING UPON THE RICH TRADITIONS OF THE PAST, USING INNOVATIONS OF TODAY, PREPARING STUDENTS FOR THE CHALLENGES OF TOMORROW

**School Phone Numbers:**

Superintendent's Office (319) 882-4201 Principal's Office (319) 882-4202 Elementary Office (319) 882-4203

**Administration**

Jay Marley, Superintendent

Sarah Figanbaum PK-5 Principal/School Improvement Coordinator

Jay Marley 6-12 Principal

Tom Nuss Dean of Students/At-Risk/Success Coordinator/Activities Director

**Middle/Senior High School Faculty and Staff**

Mekayla Cannon, Family Consumer

Science Tracy Anderson, MS/HS Resource

Michelle Ankrum, K-6 Interventionist

Tim Bathke, Custodian – Lawn Mowing

Diane Danner, PK-12 School Nurse

Brenda Bergmann, Associate

Sandy Bouman, Associate

Tom Blume, Health/Elementary P.E.

Darlys Buhrow, Bus Driver

Paula Carlson, Science

Ray Carlson, Social Studies

Jennifer Cheever, K-12 Instructional Coach

Alex Dolly, Shop (Industrial Tech)

Karen Ensign, Lunch

Tracie Fette, Business Manager/Board Secretary

Kathy Fink, Transportation Director/Bus Driver

Colleen Flaig, Shared Central Office

Tim Flaig, Head Maintenance

Nancy Foelske, Associate

Carmen Willie, Ag Teacher at Wapsi Valley

Rich Gilbert, Physical Education

Kallie Greenwald, ESL, TAG

Jonah Gronemeyer, MS/HS Custodian

Nichole Harken, MS/HS Secretary

Trevor Harris, MS/HS Custodian Matt

Hoodjer, Social Studies

Abigail Ingwersen, 5-12 Instrumental

Tom Judisch, Drivers Education

Emily Kallem, Spanish/Speech Coach

Kristi Ladage, Associate

David Lohmann, Van Driver

Kara Marsh, K-12 School Counselor

Christopher McIntyre, K-12 Music

Nick Mills, HS Science

Shawntelle Moore, Food Director

Evaline Boevers, Lunch Worker

Elizabeth Mugan, Math

Curt Neuendorf, Van Driver

Elizabeth Platte, Special Education/MS English

Amy Ramker, Elem

Erin Schmitt, MS/HS Resource

Kristie Schult, K-12 Art

Kurt Schult, Custodian

Sonya Semelroth, Associate

Rebecca Shonka, Custodian

Samantha Speaker, English

Dalton Tonne, Business

Amy Stevenson, 6<sup>th</sup> Grade

Karen Stumme, Associate

John Tiedt, Bus Driver

Amy Throckmorton, K-12 Librarian

Tracey Toenjes, English

Joe Urbanek, MS/HS Math

David Wente, Technology Director

Dakota Bobst, IT Associate

**Board Members**

**Heather Bremer-Miller, President Donna Hereid, Vice President**

**Daniel Smith, Gordon Davis, Larry Piehl,**

**Tracie Fette, Business Manager**

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## FOREWORD

Welcome to the 2022-2023 school year at Tripoli Middle/Senior High School! The staff and administration hope your time spent here at Tripoli Middle/Senior High School will be a rewarding experience. Tripoli Middle/Senior High School is your school. Its success in providing you with a quality education depends largely on your effort and attitude.

The purpose of this handbook is to acquaint you with the policies and procedures under which this school operates. This parent/student handbook should help you become familiar with the policies necessary to the smooth functioning of our school. If you have questions or concerns about the contents, please feel free to call the Building Principal (882-4202) or stop by the MS/HS office. The contents of this handbook have been presented and approved by the Tripoli Board of Directors as part of its administrative policy.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, regulations, and student handbook provisions as circumstances warrant, including those contained in this handbook. Students are expected to know the contents of this handbook and comply with it. Students or parents with questions or concerns may contact the high school office for information about the current enforcement of the policies, rules, regulations, or student handbook of the district.

Being a citizen of the United States of America, the State of Iowa, and of the school district community entitles students to special privileges and protections, as well as requiring the students to assume civic, economic, and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district community.

The Tripoli Community School District is an equal opportunity institution and will not discriminate on the basis of race, age, creed, color, national origin, religion, sex, disabilities, sexual orientation, or marital status in its activities, programs, or employment practices as required by 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. For information regarding civil rights or grievance procedures, contact Superintendent of Schools, Tripoli Community School District, 209 Eighth Avenue, SW, Tripoli, IA 50676, phone (319) 882-4201.

Parents of students through the age of 17, and parents of students 18 years of age and older, who claim those students as dependents on the parents' income tax returns, have the right to see cumulative records at any time. Sixth- through twelfth-grade records are kept in the high school office. Kindergarten through fifth-grade records are kept in the Elementary office. Permission for access to records can be obtained from the Superintendent or the School Counselor.

Students, parents of students, or employees of the Tripoli Community School District 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 District's Affirmative Action Coordinator. The school district's Level I investigator is the School Counselor, with the Superintendent being the alternate. The Level II investigator for the District is the Bremer County Sheriff. Students are educated in programs that 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. Students who feel they have been discriminated against are encouraged to report it to the school district's Affirmative Action Coordinator. Inquiries may also be directed in writing to the Directors of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294.

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

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The school principal is responsible for this process. Representatives from the Area Education Agency may also assist the school district in this process. Parents wanting access to this process should contact the Building Principal at 319-882-4202.

Notice that students from low-income families are eligible to have their student fees waived.

In this handbook, the word "parent" also means "guardian" unless otherwise stated.

Jay Marley  
Superintendent

# 2022-2023 SCHOOL CALENDAR

1/18/2022

## 2022-2023 School Calendar – Aug. 24th Start

### Summary of Calendar:

Hours in Classroom:  
First Semester ..... 523.2  
Second Semester ..... 613.2  
**Total Instruction 1136.4**  
68,520 Total Minutes  
64,800 Minutes Needed-1080 hrs.  
Days with Students 170  
Prof. Development 9  
Total Staff Days 179  
Holidays 5  
**Total Days 184**  
**Teacher Comp Days**  
November 11 & March 17

### Professional Development

#### Work Days for Staff:

August 22  
August 23  
October 5  
November 2  
December 7  
January 3  
February 1  
March 1  
April 12  
**TQC Day**  
October 10

#### HOLIDAYS

Labor Day (9/5)  
Thanksgiving Day (11/24)  
Christmas Day (12/26)  
New Year's Day (1/2)  
President's Day (2/20)

### Weather-Related Make Up

All weather-related days are added to the end and will normally be made up. No School make-up days for students after Memorial Day unless below 1,080 hours. Teachers will be required to fulfill the 184-day contract.

### Snow Days:

### CALENDAR LEGEND

1 Day = 6.8 hours  
2 Days = 13.6 hours  
3 Days = 20.4 hours  
4 Days = 27.2 hours  
5 Days = 34.0 hours  
12:45 p.m. Dismissal – 4 hours  
2:15 p.m. Dismissal – 5.5 hours  
MS/HS School Day  
8:05 a.m. – 3:15 p.m.  
Elementary School Day  
8:15 a.m. – 3:17 p.m.  
Lunch – 25 minutes  
Full Day – 6.80 hours

### CALENDAR LEGEND

Begin/Start Qtr./Semester  
End of Qtr./Semester  
Mid-Term of a Quarter  
Prof. Dev./Work Days  
P-T Conferences  
Teacher Comp Day  
TQC Day  
Early Dismissal  
Holidays/Vacation Days

					Student Days/Hours	
M	T	W	Th	F		
15	16	17	18	19		
22	23	24	25	26	3	14.8
29	30	31			6	35.2
September 2022						
			1	2	8	48.8
5	6	7	8	9	12	73.2
12	13	14	15	16	17	107.2
19	20	21	22	23	22	141.2
26	27	28	29	30	27	175.2
October 2022						
3	4	5	6	7	31	202.4
10	11	12	13	14	35	229.6
17	18	19	20	21	40	263.6
24	25	26	27	28	45	297.6
31					46	304.4
November 2022						
	1	2	3	4	49	324.8
7	8	9	10	11	54	358.8
14	15	16	17	18	59	392.8
21	22	23	24	25	62	410.4
28	29	30			65	430.8
December 2022						
			1	2	67	444.4
5	6	7	8	9	71	471.6
12	13	14	15	16	76	505.6
19	20	21	22	23	79	523.2
26	27	28	29	30	79	523.2
January 2023						
2	3	4	5	6	82	543.6
9	10	11	12	13	87	577.6
16	17	18	19	20	92	611.6
23	24	25	26	27	97	645.6
30	31				99	659.2
February 2023						
		1	2	3	101	672.8
6	7	8	9	10	106	706.8
13	14	15	16	17	111	740.8
20	21	22	23	24	115	768.0
27	28				117	781.6
March 2023						
		1	2	3	119	795.2
6	7	8	9	10	124	829.2
13	14	15	16	17	129	863.2
20	21	22	23	24	134	897.2
27	28	29	30	31	139	931.2
April 2023						
3	4	5	6	7	143	955.6
10	11	12	13	14	145	969.2
17	18	19	20	21	150	1003.2
24	25	26	27	28	155	1037.2
May 2023						
1	2	3	4	5	160	1071.2
8	9	10	11	12	165	1105.2
15	16	17	18	19	170	1136.4
22	23	24	25	26		
29	30	31				
June 2023						
			1	2		
5	6	7	8	9		

### 170 Days/1080 Hours Calendar

Aug. 19 – New Staff  
Aug. 22 & 23 – In-Service – ALL STAFF  
Aug. 24 – 10:00 a.m. – 6:00 p.m. In-Take Conf  
Aug. 24 – 1st Day of School  
Aug. 24 – Begin 1st Semester  
Aug. 25 & 26 12:45 p.m. – Dismissal Work Time

Sept. 5 - Labor Day - No School  
Sept. 7 12:45 p.m. – Dismissal Work Time  
Sept. 21 – Mid-Term – 1st Qtr. (20 days)

Oct. 5 – Prof. Day – No School  
Oct. 10 – TQC No School  
Oct. 21 – End of 1st Qtr. (40 days)

Nov. 2 – Prof. Dev. – No School  
Nov. 7 & 8 – P-T Conferences – 4:00-8:00 p.m.  
Nov. 11 – Teacher Comp Day (No School)  
Nov. 18 – Mid-Term – 2nd Qtr. (18 Days)  
Nov. 23 – 12:45 p.m. Dismissal  
Nov. 24-25 – Thanksgiving Holiday (No School)

Dec. 7 – Prof. Day – No School  
Dec. 21 – End of 2nd Qtr. (38 Days)  
Dec. 21 – End of 1st Semester (79 Days)  
Dec. 21 – 12:45 p.m. Dismissal  
Dec. 22-Jan. 2 - Winter Break No School

Jan. 3 – Prof. Day – No School  
Jan. 4 – School Resumes  
Jan. 4 – Beginning of 3rd Qtr.

Feb. 1 – Prof. Day – No School  
Feb. 3 – Mid-Term – 3rd Qtr. (22 Days)  
Feb. 20 – President's Day (No School)

March 1 – Prof. Day – No School  
March 10 – End of 3rd Qtr. (45 Days)  
March 13/14 – P-T Conferences-4:00-8:00 p.m.  
March 17- Teacher Comp Day No School

April 6 – 12:45 p.m. Dismissal  
April 7 – 11 Spring Break - No School  
April 12 – Prof. Day – No School  
April 18 – Mid-Term – 4th Qtr. (23 Days)

May 14 - Graduation at 2:00 p.m.  
May 19-12:45 p.m. Dismissal Last Day School  
May 19 – End of 4th Qtr. (46 Days)  
May 19 – End of 2nd Semester (91 Days)  
May 29 – Memorial Day

Board Approved January 19, 2022

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## DAILY SCHEDULES

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

## HOMEROOM SCHEDULE

Monday	2:54-3:15	PBIS Activities/Lessons (No Meetings)
Tuesday	2:54-3:15	
Wednesday	2:54-3:15	
Thursday	2:54-3:15	
Friday	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	8:05-8:32
Period 2	8:35-9:02
Period 3	9:06-9:32
Period 4	9:35-10:02
Period 6	10:05-10:32



Period 7	10:35-11:07
Period 8	11:10-11:34
Period 5	11:37-12:20
MS/HS Lunch	12:20-12:45

# STUDENT ACTIVITIES

## Activity Bus

Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the bus unless prior arrangements have been made with the principal, or the student's parents personally appear and request to transport the student home.

## Assemblies

Throughout the year, the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly, and on their way back to the classroom after an assembly. Students will attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the office or remain with supervising teacher.

## Dances

The principal must approve school-sponsored dances at least four weeks prior to the dance. Students who leave a

dance are not allowed to re-enter the dance. School district policies, rules, and regulations apply to students, as well as non-students at school dances. Students and non-students violating school district policies, rules, or regulations will be asked to leave the dance and school grounds. The high school principal, or his/her designee, prior to any school-sponsored dance, must approve all non-student guests. Administration has the right to refuse any non-student guest. Students must get a guest request form from the office. The request form will be due one day prior to the scheduled event and have approval from building administration. Only Tripoli middle school students are allowed to attend middle school dances.

