

# Twin Cedars

## ⌘ Sabers ⌘

### Elementary Handbook 2021-2022



“Students will have success for today and be prepared for tomorrow.”  
The Twin Cedars Board of Directors, staff and parents, with community support, shall provide a secure environment and the current resources necessary to academically and socially educate all individuals enabling them to lead productive, responsible and fulfilling lives in a diverse society.

Twin Cedars Elementary  
2204 Hwy G-71  
Bussey, Iowa 50044  
641-944-5245  
Website: <http://www.twincedars.k12.ia.u>

## WELCOME STUDENTS AND PARENTS!

Dear Students and Parents:

Welcome to the 2021-2022 school year! This handbook contains important district policies that list our expectations and protect the rights of our students. We hope you have a great school year that is fun, engaging, innovative, and academically rewarding!

### Family Rights and Privacy Act (FERPA)

#### ☰ policy506.2 - STUDENT DIRECTORY INFORMATION

The following information may be released to the public in regard to any individual student of the school district as necessary or as need arises. Any student, parent, or guardian not wanting this information released to the public must make an objection in writing to the principal or other person in charge of the school that the student is attending. If it is desirable to renew this objection, this must be done at the beginning of each school year.

|   |   |
|---|---|
| <ul style="list-style-type: none"><li>● Name</li><li>● Address</li><li>● Telephone listing</li><li>● Date &amp; Place of Birth</li><li>● Videotapes or photographs for newspaper articles, presentations, or other educational purposes and other similar information</li></ul> | <ul style="list-style-type: none"><li>● Dates of attendance</li><li>● Degrees and awards achieved, the most recent previous school or institution attended by the student</li><li>● Major field of study</li><li>● Participation in officially-recognized activities and sports, weight and height of members of athletic teams</li></ul> |
|---|---|

#### EQUAL EDUCATION OPPORTUNITY ☰ Policy 102 - EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Twin Cedars Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, David Roby, JH/HS Principal, 2204 Hwy G-71, Bussey, IA, (641)944-5243, [droby@twincedarscsd.org](mailto:droby@twincedarscsd.org). The education program shall foster knowledge of, respect and appreciation for, the historical and contemporary contributions of diverse cultural groups as well as men and women to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.. The Grievance Procedure - Title IX - for the Twin Cedars Community School District is located in the Board of Education Policy Book. Please refer to #603.4. Copies of the Policy Book are located in the superintendent's office. If additional assistance is needed, contact the superintendent at (641)944-5245.

You have the right to inquire about the qualifications of your child's teacher and any paraprofessional who might work with your child.

### NOTICE OF ACCESSIBILITY

The Twin Cedars Community School District will take steps as are necessary to ensure that no qualified handicapped person is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of inaccessibility of educational programs and activities operated by the Twin Cedars Community School District. To obtain information as to the existence and location of services, activities, and facilities that are accessible to handicapped persons, interested persons should contact Scott Bridges, Superintendent; Twin Cedars Community School District, 2204 Hwy G-71, Bussey, IA 50044, phone: 641-944-5243. E-mail: sbridges@twincedarscsd.org

**NONDISCRIMINATION NOTICES - ANNUAL NOTICE: NOTICE OF SECTION 504 STUDENT AND PARENTAL RIGHTS**

**☰ Policy 102E3-NOTICE OF SECTION 504 STUDENT AND PARENTAL RIGHTS**

The Twin Cedars Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

1. Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
2. Receipt of free educational services to the extent they are provided students without disabilities;
3. Receipt of information about your child and your child's educational programs and activities in your native language;
4. Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
5. Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
6. Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

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If you have questions or a grievance related to this policy please contact Scott Bridges, 2204 Hwy G-71, Bussey, Iowa, 50044, 641-944-5243, e-mail: [sbridges@twincedarcsd.org](mailto:sbridges@twincedarcsd.org)

The Twin Cedars Community School District offers career and technical programs in the following

It is the policy of the Twin Cedars Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact the district's Equity Coordinator: David Roby, High School Principal; [droby@twincedarcsd.org](mailto:droy@twincedarcsd.org) 2204 Hwy G-71, Bussey, Iowa 50044 phone: 641-944-5243.