In order to have a non-scheduled dance, the sponsor of the proposed dance must secure two teachers/parents who will help chaperone and have approval by the administration.

## Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. There will be no field trips in the month of May that extend beyond one classroom period. With administration approval, this policy may be modified due to extenuating circumstances.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.

## Panther Pals

This is an organization of students who are interested in teaching or becoming teachers. These students are allowed to sign out during study halls to provide assistance to teachers or tutor other students.

## Pep Bus

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away.

## Student Activity Tickets

Students may purchase a student activity ticket for admission to certain school activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school activities. Students who cannot afford a student activity ticket should contact the building principal.

## Student Council

The student council is the representative group for the student body. The council functions as a coordinating group between the administration and the students. A separate student council for both the middle school and high school will be established.

## Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the activities director/principal prior to the fund-raising event or the start of a fund-raising campaign. **Funds raised remain in the control of the school district and the Board.** School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes

that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift. If using the facilities, please make sure the use is preapproved and have administration-approved supervisors because the building administrator may not be available.

### **Student Organizations**

Curriculum-related student organizations may use the school facilities for meetings and other purposes before, after, and during the instructional school day. Curriculum-related activities shall have priority over activities of any other organization. The principal shall have the responsibility to determine whether a group is curriculum or non-curriculum-related. A group shall be considered curriculum-related if any of the following questions can be answered in the affirmative:

1. Is the subject matter of the group actually taught as a regularly offered course?
2. Will the subject matter of the group soon be taught in a regularly offered course?
3. Does the subject matter of the group concern the body of courses as a whole?
4. Is participation in the group required for a particular course?
5. Does participation in the group result in academic credit?

Students may attend and participate in meetings of non-curriculum-related student groups. Such attendance shall be strictly voluntary and student-initiated. For non-curriculum-related student groups, however, school district personnel shall not in any way participate in the meeting or assist in planning, criticizing, or encouraging attendance. Non-school persons cannot direct, conduct, control, or regularly attend activities or meetings of these non-curriculum-related, student-initiated groups. All non-curriculum-related groups must be organized, promoted, and led exclusively by students. Any participation by adults disqualifies the group from being considered student-initiated.

Student-initiated, non-curriculum-related groups, upon receiving written or verbal permission from the principal, may use school facilities for group meetings during non-instructional time as long as the student-initiated group has school district personnel to monitor meetings. Non-instructional time shall mean any time before or after regularly scheduled school days (before 8:05 a.m. after 3:15 p.m.). Meetings shall not interfere with the orderly conduct of the educational program or other school district operations. When choosing a meeting time for an approved non-curriculum-related group, the principal shall determine whether the preferred meeting time will interfere with the orderly conduct of the education program or other school district operations and shall schedule accordingly.

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings and activities. Students wishing to use the school district facilities should contact the superintendent's office, along with having school district personnel monitor the meeting. School district policies, rules, and regulations are in effect during these meetings.

### **Student or Activity Pictures**

Each year all students will have their pictures taken for yearbook purposes. Students will be given an opportunity to purchase the pictures. If parents so choose, students have the opportunity to opt out of having their picture taken. Release forms are available at registration.

### **Yearbook**

Each year the yearbook staff publishes a yearbook. These are available to purchase.

## **STUDENT ATTENDANCE**

### **Attendance Philosophy**

Students are expected to attend class regularly and to be on time in order to receive maximum benefit from the instructional program. Good attendance develops habits of punctuality, develops self-discipline, and responsibility, and keeps disruption of the learning environment to a minimum. While it is possible for a student to make up much of the schoolwork that was missed, it is impossible to completely compensate for the absence from classes. In order to maintain interest and understanding in a program of instruction, students should not be absent from any class any more than is absolutely necessary.

Students who have good attendance records are those most likely to achieve higher grades, enjoy school life to a greater degree, accepted into colleges, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not demonstrated good habits of responsibility and self-discipline. A student's life-long patterns of responsibility and self-discipline will be fostered by attention the student gives them during the years of school attendance.

## Attendance - Student

Absences from school or class(es) will be considered excused for the following reasons:

- Personal illness or serious health condition. Medical certification may be required. If medical certification is required, it is the student's responsibility to provide such written verification. If medical verification is required and not provided, the absence will be unexcused.
- Students in extra-curricular activities, who miss school because of an illness, must be at school by 11:30 a.m. on the day of a school activity or event; or they will not be allowed to practice (discretion of the coach/sponsor), participate, or attend that event. Students who show up at such event or practice will be sent home, and the parent/guardian will be contacted.
- Funeral.
- Serious illness in the immediate family or household.
- Recognized religious observations.
- College visits, counseling visits, visits to a probation officer, doctor appointments, dental appointments, orthodontist appointments, optometrist appointments, etc. For these to be considered excused absences, students are asked to make prior arrangements with the high school office. Students may be asked to submit documentation to the office to verify the appointment.
- College visits are limited to one a year for junior students and three a year for senior students.
- In-school suspension.
- Out-of-school suspension.
- **Leaving class without permission.**
  - **First Offense - Time must be made up before coming back to class.**
  - **Second Offense - In-school suspension.**
  - **Third Offense - Out-of-school suspension.**
  - **Fourth Offense - Success Center the rest of the quarter**

After discussion with the parent/guardian, the principal may, at his/her discretion, determine that an absence for a reason other than those listed above may be determined to be excused. This will be on a case-by-case basis. In the event the principal determines it is advisable to verify an excuse given for an absence, the principal may take appropriate steps to do so. When it is determined that an excuse was forged or misrepresented the facts, the principal will treat the absence as *unexcused*, and consequences will be assigned.

Unexcused absences include, but are not limited to, the following reasons at the discretion of the administration and will be reviewed on a case-by-case basis.

- Extreme Tardiness.
- Hunting.
- Shopping.
- Concerts.
- Oversleeping.
- Employment.
- Hair or Tanning Appointments.
- Personal Business.
- Car Trouble.
- Truancy.
- Senior Skip Day.
- Staying Home to do Homework during the School Day.

Truancy is an unexcused absence, which, in the judgment of the administration, indicates a willful and premeditated violation on the part of the student and/or parent of the state laws governing school attendance. This school is required to report truancy to the County Attorney for students who are of compulsory age. Truancy at the high school level will be dealt with in the following manner:

- First truancy—A two-day in-school suspension will be assigned, and a parent conference will be requested.
- Second truancy—The superintendent will conduct a hearing on the principal's recommendation that the student be dropped from the class(es) affected with a grade of "x." A grade of "x" is recorded on a student's permanent record with the notation that the student's grade was changed due to excessive unexcused absences. No credit will be given for a course with a grade of "x." The student and his/her parents will be requested to participate in the hearing.

For record keeping purposes:

1. Arrival after 9:30 a.m. or 1:15 p.m. shall be counted absent for that one-half day.
2. Leaving school prior to 11:00 a.m. or 2:30 p.m. will be counted absent for that one-half day.

Tardiness will be kept cumulatively for all periods by quarter. **For every ten unexcused tardies, an hour of detention will be assigned. Students will have two days to make up their detention. In this process, the student may lose practice time or game time after school. Failure to fulfill the agreement could result in time doubled, Saturday School, or in-school suspension.**

A student who is tardy to school will not be admitted to class without a written pass from the office. It is important to arrive at each class on time so as not to disrupt the learning environment. For classroom purposes:

1. Arrival to the classroom during the first 25 minutes of class time will be tardy to class, after that time, absent from class for the day.
2. Leaving class prior to last 25 minutes of class time will be absent from that class for that day.

NOTE: Students who are tardy 30 minutes or more for oversleeping/late (unexcused) will be required to serve detention for entire time they were absent.

The Administration will determine whether or not the time missed will count as a tardy or an absence.

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 by e-mail with the names of the students involved in these trips.) This includes college visits, field trips, vacations, and funerals. Failure to make prior arrangements and bring back verification for these absences will result in an unexcused absence. It shall be the responsibility of the parent/guardian to notify the student's attendance center as soon as the parent/guardian knows the student will not be attending school on that day. If the student does not attend school and the parent/guardian has failed to notify the student's attendance center of the student's absence, the District will make a reasonable effort to contact the parent/guardian to determine whether the student will be attending school and/or the reasons for the student not attending school on that day. Student safety is a top priority. Communication between school and home is vital to ensure the safety and well-being of each student (parents are encouraged to call the office by 9:00 a.m. that same school day for any absences). It shall be the responsibility of the parent/guardian to provide current contact information in the form of a telephone number and address where the parent/guardian can be contacted for this purpose and to update the District in a timely manner if the contact information changes. If for some reason there has not been communication between home and school during an absence, the principal may request evidence or written verification of the student's reason for the absence. The note should state the student's name, dates absent, and the reason for the absence(s). In these cases where notes are needed to verify a student's absence, the office must have the written notice by the end of the next school day following the absence, or it will be counted as unexcused.

An absence, other than an illness or an emergency, should be arranged by the parent/guardian with the office prior to such an absence. Work should be made up in advance whenever possible, including taking tests before leaving. This also includes work missed because of school-sponsored activities. It is very important that students attend school on a regular basis. They have a far better chance of academic success when they are in class, and the teacher can work with them. If assignments are needed, the parent/guardian must call the respective office. Arrangements can be made with the office staff to pick up assignments for the absent student.

Whenever a student is absent from school for the equivalent of five (5) days in a semester, whether excused or unexcused, (unless the office is fully aware of the situation), a notice shall be sent by the principal informing the student's parent/guardian of the dates of absence, the reasons given for the absences, and whether the absences were considered excused or unexcused. The school's Grade Level Team shall review the student's record to determine if further actions should be taken with the student. A "plan" to solve the problem will be created, and an attendance contract may be necessary. If the terms of the "plan" are not met, the parent/guardian will be notified and the principal will send a letter to the County Attorney if the student is of compulsory attendance age. Special circumstances will be dealt with on an individual basis by the building principal. The student and parent/guardian can exercise their due process rights at any time during this process.

Whenever a student is absent five (5) times per semester from one class (whether excused or unexcused), a notice shall be sent by the principal informing the student's parent/guardian of the dates of the absences, reasons given for the absences, and whether the absences were considered excused or unexcused. The principal, the counselor, the teacher, the student, and the parent/guardian will devise a plan for handling future absences.

Whenever a student has five (5) unexcused absences in a class during a single semester, the student may be dropped from the class with a grade of "F."

School work missed due to an absence must be completed to the satisfaction of each teacher whose class or classes were missed. It is the student's responsibility to contact each teacher on the day of return if possible (even if the class does not meet), to request the make-up assignment(s). Any assignments/projects/tests, which are listed on the syllabus, calendar, or assignment sheet, or have been announced by the teacher in advance, are due on the original due date or the day of return. Exceptions to this are illness or extenuating circumstances. Arrangements should be made with the teacher.

When a student can anticipate an absence, every effort should be made to see that the school work is made up in advance of the absence. The principal may determine that the completion of school work in advance be a prerequisite to allowing the absence to be excused. Students who do not make up their work as required may have their academic grades lowered by receiving no credit for the required work.

Students, parents, and teachers may obtain a review of the principal's decision under this policy by filing a written request for review with the superintendent within three (3) school business days of the decision. The superintendent, or his/her designee, will review and notify the interested persons accordingly. At the conclusion of the review, the superintendent, or superintendent's designee shall affirm, reverse, or modify the principal's decision.

### **Compulsory Attendance**

Persons within the District who have custody of a child over six (6) and under sixteen (16) years of age by September 15, in proper physical and medical condition to attend school, shall have the child attend the school district at the attendance center designated by the Board of Directors. Students shall attend the number of days school is in session in accordance with the school calendar.

### **Emergency Form**

At the beginning of each year, parents must file an emergency form with the office providing the emergency telephone number of the parents, as well as 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 district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the MS/HS office at 882-4202 if the information on the emergency form changes during the school year. Emergency information may be updated on the Tripoli School's website.

### **Emergency School Dismissal**

In case of school being called off because of bad weather, roads, etc., the following stations will broadcast the cancellations—on radio stations KOEL, KWAY, FM 95.1 (The Bull); and TV stations KWWL, KCRG, and KGAN. 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. School information on menus, extra-curricular activities, meetings, and school closings will be available by calling 882-4277. The Tripoli Community Schools also uses Iowa School Alerts, the official notification source of major school events for participating school districts. The district encourages parents to sign up for Iowa School Alerts.

Extra-curricular activities or practices for the day or evening of a day when school is cancelled or dismissed early are generally cancelled or re-scheduled. The principal may determine whether to hold extra-curricular activities or practices. If the extra-curricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed. Under these conditions, attendance at varsity practice is not mandatory. Country students should be encouraged to go home or call a parent for permission to stay.

### **Leaving the Building/Entering the Building**

Under no circumstances is a student to leave the school building during school hours without first securing the permission of the principal or his/her designee. This includes going out to their car between classes. Students should sign out in the main office before leaving the building.

### **Senior Release**

Acknowledging that high school seniors are actively preparing for life after high school and recognizing that their preparation may include a part-time job, the following procedure will be utilized. Any senior that is due to graduate during the current school year and is in 1<sup>st</sup>-, 2<sup>nd</sup>-, 7<sup>th</sup>-, or 8<sup>th</sup>-period study hall may apply for a release form from the student's study hall. (Students can only be released from 2<sup>nd</sup> or 7<sup>th</sup> period if the student has two study halls in a row.) Students must fill out proper paperwork with the high school office.

1. The individual must maintain an accumulative grade point average of 2.5 or better to remain eligible. Failure in maintaining this grade requirement will result in the student being ineligible. A new form must be filled out each semester.
2. Any student who participates in the senior-release program must leave the school grounds. Failure to abide by these rules will result in loss of senior-release privileges. (Any exceptions will be approved by the office.)
3. Any student who participates must serve any assigned detention within the first two days of receiving it or that individual will lose senior-release privileges for the duration of time that it takes to serve the detention.
4. Any student in violation of the Code of Conduct will not be eligible for senior release during the duration of their ineligibility.
5. Any student not arriving from senior release on time will have one warning. A second offense will result in release privileges being revoked for the rest of the quarter.
6. All students MUST sign themselves in and out each day at the main office.
7. Students MUST attend mandatory advisory meetings.
8. Excessive absences/unexcused tardies (current or prior year) will also be a determining factor if a student is given senior release. Excessive absences/tardies are considered more than three a quarter. Students may be able to earn privileges back by meeting with the principal.
9. Any student receiving a grade of "F" at quarter or semester will lose senior release privileges until grade is improved to C- or better.

## **STUDENT HEALTH, WELL BEING, AND SAFETY**

### **Asbestos Notification**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. A certified asbestos inspector, as required by the AHERA, has inspected the school district facilities. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management (Head Maintenance) planner has developed an asbestos management plan for the school district facilities which includes notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the head maintenance office.

**NOTE: Federal law requires a school district to notify students and parents about the school district's asbestos management plan annually. Each school building must have a plan in the office.**

### **Emergency Drills**

Periodically, the school holds emergency fire, tornado, and intruder drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules, and regulations, may be reported to law enforcement officials.

### **Illegal Items Found in School or in Students' Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, electronic cigarettes, or look-a-like substances and possessing or using tobacco, tobacco products, or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles, even if unloaded and locked in cars, with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

### **School Day**

The front door will be open at 7:45 a.m., but no one will be allowed in the hallway until 7:55 a.m. Students may be in the cafeteria at 7:45 a.m. but will not be allowed into the academic areas until 7:55 a.m. without direct adult supervision. In the morning and again in the afternoon, the buses will drop off and pick up the MS/HS students at the south door. Students may be present on school grounds before 7:45 a.m. or after 3:30 p.m. only when they are under the supervision of an employee or an

extra-curricular-activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal, unless student(s) are supervised by an adult employee.

### **Sexual Abuse and Harassment of Students by Employees**

The school district does not tolerate employees who physically or sexually abuse or harass students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the school counselor at 882-4201 as its Level 1 investigator.

Physical abuse is non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for the purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property, or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits, submission to or rejection of the conduct is used as the basis for academic decisions affecting that student, or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment.

### **Student Health/Insurance Information**

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with the permission of the parents and school nurse. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication, as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by a certified medication administrator. Medication must be in the original container with the following information either on the container, in the instruction sheet, or in the parental authorization—name of the student; name of the medication; directions for use including dosage, times, and duration; name, phone number, and address of the pharmacy (if applicable); potential side effects; and emergency number for parents.

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, and chicken pox.

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, from birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, and hospital services to name a few. Parents are encouraged to call 1-800-257-8563 (toll free) or go to the Website at <http://www.hawk-i.org/> for more information.

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis, and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Prior to starting the school year or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health-care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempt from the immunization requirements. Parents who have questions should contact the office.



Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

The Tripoli Community School District has a part-time nurse and will be working in both the Elementary or Middle/High School buildings. Her main office number is 882-4203.

A student who becomes ill or is injured at school must notify his/her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person as directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid. The school will contact emergency personnel, if necessary, and the parents, if possible prior to transportation, and letting them know where the student has been transported for treatment.

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office.

Student athletes must have health and accident insurance in order to participate in intramural or extra-curricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes, who do not have and cannot afford insurance, should contact their coach.

### **Tobacco-Free Policy**

The Tripoli Community School District's facilities and grounds, including school vehicles, are off limits for all forms of tobacco used or possessed, including e-cigarettes and vaporizers with or without nicotine, as they are defined by the Iowa Code. This requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco product, or leave the school district's premises immediately. It is the responsibility of the administration to enforce this policy

## **STUDENT RECORDS**

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the Board Secretary, in the central administration office. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff law enforcement unit personnel and certain volunteers); a person serving on the School Board; a person

or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to inform the school district that the parent does not want directory information, as defined below, be released. Any student over the age of eighteen (18) or parent not wanting this information released to the public must make objection in writing by September 15 to the principal. The objection needs to be renewed annually.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C., 20202-4605 or visit their website at: <http://www.ed.gov/offices/OII/fpco/> for more information.

Student directory information is designed to be used internally within the school district to assist certified personnel. Student directory information will be provided to the public without parents' consent unless the parents have notified the administration within the deadline set in the annual notice that they do not want directory information or portions of it to be released without their consent.

Directory information shall include, but not be limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information distributed about the students.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

### **Backpack and Bag Policy**

Carrying backpacks, briefcases, or other large bags to classes and into classrooms is a privilege. This includes purses if they are used to carry books or create obstacles in the classroom. Staff members have the right to not allow these items into classrooms. Staff members also have the right to ask students to place them in a certain designated spot within the room. If a student does not follow a staff member's direction with regard to a backpack, briefcase, or other large bags, the student will need to take the backpack, briefcase, or other large bag to the office for the remainder of the day. Continued noncompliance will result in the loss of the student's right to possess his/her bag during the school day. If this occurs, the student's bag will only be allowed in the student's locker and may only be in the hall when moving in or out of the building for a designated time assigned by the administration. Backpacks, bags, and purses fall under the search and seizure rules under "Student Searches" in the handbook.

### **Care of School Property**

Students are expected to take care of school property including desks, chairs, books, lockers, laptops, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials. Due to our district's rollout of 1:1 laptops, please see our Technology Handbook for details of the care of the school's laptops.

### **Cheating**

Students are expected to do their own school work. Cheating by looking at another student's school work, copying others' work, copying from other sources, receiving/transmitting answers to others, or any other form of cheating is not tolerated. In addition to the discipline outlined in this handbook. Individual teachers may have their own classroom rules on cheating.

### **Classroom Books**

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.

## **Disciplinary Code for Tripoli Middle/Senior High School**

Inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, and/or presents a threat to the health and safety of students, employees, and visitors on school premises. Students should conduct themselves in a manner fitting to their age and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school-owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the school district.

Students who fail to abide by this and other school district policies, rules, and administrative regulations supporting the school district policies may be disciplined for conduct which disrupts or interferes with the educational 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 in educational activities, conduct that is violent or destructive, or conduct which interrupts the maintenance of a disciplined atmosphere.

Teachers and/or others who are in charge of a classroom must be the administrators of classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When a situation arises wherein the educational process is substantially interfered with, it then becomes the responsibility of the administration to assist in the disposition of the discipline problem.

Students may be disciplined for conduct that violates commonly held notions of unacceptable, immoral, or inappropriate behavior that includes, but is not limited to, the following:

1. Open and/or persistent defiance of authority, school rules, and regulations (including extra-curricular rules).
2. Assault or threatened assault on another person.
3. Extortion, intimidation, or coercion.
4. Inciting others to violate the law or school rules.
5. Vandalism.
6. Gambling.
7. Theft or possession of stolen goods/property.
8. Sale, manufacture or distribution of illegal drugs, controlled substances, imitation-controlled substances, or drug paraphernalia.
9. Possession, use, or being under the influence of illegal drugs, controlled substances, imitation-controlled substances, or drug paraphernalia.
10. Possession, use, or threatening to use any instrument that is generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, an imitation weapon, or an explosive.
11. Possession, use or being under the influence of alcoholic beverages.
12. Use, possession, and/or transmission of tobacco or imitation substances, smokeless tobacco, or electronic cigarettes.
13. Profanity.
14. Possession of pornographic/obscene literature, items, or materials.
15. Student dress that is suggestive, condones illegal activity, or in some way disrupts the educational process.
16. Failure to abide by corrective measures for previous acts of misconduct.
17. Harassment in any form of another person.
18. Conduct that discriminates against others based upon an individual's sex, race, national origin, religion, or disability.
19. Destruction, damage, unauthorized use, inappropriate use, and/or manipulation of hardware, software, or any aspect or component of the school's electronic information system including the Internet.
20. Inappropriate sexual conduct including harassment, indecent exposure, and visible display of affection.

If a student is in extra-curricular activities, the Code of Conduct may also be applied.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district, while on school-owned or school-operated transportation, while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the Board President. The Board shall review the suspension to determine whether to impose further sanctions against the student that may include expulsion. Assault for purposes of this section of this policy is defined as: an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting, or offensive, coupled with the apparent ability to execute the act, or intentionally points any firearm toward another, or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social, or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

The district may impose a range of disciplinary measures for acts of misconduct. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline will be administered depending on the severity and frequency of the acts of misconduct. The imposition of discipline will be within the discretion of individual responsible for imposing the discipline. In instances where there has been a violation of the law, as well as school rules, appropriate law enforcement officials will be contacted and may become involved in the district's administration of discipline. The school reserves the right to seek restitution from the parents/guardians of a student or the student for damage caused by the student.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. The imposition of a detention and the length of the detention shall be within the discretion of the employee disciplining the student or the building principal.

Saturday School is a disciplinary measure that is assigned to students when detention has been determined not to be an effective disciplinary measure. The assignment of Saturday School and the length of time a student will attend Saturday School shall be within the discretion of the building principal/Dean of Students. Saturday classes will be held from 8:00 a.m. to noon. One break period (5 minutes) will be taken at 10:00 a.m. for students to use the restroom. Students reporting for Saturday School must be working on regular classroom assignments, class-related study, or a similar constructive project. Students may be asked to work with the teacher on a behavior plan specific to the incident relative to his/her assignment of Saturday School. All work and books must be brought at the beginning of the session. The sessions will be under the supervision of a regular classroom teacher who will be available to provide tutoring if needed. If a student is asked to leave Saturday School because of misbehavior, he/she will be given two Saturday Schools. A second offense of misbehavior, while serving a Saturday School session, will result in the student appearing before the Board of Directors before he/she may return to school. When a student receives a Saturday School, the student will serve the Saturday School on the first scheduled Saturday after. The student and his/her parents/guardian will be responsible for providing their own transportation to the Saturday classes. Parents/guardian will receive letters informing them of the Saturday School. If a student is assigned to a Saturday session and does not show up, he/she will be given two Saturday Schools to be served the next two scheduled Saturdays. If the student does not show again, he/she must appear before the Board of Directors before he/she may return to school.

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

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

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board, but no longer than one school year.

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

## **Due-Process Procedures/Minor Violations/Complaints and Grievances**

When it comes to the attention of school officials that a student is suspected of violating the Disciplinary Code for Tripoli Middle/Senior High School students, the principal will determine whether the student committed a violation. Prior to making a decision that there has been a violation, the principal shall conduct an investigation that shall include giving the student:

1. oral or written notice of the allegations against the student;
2. the basis in fact for the charges; and
3. the opportunity to respond to the charges.

If the principal finds that the student committed a violation and discipline is imposed on the student, appropriate notice of the discipline shall be given to the student and the student's parents.

The appeal procedure for discipline will follow the same appeal procedure listed on page 41 for the Code of Conduct. However, some discipline may not have an appeal procedure due to the fact that the consequences need to be immediate. This, according to the Board policy (503 series), is determined for each consequence by the building administrator.