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### Elementary Staff 2021-2022

|                     |  |                       |                            |
|---------------------|--|-----------------------|----------------------------|
| Scott Bridges       | Superintendent   | Mark Schroeder        | Physical Education Teacher |
| Kim Roby            | Elementary Principal,<br>Curriculum Director, At-Risk<br>Coordinator | Donna Huston          | Music Teacher              |
| Shari Roberts       | Secretary  | Nathan Smith          | Instrumental Teacher       |
| Mark Bacus          | Director of Building and<br>Grounds                                  | MaryAnn<br>Emerick    | Librarian                  |
| Joni Hannon         | School Nurse   | Becca<br>Rozenboom    | Library Associate          |
| Michelle<br>Clayton | Transportation Director,<br>Associate                                | Sally Grimes          | Associate                  |
| Stacey<br>Duinink   | Preschool Teacher  | Robin Kingery         | Associate                  |
| Jill Burk           | Kindergarten Teacher   | Stacey Klobnak        | Associate                  |
| Ashley<br>Schippers | 1st Grade Teacher  | Stacia Beary          | Associate                  |
| Beth<br>Kelderman   | 2nd-3rd Grade Teacher  | Ashley<br>Vancenbrock | Associate                  |
| Jeni Grubb          | 2nd-3rd Grade Teacher  | Lori Curry            | Associate                  |
| Trish McCarty       | 4th and 6th Grade Teacher  | Cede Hackett          | Associate                  |
| Angie<br>Goemaat    | 4th-6th Grade Teacher  | Lynn Silvers          | Associate                  |
| Stephanie<br>Hays   | 4th-6th Grade Teacher  | Stephanie Welter      | Associate                  |
| Theresa Davis       | Special Education Teacher  |                       |                            |
| Taylor Pierre       | Special Education Teacher  |                       |                            |
| Carrie<br>Micetich  | Title One Reading Teacher  | Lisa Wanders          | 5th grade Teacher          |

## ELEMENTARY SCHEDULE

### ARRIVAL PROCEDURES

Children are to arrive at school **no earlier than 7:30 a.m.** Breakfast will be served from 7:30-8:00 a.m. Students will be supervised by associates in the cafeteria or on the playground.

Students who are dropped off by their parents should be dropped off at the elementary school sidewalk. Cars should drive north along the sidewalk to the long awning entrance to make the drop off. For the safety of the students, do not park and send your child walking through the parking lot.

If your child arrives later than 8:05, please drop your child off at the south entrance. The child should check in with the office and proceed to class.

### DAILY SCHEDULE

|             |  |
|-------------|--|
| 7:30-8:00   | Breakfast served, Associate supervision of lunchroom and playground. |
| 7:45        | Teachers' Day Begins   |
| 8:00        | Students sent to classrooms  |
| 8:10        | Building announcements, attendance, and lunch count taken            |
| 8:10        | Classes begin  |
| 11:00-12:15 | K-6 lunch and recess   |
| 3:20/2:20   | Students dismissed to buses and pick-up lines/Wednesday dismissal    |
| 3:45        | Teachers' Day Ends   |

### DISMISSAL PROCEDURES

Children using school buses for transportation home will be dismissed from the building to board the buses at 3:20 p.m. When the buses have left the parking lot, students being picked up by parents will be walked out under the long awning at the north end of the building. It will be approximately 3:30 p.m. when these children are walked out of the building. Parents are asked to form a line of cars along the elementary sidewalk and proceed up the drive to the long awning where their child will be loaded.

### CHANGE IN ROUTINE/EARLY DISMISSAL

If your child is doing something different at dismissal, for instance going home with another student or getting off the bus in a different location, please send a note with your child that morning. A parent may call with the message, but a note is preferred. If you have to call with a change, please call before 2:45, or we cannot guarantee that your child will receive the message. Without a note, the child will be sent to the usual location. **WE STRICTLY ENFORCE THIS RULE.**

If it becomes necessary to pick your child up from school during the day, please call the office or send a note to the classroom teacher. For the safety of each student, teachers are not to release a student from the classroom unless they have a written note or the parent has called the office. No student will be released early to anyone other than parents, legal guardians, or emergency contacts (proper identification may be necessary) without the express written consent or phone consent from parents. **Please**

**come to the office if you are picking your child up from school early.** We will call your child to the office.

## **STUDENT ATTENDANCE**

Schools are responsible for teaching your child. Regular school attendance is important to a child's academic performance. When students come to school regularly and on time, they develop a sense that school is important. When school is missed, activities such as class discussions, experiments, and demonstrations cannot be fully re-taught. We understand that there are times when it is necessary for a student to be absent. In these cases, please call the elementary office at 641-944-5245 before 8:00 a.m. each day. If we have not heard from you, we will call to verify an absence.

### **Absences are recorded in the following way:**

- If a student becomes ill and leaves school before 9:00 a.m. or after 1:00 p.m., they will be recorded as absent for that half-day.
- If a student arrives late but before 9:00 a.m., they will be counted tardy.
- If a student arrives late after 9:00 a.m., they will be recorded as absent for a half day.
- Late buses do not count as a tardy.