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

**May include, but are not limited to:**

- |                                       |   |
|---------------------------------------|---|
| 1. Insubordination and/or disrespect. | 4. Sign-out abuses.                               |
| 2. Profanity/vulgar language.         | 5. Or any other instances of similar misbehavior. |
| 3. Excessive running in halls.        |   |

### Major/Minor Behavior Grid

	<b>Warning/Reteach</b> Teacher handled, no documentation required, teacher discretion for consequences and personal documentation	<b>Minor</b> Teacher handled, teacher assigns own or building consequence	<b>Major</b> Referral form completed. Administrator assigns consequence (with teacher input). Administrator communicates to teacher about situation.	<b>Expected Behavior</b> Acting in a cooperative manner respectful of school and classroom expectations; responding appropriately when addressed
<b><i>Inappropriate Language</i></b>	Offensive remarks or gestures in a casual manner inappropriate sexual connotations; putdowns to a particular subgroup.	Repeated pattern of any inappropriate language.	Swearing used to harass, intimidate, show defiance, create an unsafe climate.	<ul style="list-style-type: none"> <li>Language that is socially appropriate and respectful</li> </ul>
<b><i>Fighting/Physical Aggression</i></b>	Rough play	Pre-fight aggressive posturing, wrestling, bumping into others	Hitting or kicking; encouraging another to fight; retaliating	<ul style="list-style-type: none"> <li>Respect for others' personal space</li> <li>Walking away from and reporting possible conflicts</li> </ul>
<b><i>Defiance/Disrespect/Noncompliance</i></b>	Passive refusal to participate, extremely slow in response to request, testing the limit	Ignoring reasonable request to stop low-level disruption; overt refusal to participate	Repeated refusal, ignoring reasonable request that leads to escalation and/or to an unsafe situation	<ul style="list-style-type: none"> <li>Acting in a cooperative manner respectful of school and classroom expectations</li> <li>Responding appropriately when addressed</li> </ul>
<b><i>Disruption</i></b>	Noise making; outside-talk; attention-getting behaviors (silly answers, class clowning, etc.); bugging others	Repeated pattern of any disruptive behaviors; misuse of cell phone/electronic devices in class (Phones and electronic devices to be confiscated and taken to office)	Behavior that stops the learning in class; defiant repetition of behavior following correction	<ul style="list-style-type: none"> <li>Cooperative behaviors</li> <li>Turn taking</li> <li>Contributing appropriately to class discussions and activities</li> <li>Cell phones off &amp; away during instructional time</li> </ul>
<b><i>Harassment/Teasing/Taunting</i></b>	Annoying on purpose; altering names;	"Put downs," threatening, and/or disrespectful body language/posturing; targeted insults	Threat/extortion; racist/socio-economic status/sexual/religious/disability/ethnicity/sexual orientation/cultural remarks; continued pattern of Minor offenses; continued proximity after separation; cyber-bullying/intimidation	<ul style="list-style-type: none"> <li>Language that honors and validates others and their values and beliefs</li> </ul>
<b><i>Property Damage</i></b>	Not returning items to appropriate places.	Thoughtlessly or "accidentally" damaging property.	Theft, purposefully damaging or defacing property	<ul style="list-style-type: none"> <li>Respect personal and school property.</li> <li>Using equipment in appropriate manner.</li> <li>Return items to appropriate places.</li> </ul>
<b><i>Lying/Cheating/Theft</i></b>	Borrowing without asking	Taking another's property (minor value), refusing to return a borrowed item, substituting someone else's work for your own	Taking another's property (significant sentimental or monetary value), not telling the truth when it involves someone's personal safety or property damage	<ul style="list-style-type: none"> <li>Produce authentic work</li> <li>Be honest in words and actions</li> </ul>
<b><i>Possession of a Controlled/Illegal Item</i></b>	Inappropriate drug/alcohol references	repeated inappropriate drug/alcohol references, talking about use, clothing or obvious look-alike weapons	under the influence, possession, distribution, paraphernalia of drugs or possession actual or look-alike gun, knife, or other weapons	<ul style="list-style-type: none"> <li>Show an informed point of view in regards to drugs and alcohol</li> </ul>

It is important that each student understand that there may be causes that warrant action that is not outlined in this disciplinary code. Emergency disciplinary action will be left to the discretion of the principal.

# “Panther PATH”

## *Expectations Matrix*

Expectation:	Hallway	Lunchroom	Restroom/ Locker Room	Classroom	Activities	Enter/Exit
<b>Positive</b> Keep our words and actions kind	<ul style="list-style-type: none"> <li>• Quiet greeting</li> <li>• Respect other classes</li> </ul>	<ul style="list-style-type: none"> <li>• Greet staff and students politely</li> <li>• Discuss positive topics</li> </ul>	<ul style="list-style-type: none"> <li>• Report problems</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage others</li> <li>• Active listening</li> <li>• Value opinions of others</li> </ul>	<ul style="list-style-type: none"> <li>• Be a positive spectator</li> <li>• Support and encourage participants</li> </ul>	<ul style="list-style-type: none"> <li>• Greet adults and students in friendly manner,</li> </ul>
<b>Accountable</b> Be responsible, exhibit self-control and pursue excellence	<ul style="list-style-type: none"> <li>• Keep hallways clean and clear</li> <li>• Take quickest route</li> <li>• Report problems</li> </ul>	<ul style="list-style-type: none"> <li>• Clean your area when you are finished</li> <li>• Return trays</li> </ul>	<ul style="list-style-type: none"> <li>• Use in a timely manner</li> <li>• Flush and wash hands</li> <li>• Towels in trash</li> </ul>	<ul style="list-style-type: none"> <li>• Do your best</li> <li>• Hand in work on time</li> <li>• Keep room clean</li> <li>• Use supplies appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Respect property</li> <li>• Enter and exit at appropriate time</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in designated area</li> </ul>
<b>Teachable</b> Listen with understanding, be prepared and attentive, and demonstrate knowledge	<ul style="list-style-type: none"> <li>• Be on-time</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate good manners</li> </ul>	<ul style="list-style-type: none"> <li>• Use during appropriate time</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared &amp; ready to learn</li> <li>• Stay on task</li> <li>• Ask for help</li> </ul>	<ul style="list-style-type: none"> <li>• Be respectful of opponents and officials</li> </ul>	<ul style="list-style-type: none"> <li>• Be responsible for your items</li> </ul>
<b>Honorable</b> Demonstrate honesty, integrity, reliability, and loyalty	<ul style="list-style-type: none"> <li>• Use appropriate language</li> <li>• Keep hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Wait in line</li> <li>• Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Keep it clean</li> <li>• respect privacy and property</li> <li>• Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Follow classroom procedures</li> <li>• Respect others' property</li> </ul>	<ul style="list-style-type: none"> <li>• Represent school with dignity</li> <li>• Stand quietly for anthem</li> </ul>	<ul style="list-style-type: none"> <li>• Hold door open for others</li> <li>• Take turns going through doors</li> </ul>

# DETENTION

## Detention/Tardies

1. Teacher Assigned: Will be monitored by the teacher assigning the detention and may occur either before or after school.
2. Principal Assigned: Will be monitored by the principal at time of his/her choosing.
3. It is expected that the student will be given at least one-day notice or the opportunity to contact parents before the time he/she is to serve detention.
4. Times must be served in two school days or other consequences may be added.
5. If a teacher feels the need to have the student serve time immediately, the teacher must contact parents to get permission (no messages).

## Driving and Parking at School

Parking on school grounds is a privilege. Students are not allowed to get into or drive cars during the noon hour or after arriving at school in the morning without specific permission from the principal or office. Students driving private cars to school are asked to park in the east and the northwest part of the bus garage. Students are asked to not park in any teacher-designated areas (the north side of the building—circle drive/north door/ICN exits) and in areas marked NO PARKING by yellow paint placed on curbs and streets. Students are asked to drive with care at all times, especially around the school grounds with a large number of Elementary and Middle/Senior High students in the area.

- In a shared-activity program, students may drive to practice.
- In a shared-activity program, students may not drive to games in districts besides the actual district we are sharing with.
- In a shared-academic class, students with a valid driver's license may drive to district.
- A student with a school permit may not drive to any activity.
- A student with a school permit may drive to academic class in shared district.

## Dual-Enrollment Students

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual-enrollment students interested in participating in school activities or enrolling in classes should contact the building principal.

## Electronic Devices/Interference in School (8:05 a.m.-3:15 p.m.)

For the purposes of this handbook, "Handheld Technology Devices" are defined to include portable two-way telecommunication devices including, but not limited to, cellular telephones with or without cameras, laptops, netbooks, iPods, MP3 players, beepers, walkie talkies, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and/or transmitting and/or receiving images, such as cameras, as well as any new technology developed for similar purposes.

Handheld Technology Devices are to be set on silent and kept in a student's car, assigned locker, backpack, pocket, or similar enclosure, and are to be totally out of view during the regular school day and are not to be used during the instructional hours of the school day from 8:05 a.m.-3:15 p.m. unless they are used under the direction of a staff member for academic purposes. Parents will need to pick up devices when they are confiscated.

Grades 9-12 students may use cell phones in the hallway only between classes and at lunch break (gym and lunchroom). Grades 6-8 students may use cell phones during lunch break only. Students may use iPods/MP3 players under supervision of their immediate teacher.

Exceptions will be made for students with specific needs that require such devices under a "504 Plan," pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; as per their Individualized Education Program "IEP," and during a medical or security emergency, if a supervising school official is not in communication with emergency responders, or the student is unaware that a supervising school official is in communication with emergency responders.

Students may use Handheld Technology Devices in the hallways. Handheld Technology Devices may not be used in any manner that will cause disruption to the educational environment. Phones or other electronic devices may not be used in classrooms or study halls without the supervising staff member's permission. Students must turn in their electronic device to a staff member when requested to do so. The following consequences for not following the rules for electronic devices will occur:



**Note: Any student refusing to give their electronic device to a staff member when requested to do so, will immediately begin their consequence at the third-violation level.**

Consequences:

First Violation: The device will be turned into the office. The student may get the device from the office at the end of the day. Parents will be notified.

Second Violation: The device will be turned into the office. Parents will be notified, and a parent must pick up the device.

Third Violation: The device will be turned into the office. Parents will be notified, and a parent must pick up the device. Then for the next five days, the student must turn in the device at the beginning of each school day and then pick it up at the end of the day.

Fourth Violation: The device will be turned into the office. The parent will be notified to pick up the device and will need to meet with administration before a student will be allowed to have the cell phone returned. Consequences may include, but are not limited to, losing the right to bring the device onto school property for the rest of the school year and suspension for insubordination.

The school district or administration will not be responsible for the loss, damage, destruction, or theft of any electronic device brought to school or a school field trip or extracurricular activity.

The school district or administration will not be responsible for financial charges relating to student Handheld Technology Devices at any time, to include during times of confiscation. Student use of personal Handheld Technology Devices for permitted education purposes or to communicate with school staff or other students is optional.

Use of Handheld Technology Devices for field trips and extracurricular activities will be at the discretion of the teacher/sponsor/coach.

Students found to be using any Handheld Technology Device in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to reasonable discipline. Students violating this rule will not be allowed to possess any Handheld Technology Device following the incident on school property until a parent picks up the confiscated device, unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.

Cell phones with cameras, iPods, and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and rest rooms at ALL times. Students will be disciplined for any use of Handheld Technology Devices in school locker rooms or rest rooms. **At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.** Students violating this rule shall be subject to reasonable discipline. Students violating this rule will not be allowed to possess any Handheld Technology Device following the incident on school property until a parent picks up the confiscated device, unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.

### **Equal Educational Opportunity Policy**

The Tripoli Community School District does not discriminate based on any of the following actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status is prohibited in its educational program, activities, or employment policies or practices as required by the Title VI of the Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973. The grievance policy and procedures are available from the educational equity coordinator, 209 8<sup>th</sup> Ave., SW, Tripoli, IA 50676, (319) 882-4202.

### **1:1 Guidelines**

Please refer to the Technology Handbook, which has been placed on the school's website ([www.tripoli.k12.ia.us](http://www.tripoli.k12.ia.us)), for the guidelines which have been implemented for this new program.

Access to the Internet is a privilege that is available to qualified users. Students become qualified users by:

1. Reading and signing the "Consent to Student Use of the District's Computers, Computer Network Systems, and Internet Access" form.
2. Securing parental signatures on the "Consent to Student Use of the District's Computers, Computer Network Systems, and Internet Access" form.

Once a student becomes a qualified user, his/her privilege of continued use is predicated on adhering to the terms of use as found in the "Appropriate Use of Computers, Computer Network Systems, and the Internet." Students who are found to be in violation shall be subject to school disciplinary action in accordance with Board policies and/or appropriate legal action. Please refer to School Board Policies #605.6, #605.6R1, #605.6E1, and #605.6E2 for further information.

### **Interrogation by Outside Agency**

If an individual, such as a law enforcement officer, wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, at the discretion of the administration, such action is in the best interest of the student's welfare or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administration may attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

### **Interviews of Students by Outside Agencies**

A request from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal may attempt to contact the parents to inform them of the request and to ask them to be present. Students will not be taken from school without the consent of the principal or for other appropriate authorized reasons.

### **Lockers and Desks**

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep his/her assigned locker and desk clean and undamaged. The expense to repair damage done to a student's locker and desk will be charged to the student.

Although school lockers, desks, and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections; and students have no legitimate expectations of privacy in the locker, desk, or other space. School officials, in the presence of the student or another individual, may conduct periodic inspections of all or a random selection of lockers, desks, or other space. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk, or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and a particular suspicion that the contents contain illegal or contraband items or evidence of a violation of a law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Students in 9-12 grades will select their lockers, and students in grades 6-8 will be assigned lockers the first day of school. Responsibility for items kept in the hall lockers and the locker room lockers is up to the student. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. Lost and found items will be turned in to the main office.

Food and/or pop should not be stored in lockers for an extended period of time. The student is expected to clean up after him/herself. If food is brought into the building for a class treat, it is to be given to the classroom teacher in the morning before school begins for adequate storage.

### **Observing Family Members at School Performances During School Day**

The school is happy to allow students to observe their family members in a school performance when the parents are with them (this does not include brothers, sisters, grandparents, aunts, or uncles). Students will not be allowed to attend an event without a parent.

## **Payment of Fees**

All general fees to be collected by the school will be handled through the main office. All bills and obligations are due as soon as they are accrued.

## **Physical Restraint**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website: <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

## **Posting of Information**

Students who wish to post or distribute information anywhere on school grounds must receive permission from the principal at least **three** days before the posting or distributing. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school’s rules, posting, and distributing of materials.

## **Protection of Pupil’s Rights in Federal Application Surveys**

Section 1017 of the Goals 2000 Educate America Act requires schools to give parents and students effective notice of their rights under the legislation with respect to the following:

1. All instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey. Analysis or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.
2. No student shall be required, as part of any applicable program, to a survey, analysis, or evaluation that reveals information concerning:
  - a. political affiliations;
  - b. mental and psychological problems potentially embarrassing to the student or his/her family;
  - c. sex behavior and attitudes;
  - d. illegal, anti-social, self-incriminating and demeaning behavior;
  - e. critical appraisals of other individuals with whom respondents have close family relationships;
  - f. legally recognized, privileged, or analogous relationships, such as those of lawyers, physicians, and ministers; or
  - g. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.
3. Educational agencies and institutions shall give parents and students effective notice of their rights under this section.

## **Student Appearance and Dress**

There is a strong correlation between student appearance, academic performance, and student conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students and employees. The following guidelines and regulations, for student appearance and dress, are designed to assist school personnel in maintaining a productive, conducive, and safe-learning environment. It is expected that all students will be neatly, casually dressed (using good taste) and clean. Students not adhering to these regulations will be asked to change clothing.

### **The following guidelines are in effect during:**

1. Regular school hours (8:05 a.m. – 3:15 p.m.).
2. Any time when the student is representing Tripoli Middle/Senior High School.

**The preceding limitations are not intended to be all-inclusive.**

**The following items of clothing will not be allowed during the aforementioned times:**

1. Items that display or advertise alcohol, tobacco, or drug products and/or paraphernalia.
2. Items that contain wording, phrasing, or pictures that have sexual connotations.
3. Items that contain rivets, cleats, chains, or any other hard, sharp objects that could be dangerous to students, staff, or school property.
4. Items that expose bare stomach, the back below the shoulder blades, or midriff areas, during natural walking and sitting posture.
5. Tube tops will not be worn, unless covered by another shirt that is buttoned or zipped for the entire school day.
6. Items that expose excessive cleavage.
7. Items exposing underclothing.
8. Hats/caps, bandanas, fashion-only glasses, sunglasses, and other such headwear will not be worn in the building except under specific circumstances cleared by administrative discretion.
9. Short shorts/skirts.

While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is appropriate or proper and what is not. Each situation will be evaluated by the staff and office on a situational basis. Any time someone is offended by a student's dress, administration may be requested to meet with the student to determine if his/her dress is meeting the above guidelines.

### **Student Complaints and Grievances**

Student complaints and grievances regarding Board policy, administrative regulations, and other matters should be addressed to the student's teacher or another licensed employee 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 five days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the assistant principal within five days after speaking with the assistant principal. If the matter is not satisfactorily resolved by the committee, the student may ask to have the matter placed on the Board agenda of a regularly scheduled Board meeting in compliance with Board policy.

### **Student Publications**

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the Board, and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or Board have interfered with or altered the content of the student speech or expression. Copies of the school district School Board Policy on publication code can be obtained from the superintendent's office.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish, or distribute in an official school publication material, which is:

1. obscene;
2. libelous;
3. slanderous; or
4. encourages students to:
  - a. commit unlawful acts;
  - b. violate school district policies, rules, or regulations;
  - c. cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
  - d. disrupt or interfere with the education program;
  - e. interrupt the maintenance of a disciplined atmosphere; or
  - f. infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

### **Student Searches**

In order to protect the health and safety of students, employees, and visitors to the school district and for the protection of the school district facilities, students and their belongings and school-owned lockers and desks might be searched and

inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Reasonable suspicion may be formed by considering factors such as the following:

1. eyewitness observations by employees;
2. information received from reliable sources;
3. suspicious behavior by the student; or
4. the student's past history and school record (although this factor alone is not sufficient to provide the basis for reasonable suspicions).

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope of intrusiveness may be determined based on factors such as, but not restricted to, the following:

1. the age of the student;
2. the sex of the student;
3. the nature of the infraction; and
4. the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student has violated school district policies, rules, regulations, or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by following the student search procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

### **Student-To-Student Bullying and Harassment**

Harassment, bullying, and abuse are violations of school district policies, rules, and regulations and, in some cases, may also be a violation of criminal or state and federal laws. The school district has the authority to report students violating this rule to law enforcement officials.

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

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

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

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

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

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes, but is not limited to, communication via electronic mail, Internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

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

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
2. Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
3. The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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

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

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

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

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

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

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.

### **Threats of Violence**

All threats of violence, whether written, oral, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the good order, efficient management, and welfare of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terrorist behavior—the background of a student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s)/guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

### **Weapons**

Weapons, look-a-likes, other dangerous objects, and any instrument used as a weapon in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district. School district facilities are not an appropriate place for weapons, look-a-likes, other dangerous objects, or any instrument used as a weapon. Weapons, look-a-likes, other dangerous objects, and any instrument used as a weapon 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. Students bringing a weapon, look-a-like, other dangerous object, or any instrument used as a weapon onto school property or onto property within the jurisdiction of the school may be suspended or expelled from school. Parents of students found to possess a weapon, look-a-like, other dangerous object, or any instrument used as a weapon on school property shall be notified of the incident. Confiscation of weapons, look-a-likes, other dangerous objects, or any instruments used as a weapon shall be reported to law enforcement officials, and the student shall be subject to disciplinary action, including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. The term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas.

The term "dangerous object" includes any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. The term "dangerous object" also includes any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the individual intends to inflict death or injury upon the other, and which, when so used, is capable of inflicting death upon a human being. In addition, dangerous objects or any instrument used as a weapon in the school includes any object used to intimidate, coerce, scare, or threaten a student, school district employee, or visitor. Dangerous objects, therefore, include, but are not limited to, clubs, nunchakus, brass knuckles, knives (regardless of blade length), stun guns, BB and pellet guns, toy guns used or displayed as real guns, and unloaded guns.

# STUDENT SCHOLASTIC ACHIEVEMENT

## AP Courses

The following is the criteria to **opt out** of a required course that is replaced with an AP course:

1. A student's prior academic performance will be examined before approval is recommended:
  - a. ACT scores.
  - b. Iowa Assessment scores.
  - c. Prior grade(s) in curricular area.
2. Content teacher reviews AP content—AP course and required course must be at least equivalent—(Content may be looked at by content course teacher and TAG teacher).
3. Decision is supported by teacher, counselor, parent, and administration.
4. Fill out form (see principal).
5. **Students receive an AP grade and that grade goes on a student's GPA with no options to opt out of the grade. However, if a student does not like/approve of the grade received for an AP course, they will be allowed to take a required local course to replace the AP grade. The highest grade received will be the final grade on the student's transcript.**
6. A student must be a senior or talented and gifted student.
7. A student must start the enrollment process the previous semester.
8. Grades are not adjusted and will follow our 4.0 system. Students may use the final test score to improve their overall score, but the test will not lower their final grade. (Students have an option to take the test.)
9. The School Board must approve an AP course to replace the required course.

The Following Criteria will be Followed when Applying to take an AP Course, Dual Credit Course, Iowa Learning On-line Course, (PLTW), or Independent Course, or a Course Out of District (Excluding PSEO).

The student **must** be proficient on their ISASP in math, reading, **and** science to be able to sign-up for any of the above options.

1. The student must be an independent worker.
2. The student needs to have at least a 3.0 GPA or ISASP test in the subject area.
3. The student needs to be willing to work outside of normal school day hours to complete the test or other required work.
4. The student is recommended by the counselor, principal, parent, and teacher of subject area.
5. Students will receive a grade for their course but may opt out of GPA.
6. The class will **Not** disrupt the normal student schedule at Tripoli High School. This means not missing all or part of a scheduled class at Tripoli, including PE, or causing the need for an independent study course, or any other special arrangements. (Each situation is reviewed by the building administrator as to the impact of academic loss.)
7. If the course is taken for supplemental reasons, a few of these criteria may be relaxed.
8. If the student is taking courses in any district outside of Tripoli will need their own transportation.

Note: Students are approved to take AP courses if the following criteria are adhered to:

1. If approval criteria is met.
2. The AP course is paid for (if necessary).
3. Books are paid for.
4. The student is able to find a mentor (adult supervisor) to help proctor testing and offer other help.
5. The student will follow AP procedures.
6. The student will work with counselor on course.

**\*\*Any student participating in ICN courses, online courses, dual-credit courses, or AP courses will be subject to the rules of those entities and will also be subject to Tripoli Community School district's rules and regulations.**



## Academic Eligibility Requirements for High School and Middle School Students Participating in Extra-Curricular Activities

1. A student must receive credit in at least four subjects at all times.
2. A student must pass all and make adequate progress toward graduation to remain eligible.
3. If students are not passing at mid-term, they will be put on probation for (five) 5 **school** days so that they may have the opportunity to get their grades to a passing level. If they do not improve to a passing grade after (five) 5 **school** days, the student will become ineligible to participate in athletic competition/fine arts contests until grades are passing. (Students must get a signed form turned into office to get off of probation.) The administrator will monitor the progress of an ineligible student, with the understanding that an extenuating circumstance may arise. The administrator has the right to modify the ineligibility timeframe.
4. If a student is given a failing grade in any course at the end of each quarter (nine weeks), the student will be ineligible for (ten) 10 calendar days.
5. If at the end of any grading period (semester), a student is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic competition/fine arts contest in which the contestant is a contestant for (thirty) 30 consecutive calendar days.
6. If a student is not passing all the courses at the end of the final grading period of the school year and the student is a contestant in any extra-curricular activity, the student is ineligible for the next thirty (30) calendar days of that sport or activity.

### 2022-2023 Starting Dates

The first date listed after each sport is the first date on which competition is allowed (eligibility period starts.) Eligibility resumes at 12:01 a.m. on the 31<sup>st</sup> day.

IHSAA Sports	<b>Boys</b>		<b>Girls</b>	
	1 <sup>st</sup> Practice Date	1 <sup>st</sup> Competition Date	1 <sup>st</sup> Practice Date	1 <sup>st</sup> Competition Date
Basketball	November 14	November 28	November 7	November 18
Baseball	May 2, 2023	May 16, 2023		
Bowling	November 7	November 21	November 7	November 21
Cross Country	August 8	August 22	August 8	August 22
Football	August 8	August 25		
Golf (Spring)	March 13, 2023	March 27, 2023	March 13, 2023	March 22, 2023
Soccer	March 13, 2023	March 30, 2023	March 13, 2023	March 27, 2023
Softball			May 1, 2023	May 22, 2023
Track & Field	February 27, 2023	March 6, 2023	February 27, 2023	March 6, 2023
Volleyball			August 8	August 22
Wrestling	November 14	November 28		

### Alternative Measures of Proficiency

To demonstrate proficiency, students must meet one of the two following criteria:

1. Score at or above the proficiency on the most recent ISASP in each of the required subject areas (reading, math, and science).
2. Meet one of the district's equivalent alternative measures of proficiency.

If a student is proficient in each of the three areas as determined by the ISASP, the student meets proficiency requirements, and no further action is required. If a student does not score proficiency in one or more areas, an alternative measure of proficiency may be used to demonstrate proficiency in the subject areas.

For Reading: Select any two of the following four:

1. High School Course Grade of "B" or better on most recent course in the subject (or in a particular course that aligns closely with 11<sup>th</sup> grade Performance Level Descriptors).
2. Meet or exceed equivalent MAP RIT score for the Reading portion.
3. The teacher, counselor and administrator make a recommendation after a parent conference and reviewing student work samples in the course area.
4. College Entrance/Placement Exams.

For Math: Select any two of the following four:

1. High School Course Grade of “B” or better on most recent course in the subject (or in a particular course which aligns closely with 11<sup>th</sup> grade Performance Level Descriptors).
2. Meet or exceed equivalent MAP RIT score for the Math portion.
3. The teacher, counselor and administrator make a recommendation after a parent conference and reviewing student work samples in the course area.
4. College Entrance/Placement Exams.

For Science: Select any two of the following four:

1. High School Course Grade of “B” or better on most recent course in the subject (or in a particular course which aligns closely with 11<sup>th</sup> grade Performance Level Descriptors).
2. Meet or exceed equivalent MAP RIT score for the Science portion.
3. The teacher, counselor and administrator make a recommendation after a parent conference and reviewing student work samples in the course area.
4. College Entrance/Placement Exams.

### **Academic Letters and Certificates**

Students will be awarded academic letters for the school year if they achieve a 3.35 Grade Point Average on a 12-point scale, while taking thirteen (13) credits of study in one year. Academic Certificates are awarded for a 3.0 Grade Point Average utilizing the same criteria.

### **Academic Load**

All students are required to enroll in thirteen (13) credits a year, except for extreme or extenuating circumstances as determined by the principal. During a student’s senior year, waivers to the 13-credit rule will be considered on a case-by-case basis. Waivers may be granted for college credit. Students transferring to Tripoli High School will enter at the level that they have successfully completed at their previous school. From that point, all graduation requirements of Tripoli High School must be completed.

### **Changing of Schedules**

All schedules must be changed through the guidance office. **Students should not request a change in their schedules unless they have a legitimate academic reason.** As school budgets get tighter and tighter, students are to pay particular attention to the courses they choose during registration and stay with their choice. Textbooks and supply orders are based upon student enrollment figures for each class. Once pre-registration is completed in the spring, students and the counselor will work together to make any changes in their schedule. Students who wish to add or drop a class must do so within **five** days after the start of the semester and must do so under the supervision of the school counselor. The reason for the change must be for legitimate academic purposes. **The student must fill out an add/drop form and must acquire the parent’s, teacher’s, and school counselor’s signatures before permission will be granted.** A dropped course any time following the first week in the semester will result in a failing (F) grade. A student may not move into another course unless he/she needs the course to complete the mandatory six courses and one P.E class minimal course load. A parent’s signature is required following final registration in the spring.

### **Class Loads**

Students must be registered for at least **6.5** hours per semester unless prior permission is granted by the principal.

### **College Visits/Job Shadowing**

The visiting of colleges and technical schools can be arranged through the counseling office. This is NOT a school-sponsored outing, rather the responsibility of the students and at the discretion of the parents. Notes from parents must be turned into the office before the student leaves to visit the college or school. The absence will be treated as a parent-sponsored field trip. **It is the responsibility of the student to pick up a College Visit Permission Form from the office** and have it completed before the office approves the trip. We strongly encourage parents to accompany the student on his/her visitations.

Job shadowing can be arranged through the counseling office. This is NOT a school-sponsored outing, rather the responsibility of the students and at the discretion of the parents. Notes from parents must be turned into the office before the student leaves to job shadow. The absence will be treated as a parent-sponsored field trip. **It is the responsibility of the student to pick up a Job Shadowing Permission Form from the office** and have it completed before the office approves the trip. Upon completion of the job shadowing experience, students must submit a one-page reflection paper summarizing the experience within in two days of returning to school.

## Concurrent Enrollment

The concurrent enrollment program, also known as district-to-community college sharing, promotes rigorous academic or career and technical pursuits by providing opportunities for high school students to enroll part-time in eligible nonsectarian courses at or through community colleges. Per Senior Year Plus, concurrent enrollment courses are offered through contractual agreements between community colleges and school districts within their service area. (IDOE)

Students taking concurrent courses receive both high school and college credit for the coursework. It is important to note that Tripoli High School and the community colleges have different drop dates that can affect grades and transcripts. If a student drops a concurrent course after the full refund date, which is the number of days before the school is charged for the class, the student will receive an F on their high school transcript. Students will be given this date at the beginning of the semester. Community colleges have a different drop date. Students will need to comply with the community college drop date in order to avoid receiving an F on their college transcript. Students will be informed of that date at the beginning of the course.

For the 2018-2019 school year, students have the option within the first five weeks to declare if they would like to take the college course for Pass/Fail on their high school transcript only. This will not affect their college transcript.

## Credit Outside of the Classroom

In meeting the needs of students who are identified as Talented and Gifted (TAG), potential dropouts, at-risk, or who have dropped out for at least one semester, credit may be granted for units taken outside of the regular classroom. Following an interview with the counselor and approval from the principal, credit may be earned by performance testing, correspondence courses, evening classes, before-school classes, weekend classes, regular classes, and on-the-job training. Iowa Learning On-Line courses may be utilized (please see counselor for details). **This must be approved by the counselor and principal.** A request will be turned into the counselor and principal by March 1, and testing is completed by the last day of the current school year.

## Credit Requirement/Graduation Requirements

Fifty-two (52) credits are required for graduation. Students must earn a passing grade in all required courses. Students earning a failing semester grade will be required to repeat the course. Students earning a failing grade in an elective course will NOT be required to repeat the course.

### English

#### 8 credits

1. Two credits English 9
2. Two credits English 10
3. Two credits English 11
4. Two credits English 12
5. Electives will be: Practical English, Comp I and II, and Publications

**\*\*Publications will only be accepted as 1 core credit toward college and is not accepted for NCAA student athletes.**

### Math

#### 6 credits

**\*\*Algebra Cycle 1 and Cycle 2 will count for four credits at Tripoli Schools, but colleges will only accept it as one math course.**

### Science

#### 6 credits

1. Two credits of Physical Science
2. Two credits of Biology
3. Two credits of an elective Science course

### Social Studies

#### 6 credits

1. Two credits World Cultures
2. Two credits U.S. History
3. Two credits American Government

### Physical Education

#### 4 credits (½ credit per semester)

If a student is given a doctor's excuse for a semester/year to opt out of P.E., then the student will be required to take a semester/year of Health.

**Careers** **2 credits**

**Driver's Education (optional GPA).80 credit for completion**

**Band** **.80 credit per semester**

**Music** **.80 credit per semester**

**Electives: Additional courses chosen from course offerings are to total 52 credits in order to graduate.**

### **Cumulative Grade Point Average (GPA)**

Cumulative grade point average is determined by averaging all semester grade points earned by the number of credits attempted (not including courses graded on Pass/Fail basis).

A	4.00	A-	3.67	B+	3.33	B	3.00
B-	2.67	C+	2.33	C	2.00	C-	1.67
D+	1.33	D	1.00	D-	.67	F	0.00

### **Diploma**

Students who successfully complete all required courses and earn the minimum number of elective credits are entitled to receive a diploma, signifying the completion of a high school education.

### **Driver's Education**

Driver's Education is offered to students during the school year and earns .80 credit. A student may take this class with a private provider or another school district and earn .80 credit if we are provided transcripts. The student is responsible for signing up for this class (optional GPA).

### **Early Graduation**

A student may elect to graduate in less than eight semesters of high school attendance if the student has met the following requirements:

1. All required and elective course requirements have been met.
2. He/she has indicated his/her intention to graduate early to the principal and superintendent (six-month prior approval required by Board policy), has their recommendation, and the approval of the Board of Directors.
3. Early graduates may participate in commencement exercises and are subject to all rules and regulations applying to regular graduating seniors.
4. Early graduates may participate in prom and graduation, but they may not participate in any athletic event, co-curricular, or extra-curricular activity upon completion of the final semester of attendance as a student.

### **Enrollment in Classes When Class Size is Limited (Class Sizes) (Including PSEO, Concurrent Courses, PLTW, and Tripoli Classes)**

The following criteria will be used to determine enrollment in classes when class size is limited:

1. Proficiency on ISASP Reading, Math, and Science.
2. Seniority.
3. GPA/Class Rank.
4. Prerequisite Class's Grade.
5. IEP Plan.
6. Teacher Recommendation and Interview (Principal/School Counselor).

### **Grade Level**

For grade level classification, Tripoli High School applies the following credit minimums:

Grade 9 (Freshman):	Promotion from eighth grade
Grade 10 (Sophomore):	At least 12 credits earned towards a high school
diploma Grade 11 (Juniors):	At least 24 credits earned towards a high school
diploma Grade 12 (Seniors):	At least 36 credits earned towards a high school

diploma

Students attending Tripoli may stay with their age homeroom class. For new or move-in students, they will go with classification class.

According to School Board Policy 505.2, students in grades nine through twelve will be informed of the required course work necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.

### **Grade Reports (Report Cards, Mid-term Reports, Conferences)**

Grade reports shall be updated by the staff on the JMC program each Wednesday by noon. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. These reports may be sent home with the student but need not be signed by the parent and returned to school unless required by the individual teacher.

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.

Any student not meeting the requirements for completion of a course because of extenuating circumstances will be given an "incomplete" (I) grade. All incomplete grades must be finalized within two weeks after grades have been submitted. If the incomplete work is not made up, a grade of "F" or "0" is recorded. Extensions may be granted by the teacher, with the permission of the principal.

Formal conferences among students, parents, and teachers are scheduled at 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. For more information, please e-mail Mrs. **Nichole Harken** at [harkenn@tripoli.k12.ia.us](mailto:harkenn@tripoli.k12.ia.us).

### **Grades**

Grades are determined by the individual subject area teacher and will be based upon achievement in daily and unit tests, as well as semester examinations, completion of assigned class work and homework, proper adherence to classroom procedures, recitation in class, individual interest, and ability to achieve. Within the first week of each course, each teacher will inform each student in writing regarding his/her grading procedures. The definition of letter grades is as follows:

A	Superior
B	Above Average
C	Average
D	Below Average
F	Failing (no credit awarded)

### **Grading Scale**

A	100-93	A-	92-90	B+	89-88	B	87-83
B-	82-80	C+	79-78	C	77-73	C-	72-70
D+	69-68	D	67-63	D-	62-60	F	59-

### **Graduation**

Students who are in good standing and who meet the graduation requirements set by the Board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate (administration decision). Foreign exchange students who attend one academic year are also eligible for attendance certificate status and will be able to participate in the graduation ceremony. Students are not required to participate in the graduation ceremony.

A student who has been in regular attendance for four consecutive years, but has not met the requirements for graduation, may receive an attendance certificate. These individuals will not be able to participate in graduation ceremonies or

anything to do with the graduation program. Upon completion of all required courses and the minimum number of elective credits, students who have received attendance certificates will receive diplomas.

## **Homeroom**

Goals of Advisory/Homeroom and Character Education Groups:

1. Help students cope with academic concerns and set personal goals that will facilitate positive school experiences (building relationships).
2. Provide an opportunity where students can share ideas and listen to the ideas of others appropriately in a supportive, cooperative, and safe atmosphere.
3. Develop creative solutions to problems in groups that are marked by openness, empathy, and respect for diversity.
4. Help students learn to accept the responsibility for their own thoughts, feelings, and actions.
5. Promote respect, responsibility, caring, citizenship, fairness, and

trustworthiness. Rules of Homeroom:

1. Food – the students can consume/eat only food sold in cafeteria or obviously healthy.
2. No pop/only clear containers (or any drinks not sold in the cafeteria).
3. If no Homeroom, no food in first hour class.
4. Cannot leave Homeroom to get food from cafeteria.

## **Homework**

Teachers assign homework, extra-class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become better acquainted with resources, to organize thoughts, to prepare for classroom activities, or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

Those students not completing homework may be assigned a detention from 3:15-4:00 p.m. to complete homework. The student's parents will be notified by the teacher prior to attending the Mandatory Homework Room. Individual teachers may assign students who do not complete homework a mandatory homework session arranged by the teacher. If students are involved in extra-curricular activities, they will forfeit those activities until they have served their homework time in the room with the individual teacher. If time is not served, the following may occur:

1. Homework Session doubled and may be assigned any night of the week.
2. In-school suspension.

## **Honor Roll**

The school district honors students who excel academically. Three honor categories (3.00-3.49, 3.50-3.99, and 4.00) will be published two weeks after the end of each grading period (first quarter, first semester, third quarter, and second semester). All grades will be averaged to determine honor rolls. Incomplete grades must be completed within one week following the end of the grading period for the students to be eligible for any honor roll. A student must carry a full load to be eligible for an honor roll.

## **Human Growth and Development**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

## **Iowa Communication Network (ICN) Classes**

Classes may be scheduled using the ICN. These courses are taught off-site and then sent to Tripoli and perhaps other schools. Classes are interactive—students at Tripoli are able to see and hear, as well as being seen and heard.

## **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request a transfer to another school district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open-enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling.

## Panther Den

The Panther Den is a student lounge for high school students located in the cafeteria. The lounge may be used during study hall time. The lounge may not be used during lunch. Students who qualify may apply for a lounge release from their assigned study hall. The following rules will apply:

1. There are two ways that students may qualify.
  - a. Students must have a cumulative grade point average of 3.0 and be proficient in two of the three categories on ISASP.
  - b. Students who do not have a cumulative grade point average of 3.0 may qualify if their last semester grade point average was 3.25 or higher.
2. Freshman may not qualify until their second semester of their freshman year.
3. There will be a limit of 8-12 students per each lounge time. **In cases of limiting a preference will be given to students who signed up first and to students who are not in multiple Panther Dens.**
4. Any assigned detention time must be served within two days as per the Student Handbook, or the student will lose lounge time until the detention is served.
5. Any student in violation of the Code of Conduct will not be eligible until the requirements have been met.
6. Students must follow the same handbook rules governing technology devices and food and drink.
7. Excessive absences or unexcused tardies may result in the loss of lounge time. This will be determined by the administration.
8. Any student receiving an "F" at the quarter or semester will lose lounge time until midterms. At midterms, the grade will need to have improved to a "C" or better.
9. Any student receiving an "F" at midterms will lose lounge time until the grade has improved to a "C" or better.
10. Students, who have senior release, may not be in the lounge during their senior-release time.
11. Taking attendance will be the responsibility of the group. Attendance will be reported to the office. **If a student has a pass to attend another location under a direct supervisor they will need to sign out before leaving Panther Den location. The loss of lounge privileges will be determined by the administration.**
12. Students must follow PBIS expectations while in the Panther Den.

## Physical Education

Physical Education class is required of each student each semester and graded as any other subject. Students may be excused from active participation in physical education classes if they are physically impaired. A written doctor's statement is required for this type of excuse. In addition to the medical excuse, a student may be excused from active participation in physical education if there is a conflict with his/her religious belief. A written statement from the student's parents will be required for this type of excuse. Students may be given written work related to physical education to satisfy the physical education requirements. (Please read Syllabus handed out by instructor.)

## Post-Secondary Enrollment Option

Tripoli High School 11<sup>th</sup> and 12<sup>th</sup> grade students and identified Talented and Gifted 9<sup>th</sup> and 10<sup>th</sup> grade students have an option under the Post-Secondary Enrollment Option Act of taking courses not available at Tripoli High School. Students in grades 9<sup>th</sup> through 12<sup>th</sup> may receive class or vocational technical credits that count toward graduation requirements for successfully completing courses at community colleges, private colleges, or state universities.

The school district may pay up to \$250 of the cost of a course taken by identified 9<sup>th</sup> and 10<sup>th</sup> grade talented and gifted students and 11<sup>th</sup> and 12<sup>th</sup> grade students. The school does not provide transportation for these classes. The school pays only for courses which are NOT offered by the high school and which are offered during the regular school year by the community college, private college, or state university. Exceptions may be made if there are scheduling conflicts.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all the costs directly related to the course.

A student must declare Post-Secondary Enrollment Option courses from their current and cumulative GPA. This option must be communicated in writing to the school counselor and principal.

To be eligible for Post-Secondary Enrollment, a course must:

1. Be nonsectarian.
2. Not be comparable to courses offered here at Tripoli. (Note: Comparable does not mean identical.)
3. Be credit-bearing that leads to an educational degree.
4. Be in the disciplines of mathematics, science, social sciences, humanities, and vocational-technical education.



5. DOES NOT disrupt the student's normal schedule at Tripoli High School. This means not missing all or part of a scheduled class at Tripoli, including PE, or causing the need for an independent study course, or any other special arrangements, etc. **Exceptions are made for ICN courses held at Tripoli.**
6. If a student does not successfully complete the Post-Secondary course (with a C- grade or higher), the school is NOT financially responsible for any costs incurred by the student.
7. A student may take a course in the summer, but the school district has no financial responsibilities for summer sessions.
8. All associated costs and responsibilities of attending a Post-Secondary institution are the responsibility of the student/family.
9. A student must have prior approval from the counselor and principal to be accepted as high school credit.

### **Prerequisites**

Prerequisites refer to a specific skill or proficiency that a student must have prior to enrolling in selected courses. This may include passing a prior class at a certain proficiency, such as a "C" or better. Prerequisites will be strictly adhered to.

### **Registration**

During February or March of each year, registration takes place for the next school year. The school counselor conducts this registration; however, faculty members and the principal are available and willing to work with any student desiring help. It is important that students and parents take this seriously because faculty assignments and the number of sections are determined with this information. Students will have their next year's schedule before classes are dismissed in the spring. Registration fees will be paid in August on a date to be determined each year.

### **Required Course—Opt Out Requirements**

If a student wants to opt out of a required course, the following criteria must be met:

1. Teacher, counselor, principal, and parent—recommendation.
2. Fill out form (see school counselor/final approval by principal) – no later than March 1.
3. ISASP (Proficient) in subject area.
4. ACT or MAP scores will also be used as a reference to help make a final decision.
5. Take an E20/20 Course. The E20/20 grade will be put on the student's transcript. If a student is not satisfied with the E20/20 grade, the student may retake the district-taught course to replace the grade on the student's transcript.
6. All testing must be completed by the end of the current school year unless extenuating circumstances occur.
7. Must have Board approval.

### **The following is the criteria to opt out of a required course that is replaced with an AP course:**

1. Student's prior academic performance will be examined before approval is recommended:
  - a. ACT scores.
  - b. ISASP.
  - c. Prior grade(s) in curricular area.
2. Content teacher reviews AP content—AP course and required course must be at least equivalent—(Content may be looked at by content course teacher and TAG teacher).
3. Decision is supported by teacher, counselor, parent, and administration.
4. Fill out form (see principal).
5. Students receives AP grade and that grade goes on student's GPA, with no options to opt out of grade.
6. However, if student does not like/approve of grade received for AP course, they will be allowed to take required local course to replace AP grade. The highest grade received will be the final grade on the student's transcript.
7. The student must be a senior or a talented and gifted student.
8. The student must start the enrollment process the previous semester.
9. Grades are not adjusted and will follow our 4.0 system. Students may use the final test score to improve overall score, but the test will not lower final grade. (Students have option to take the test.)
10. The School Board must approve an AP course to replace the required course.

### **Semester Tests**

All classes are required to give semester tests/projects. Tests will count a minimum of 10 percent of the semester grade, up to a maximum of 20 percent. Any student, who does not attend his/her entire test period, must receive a grade of 0 (zero), unless it is an excused absence through the office.

Teachers may choose to allow a student to be exempt from semester testing based on the following criteria:

1. Students earned a score in the Advanced Range on ISASP (Iowa Statewide Assessment of Student Progress).
2. Students exceeded expected growth on their ISASP assessments. This will be determined by the administration upon review of test scores.
3. Students were proficient on their ISASP assessment and attained expected growth. This will be determined by the administration upon review of test scores.

4. Students have demonstrated an understanding and mastery of the standards being assessed through previous formative assessments within the course.
5. **SENIORS: may be able to opt out of a semester test if they miss three or fewer days per semester or a total of six days per year. College visits and school-sponsored field trips are the only absences that do not count toward a missed day.**

**ALL FINAL DECISIONS IN REGARDS TO SEMESTER TESTS WILL BE LEFT UP TO EACH INDIVIDUAL TEACHER.**

High school students who meet one of the following criteria on their ISASP may be exempt from semester tests for the second semester:

1. Earn a score on the ISASP in the Advancement range or higher.
2. Must be proficient and score the expected student growth on their expected Student Growth set by ISASP. Administration will review all test scores and will determine the possibility of opting out according to the ISASP.
3. Seniors may be able to opt out of a semester test if they miss three or fewer days per semester or a total of six days per year. College visits and school-sponsored field trips are the only absences that do not count toward a missed day.
4. **The final decision will be left up to the teachers as to whether the students have to take the semester test.**

### **Standardized Tests**

Students are given standardized tests annually. These tests are 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.

### **Study Hall**

Students are assigned to a study hall anytime they are not in a regularly scheduled class. During this time, students are expected to study and prepare lessons. **The teacher in charge of the study hall is to maintain a strict atmosphere of study at all times.** Students are expected to follow rules and regulations of the teacher in charge. Library privileges will be granted. Each study hall will operate under the study hall regulations listed below:

1. The students are expected to bring homework or free reading material with them to study hall.
2. Study halls need an atmosphere conducive to study.
3. Attendance is to be taken prior to any signing out to leave study hall.
4. The students signing out of study hall are to have their name, teacher's name, and destination, indicating departure time.
5. Following attendance, quiet study hall time will be enforced for each study hall. Continuous talking will not be permitted.
6. Each teacher may allow one person at a time to go to the bathroom or locker.
7. Once to the destination, no signing out is allowed unless to return back to study hall with the time indicated.
8. There will be a limit of five students per study hall to sign out to the library.
9. Signing out to the library will be for homework purposes only, not for games, e-mailings, etc.
10. The students are to return to the study hall during the last five minutes of the study hall unless extended by the teacher.
11. First offense study hall sign-out abuse will result in a one-week loss of privileges. Second offense sign-out abuse will result in loss of privileges for two weeks. Third offense sign-out abuse will result in loss of privileges for the balance of the semester.
12. The individual teacher or study hall supervisor may distribute additional study hall rules. Games, cards, or computer games are not allowed during study hall.

### **Transfers In/Out of the District**

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the student is unable to provide the superintendent with proof of the student's grade level or permanent records, the superintendent will make the grade level determination.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent. After such a notice is received, the student will receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc. No refunds will be made until all fees or fines have been paid.

## **MISCELLANEOUS**

### **Announcements**

Announcements will be emailed to students, staff, and parents daily. Students wishing to put in an announcement must clear it with the principal or his/her designee, and it must be turned in to the media center by 10:00 a.m.

### **Cafeteria**

The school operates a closed noon hour during the fifth period, which means classes are in session continually. ALL MIDDLE/SENIOR HIGH STUDENTS ARE RESTRICTED TO SCHOOL GROUNDS DURING THE LUNCH SHIFT UNLESS THE STUDENT HAS WRITTEN PERMISSION FROM THEIR PARENT/GUARDIAN TO WALK HOME TO EAT (must be approved by administration). No driving of cars during lunch break will be permitted.

The school district operates a lunch and breakfast program. Students are to maintain a positive balance in their hot lunch account. Students may bring their own lunches from home but are expected to eat in the lunchroom. No food/drink are to be taken from the lunchroom. Teachers will instruct the students as to the time they are to go to lunch. After being dismissed for lunch, students are expected to go to lunch quietly and orderly. After eating, all students are to go to the gym for leisure time. Students are to remain out of the hallways during their lunch break. The morning breakfast program will be closed at 8:05 a.m. each morning. Vending machines are only to be used before and after school, at lunch, and during cafeteria study hall. Only (plain) water may be purchased during the school day between the times of 8:05 a.m. – 3:15 p.m. Purchases for the vending machine during the times of 8:05 a.m. – 3:15 p.m., with the exception of the above times, are prohibited.

### **Citizenship**

Being a citizen of the United States of America, of the State of Iowa, and of the school district community entitles students to special privileges and protections, as well as requiring the students to assume civic, economic, and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district community.

### **Family Night**

Wednesday is family night. The school district will avoid, unless absolutely necessary, any school-sponsored functions and activities including extra-curricular activities after 6:00 p.m. for the middle school and 7:00 p.m. for the high school on Wednesday evenings. School activities will not be held after these times unless the activities director and the principal give prior clearance. Students needing to attend church services or a youth group will be excused from practice with prior permission from the sponsor/coach.

### **Guidance**

Guidance services include individual counseling, testing and test interpretations, college and trade school information, scholarship and financial aid, career planning aids, work and job opportunity assistance, and other materials to assist in planning for the future. Personal-problem counseling is available for any student requesting the service.

### **Inspection of Educational Records**

Parents and other members of the school district community may view the instructional materials used by students. Copies may be obtained according to Board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal in the high school office.

### **Legal Status of Student**

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

## **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.

1. All materials with a date slip may be checked out at the circulation desk. One set of encyclopedias is available for overnight check out.
2. All magazines, except most recent issues, are available from behind the circulation desk for a two-week check out. Current issues may be read in the library.
3. Materials not specified for shorter check out may be checked out for two weeks with renewal after that time. A fine of \$.05 per day will be charged for overdue materials. Students will be responsible for the value of materials lost or destroyed.
4. The privilege of checking out to the library from study hall will be issued by study hall teachers or by a pass from a classroom teacher.
5. Copies of material for classroom use may be made free of charge if not excessive. Personal copying will be available for \$.10 a page.
6. Computers are for educational purposes only. Playing games on the computers will not be permitted.
7. Laptop computers can be checked out for one period, but they must be returned at the end of each period.

## **Lost and Found**

Lost and found items are kept on a table by the main entrance.

## **Open-Gym During Non-School Hours**

Any student may participate in open-gym but must be supervised by School Board-approved personnel.

## **Passes**

Passes are a privilege that students may use as long as the rules are followed and the privilege is not abused. The

students must have a pass provided by the teacher or an adult when they are moving about the building while classes are in session. 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 has his/her pass signed from that teacher in advance to present to the study hall teacher.
2. Bearer of the pass must return the pass to the teacher who granted the permission before the end of the period in which it is used.
3. 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.
4. Passes must contain the following information: student's name, time of departure, destination, and initials of the teacher granting the pass.
5. Students must get their pass signed by the teacher they will be working with.
6. Students are not allowed to get a pass from a teacher unless the teacher is directly supervising the student.

## **Safety Issues for Students**

For the safety of our student body and other liability issues, skateboards, scooters, heelies, roller blades, and other like items are not to be used on the school property.

## **School Bus Transportation/Extra-Curricular Transportation**

The privilege of riding a school bus to school is extended to all students living outside the Tripoli city limits. Improper conduct while riding the bus may forfeit the privilege of riding the bus. Students are to follow the rules and regulations of the bus driver. Listed below are the school bus guidelines adopted by the Tripoli Board of Directors:

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 Section 321.372, Code of Iowa.
5. Students must go directly to his/her seat 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 driver to open windows. Hands, arms, or head must not be extended out of the window.

8. COURTESY and RESPECT are everyone's responsibility! Converse in normal tones. Loud and vulgar language/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.
11. Our buses may have cameras on them to help with conduct on each bus.

In order to operate a safe, efficient, and economical transportation program, it is necessary that all passengers observe the set of guidelines listed above. In order to avoid any misunderstanding that might develop at some future date, the procedures described below will be followed in case of an infraction of the guidelines:

1. When the bus driver reports a student 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 determined by administration.
3. A third violation will remove the student from transportation privileges until the problem has been solved with the school administration and parents.

Students, who are provided transportation in school district transportation vehicles for extra-curricular events, will ride both to and from the event in the school vehicle unless arrangements have been made with the building principal prior to the event. A student's parent may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle. Under no circumstances will students drive to or from an event without prior approval from the principal/superintendent, except for extenuating circumstances.

### **Telephone Use**

Students will not use the office phone for personal calls except in an emergency and with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency. Normally, phone calls for students will be handled between classes, during lunchtime, or after school.

### **Visitors**

All visitors are asked to go to the main office upon arrival for a visitor's pass. Parents/guardian are welcome and encouraged to visit. No student visitors will be allowed unless approved by the student's parent(s) and the building principal. Visitors are expected to follow the same rules as the students. Student's visitors are allowed only during the lunch periods. Student visitors are allowed only one visit per year during the lunch period unless cleared by the principal.

# CODE OF CONDUCT

## Activity Participation Eligibility

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes. Students who participate in extra-curricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extra-curricular activities must conduct themselves in accordance with Board policy and must refrain from activities that are illegal, immoral, or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

## Activities Included, But Not Limited To:

Athletics, instrumental and vocal music performances, drama productions, speech contests, National Honor Society, all co-curricular clubs, all honorary and elected offices (i.e., Homecoming King/Queen/court, class officer, grand march, student government officer, or representative), state contests, and performances for cheerleading, dance team, FFA events, and mock trial. These rules also apply to those extra-curricular parties, dances, and trips sponsored by the school outside of specific classroom activities.

1. This policy applies to Grades 6 through 12 and includes all activities.
2. Penalties will apply to all students for violations that occur 365 days a year.
3. Report of Conduct.

Any student observed breaking the Code of Conduct in the following formats, which may include but are not limited to, text messages, websites, electronic media, and photographs may be observed by the following people:

1. a school employee;
2. a school board member;
3. a law enforcement official; or
4. any student who admits at a judicial or administrative proceeding.

An infraction occurs when a student has been found by some evidence to have violated any of the following, regardless whether the student was cited, arrested, convicted, or adjudicated for the act(s):

1. being in a vehicle or attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave immediately despite having a reasonable opportunity to do so;
2. possessed alcoholic beverages with knowledge, intent, or control thereof;
3. consumed alcoholic beverages;
4. possessed controlled substances as they are defined by the Iowa Code, with or without legal prescription, and with knowledge, intent, or control thereof;
5. used controlled substances, as they are defined by the Iowa Code and without a legal prescription;
6. used or possessed tobacco in any form, including e-cigarettes and vaporizers with or without nicotine as they are defined by the Iowa Code;
7. committed theft, vandalism, or other serious offenses, including those which would violate the Iowa Code (except minor traffic violations, curfews), as to make the student unworthy to represent the ideals and standards of the Tripoli Community Schools;
8. exceedingly inappropriate or offensive conduct that may include, but not limited to, assaulting staff or students, gross insubordination, serious hazing or harassment of others (to be determined by administration).

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

Any student found in violation of the Good Conduct Policy shall be ineligible to represent the school in any performances, scheduled contest, program or trip (unless deemed academically necessary by instructor with administrator's approval) but will be permitted to practice until reinstated by the administration and sponsoring teacher/coach.

For eligibility purposes, the student has to start the beginning of the season and finish the entire season to count off ineligibility time relative to this section.

This policy applies for students in Grades 6-12 and consequences are cumulative. An example of this would be if a student violates in April of his/her freshman year (1st offense) and then violates the Good Conduct Policy in October of his/her junior year. The second offense would apply. Consequences for Grades 6-8 will be removed from the student's record when they enroll in Grade 9. Summer offenses, preceding middle school or high school, will count toward the grade the student is going into. Each student will start with a new probation period in the middle school (Grades 6-8) and the high school (Grades 9-12). However, if the violation occurs during the year and is not fully served, the penalty will carry into the next school year.

1. If the student is not currently participating in an activity within any category, the student will be ineligible in the next related activity in which he/she participates. Any student not involved for twelve months in a category would be eligible.
2. If a student enters an activity in which he/she has not previously participated and begins and/or continues a period of ineligibility, the student must participate at a level expected of all other participants.
3. If the student does not faithfully participate at a level deemed appropriate by the coach/sponsor, the coach/sponsor shall have the authority to suspend the student from the activity involved. If a student does not satisfactorily complete the activity, he/she will be deemed to be ineligible with the same penalty applied to the next activity in which the student chooses to participate.

**Note: Consequences may be modified at the discretion of the Administration, depending upon each circumstance.**

#### First Offense

Penalties shall be all of the following:

1. Athletics - Ineligibility for half of the season from intra-and/or inter-school performances or competition. The student will be ineligible for the time period covering one-half (1/2) of the playing dates at the time of the declaration of ineligibility (See chart). If the student is involved in other extra-curricular or non-graded activities during the period of time, the student will also lose those events. (If Category 1 – Athletics does not apply, then go to Category 2 – Instrumental, Vocal Music, and Drama.)
2. Instrumental, Vocal Music and Drama - Ineligibility will be four weeks, which must include one performance. If there are not any events during this time, the first event after the four-week period will be applied. If the student is involved in other extra-curricular activities during the period of time, the student will also lose those events. (If Category 2 – Instrumental, Vocal Music, and Drama does not apply, then go to Category 3 – Speech.)
3. Speech – 25 percent of the season. If there are not any events during this time, the first event after 25 percent of the season will be applied. If the student is involved in other extra-curricular activities during the period of time, the student will also lose those events. (If Category 3 – Speech does not apply, then go to Category 4 – Organizations/Activities.)
4. Organizations/Activities – Four weeks, which must include one meeting. If there aren't any meetings during this time period, then the first meeting after the four-week period will be applied.

#### Other Requirements:

1. Students will continue to practice, ride bus, and sit with the team at the events (students cannot dress in uniform at the events).
2. During the student's ineligibility period, the student will not be allowed to participate as a class officer, or Homecoming queen/king, or any other appointed or voted on committee member, etc. (This does not count toward the student's playing dates.)
3. Students will not be eligible until penalties and requirements that apply are met.
4. Students will not be eligible for senior release.

#### Reduction in Penalty (for 1<sup>st</sup> offense)

1. **Honesty Provision** - Students who violate the Good Conduct Policy and report violations voluntarily prior to their next event, before an administrator becomes aware, or within 24 hours (whichever comes first) to a school official (coach, activities director, teacher, or administrator), may have their penalty reduced by 1/2.

**NOTE:** Students, who (in an attempt to maintain their eligibility or delay their ineligibility) withhold information, lie to or mislead school officials concerning dates or details concerning arrests or violation(s) will automatically be declared ineligible for the maximum time of the violation.

## **2. Reduction in Penalty Provision**

If the violation is tobacco or alcohol-related, students may have their penalty reduced by 1/2 by participating in Prevention Education Classes offered through Pathways Behavioral Services or a school-approved online course.

**NOTE:** Students cannot use both the honesty provision and reduction in penalty provision simultaneously.

3. **2<sup>nd</sup> Chance Provision** – After the 1<sup>st</sup> violation of the Good Conduct Rule, a student who has no more Code of Conduct violations for a period of 12-calendar months will be allowed to start over with their 1<sup>st</sup> offense. This will only be allowed one time throughout a student's high school and/or middle school activity career.

**NOTE:** No reductions in penalty may take place when the 2<sup>nd</sup> Chance Provision has been used and another violation of the Code of Conduct occurs.

### 2nd Offense

Penalties shall be the following:

1. Athletic – Ineligibility for 2/3 activities from intra-and/or inter-school performances or competition (see chart). If the student is involved in other extra-curricular activities during the period of time, the student will also lose those events. (If Category 1 - Athletics does not apply, then go to Category 2 – Instrumental, Vocal Music, and Drama.)
2. Instrumental, Vocal Music, and Drama – Eight weeks, which must include two performances. If there are no events during this time, the next two events after the eight-week period will apply. If the students are involved in other extra-curricular activities during the period of time, the student will also lose those events. (If Category 2 – Instrumental, Vocal Music, and Drama does not apply, then go to Category 3 – Speech.)
3. Speech – 50 percent of the season. If there are not any events during this time, the first two events after 50 percent of the season will be applied. If the student is involved in other extra-curricular activities during the period of time, the student will also lose those events. (If Category 3 – Speech does not apply, then go to Category 4 – Organizations/Activities.)
4. Organizations/Activities – Eight weeks, which must include two meetings. If there aren't any meetings during this time period, then the first meeting after the eight-week period will be applied.

Other Requirements:

1. If the violation is tobacco, drug or alcohol-related, students will be required to participate in Prevention Education Classes offered through Pathways Behavioral Services or a school-approved online course. Payment for the classes is at the parent/student's expense.
2. Students will continue to practice, ride bus, and sit with the team at the events (students cannot dress in uniform at the events).
3. During the student's ineligibility period, the student will not be allowed to participate as a class officer, or Homecoming queen/king, or as any other appointed or voted on committee member, etc. (This does not count toward the student's playing dates.)
4. Students will not be eligible until penalties and requirements that apply are met.
5. Students will not be eligible for senior release.

Reduction in Penalty---None

### 3rd Offense

Suspension from participating in all activities for one calendar year. The ineligibility time will start when administration is fully aware of the violation.

Reduction in Penalty---None

Other Requirements:

Student can apply for reinstatement after the twelve-month period to the School Board.



#### 4<sup>th</sup> Offense

1. Suspension from participating in all activities for the remainder of their high school career.
2. Ineligibility time will start when administration is fully aware of the violation and parents have been contacted.

#### High School Activities

<u>Activity</u>	<u>Playing Dates</u>	<u>1<sup>st</sup></u>	<u>2<sup>nd</sup></u>	<u>3<sup>rd</sup></u>
Football	9	5	6	12 mo.
Basketball	21	11	1	12 mo.
			4	
Volleyball	14	7	9	12 mo.
Track	12	6	8	12 mo.
Baseball	30	1	2	12 mo.
		5	0	
Softball	30	1	2	12 mo.
		5	0	
Wrestling	15	8	1	12 mo.
			0	
Cross Country	10	5	7	12 mo.
Golf	12	6	8	12 mo.
Baseball*	30	1	2	12 mo.
		5	0	
Softball*	30	1	2	12 mo.
		5	0	
Soccer*	15	8	1	12 mo.
			0	
Bowling*	12	6	8	12 mo.

#### Middle School Activities

<u>Activity</u>	<u>Playing Dates</u>	<u>1<sup>st</sup></u>	<u>2<sup>nd</sup></u>	<u>3<sup>rd</sup></u>
Football	6	3	4	12 mo.
Basketball	12	6	9	12 mo.
Track	7	4	5	12 mo.
Wrestling	9	5	6	12 mo.
Volleyball	9	5	6	12 mo.
Cross Country*	7	4	5	12 mo.

\*The number of baseball and softball, soccer, cross country, and bowling games will change each year and when applied to the Code of Conduct, the activities director must verify the dates for that particular year.

The administration, activities director, and coach will determine whether to use the varsity or junior varsity playing schedule for a penalty but may not use a combination of junior varsity and varsity dates.

#### Procedure for Hearing and Review:

A student who is dissatisfied with the penalties assigned for a violation of this policy may appeal the decision. To appeal, the student must submit a written request to the superintendent within five (5) school days of the assignment of the penalty. The penalty will be in effect pending the superintendent's decision. The request for the hearing must include the student's basis for his/her objection(s) to the decision. A conference shall be held for each appeal. The student's parent(s) or guardian(s) may be present during the appeal hearing. Legal counsel may represent students and parents. The superintendent shall state his/her decision in writing. Following the decision, the student and/or his/her parent(s) or guardian(s), if dissatisfied, must file with the superintendent a written request for a Board of Directors hearing within five (5) school days of notification of the superintendent's decision. The request for a hearing must include a statement of the basis for the objection to the superintendent's decisions. The penalty will remain in effect pending the outcome of the meeting with the Board.

Any appeal procedure following the initial decision by the administrator shall NOT delay the period of ineligibility as determined by the administrator; and in such an instance, the period of ineligibility shall remain in effect until such time as the decision of the administrator has been reversed by one of the appeal bodies.

## MUSIC/FINE ARTS SCHEDULE

### FALL

September	(*) Marching Band - Home Football Games
October	State Marching Band Contest All State Auditions - All State Music Festival
November	Fall High School Musical/Play (alternate years) (*) Conference Vocal/Band Festival (alternate years) All State Music Festival

### WINTER

December	(*) Winter Pep Band NEIBA Middle/Senior High Honor Band (*) Middle/Senior High Winter Concert
January	State Swing Choir/(*) Jazz Band Contest District Large Group Speech Contest
February	State Large Group Speech Contest (*) Band/Vocal Pops Concert Conference Speech Festival IHSSA All State Large Group Festival District Individual Speech Contest
<u>SPRING</u> March	(*) NEIBA Jazz Band Contest NEIBA Middle School Solo Contest National Honor Society Inductions State Individual Speech Contest (*) NEIBA Middle School Large Group Band Festival IHSSA Individual All State Festival
April	HS State Music Contest Solos and Ensembles ICDA MS Vocal Festival Jr./Sr. Prom Performances
May	(*) Middle/Senior High Band Concert (*) State Music Large Group Contest (*) Middle/Senior High Vocal Concert Art Show (*) Commencement - Large Group Performance Memorial Day Parade/Ceremony

### SUMMER

August	Band Performances at Tripoli Days Parade (August)
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(\*) Ineligibility shall not interfere with participation in course-required large group events throughout the year because the students receive a letter grade for their performance.