**Students Leaving School Early:** If it becomes necessary to pick your child up from school during the day, please call the office or send a note to the classroom teacher. For the safety of each student, teachers are not to release a student from the classroom unless they have a written note or the parent has called the office. No student will be released early to anyone other than parents, legal guardians, or emergency contacts (proper identification may be necessary) without the express written consent or phone consent from parents. **Please come to the office if you are picking your child up from school early.** We will call your child to the office. If after-school arrangements change, **please notify the office at least one hour before dismissal time.**

## **Truancy policy 501.3 COMPULSORY ATTENDANCE**

The school will respond to student attendance problems in accordance with Board Policy 501.3. Appropriate school personnel will make an effort to resolve attendance problems by:

- Establishing direct contact with parents or guardians.
- Utilizing available support staff and maintain written documentation of suspected trancies.
- Involving the school nurse when illness is used as a reason for excessive absences.
- Informing the family in writing of the attendance issue after the **sixth** absence and/or 6 tardies (unless the administrator has knowledge of long-term health issues).



- Consulting with other agencies that may be involved with the family and make home visits where possible.

After a student has accrued eight (8) days of absences or tardies in the same quarter or fifteen (15) absences or tardies in an academic year, the building administrator will schedule a team meeting with the principal, parent, and student. If a student has ten (10) or more days of consecutive absences or pattern of absences, a doctor's excuse may be requested. A plan for remediation will be created and the compulsory attendance laws will be reviewed with the parent(s). If absences continue and the child has missed in excess of eight (8) days/tardies in a quarter or fifteen (15) days/tardies during the school year, the school administrator will inform the parent/guardian in writing that due to lack of improvement in the attendance of their child, the school will be referring the student and the parent/guardian to the Marion County Attorney for further legal action.

## **STUDENT BEHAVIOR**

### **DISCIPLINE**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

Since an orderly atmosphere is essential for learning to take place, the following guidelines are for the personal welfare of the students as well as for the entire school. These expectations are expected by all individuals on school property at any time.

1. Safety
2. Talk with Respect
3. Act with Respect
4. Responsibility

The Twin Cedars Community School Board affirms its intent to support the school disciplinary policies, its intent to support school staff that enforces the discipline policies, and its intent to hold school staff accountable for implementing the discipline policies.

### **PBIS**

#### **SABER STAR**

The elementary implemented Positive Behavior Instructional Supports (PBIS) in the fall of 2009. School wide expectations were developed for the common areas.

- Being safe means being free from harm, injury or risk.
- Being respectful means to be thoughtful in the way you talk and interact with people and property.
- Being responsible means to think before we make choices about what we say and do.

|                          | Hallway   | Restroom   | Cafeteria  | Playground  | Loading/Unloading Buses                        |
|--------------------------|---|--|--|---|--|
| <b>Safe</b>              | Line basics<br>Walk   | Wash your hands<br>Keep water in sink<br>Keep floors clean                                   | Line basics<br>Walk<br>Keep area clean<br>Eat only your food | Be gentle-no roughness<br>Use equipment safely<br>Follow playground rules | Walk on sidewalk<br>Put coat on                |
| <b>Talk with Respect</b> | Talk quietly with small group<br>No talking with class<br>Greet others kindly | Use a quiet voice  | Be polite<br>Use manners                                     | Nice words  | Say Good Morning to adult on duty              |
| <b>Act with Respect</b>  | Close lockers quietly<br>Leave decorations alone<br>Listen to adults          | Respect others privacy<br>Wait your turn<br>Keep stalls free of graffiti<br>Listen to adults | Raise your hand for help<br>Listen to adults                 | Taking turns-sharing<br>Good sports<br>Listen to adults                   | Don't disrupt the class lines.                 |
| <b>Responsible</b>       | Pick up litter<br>Go directly to destination                                  | Flush<br>Go directly to restroom   | Empty trays appropriately                                    | Bring in equipment<br>Dress for weather                                   | Remember all supplies/backpacks on and off bus |

## CAPTURING KIDS HEARTS

Capturing Kids' Hearts strengthens students' connectedness to others through enhancing healthy bonds with their teachers and establishing collaborative agreements of acceptable behavior. Classrooms will develop a social contract of behavior. Teachers will use the social contract to help students self- manage their behaviors.

## PROBLEM-SOLVING STEPS

Students are encouraged to resolve conflicts with peers using the Second Step Problem-Solving Steps: say the problem without blame, think of solutions, explore the consequences, and pick a solution. When necessary, teachers will guide students through the steps and assist the students in solving a conflict.

## PROGRESSIVE DISCIPLINE

When the teacher thinks that a student's actions have reached a point where his or her ability to **instruct has been impeded or the other students' learning environment** is disrupted, the teacher may take action to remove the disruptive student from the classroom. When the situation occurs, this process should be followed:

**First Removal:** Teacher will (1) meet with the student to discuss the problem and possible solutions, and (2) contact the parents by phone or written communication. Documentation of the incident will be completed through the elementary discipline referral form.

**Second Removal:** Teacher and administration will meet with the student to discuss the problem and possible solutions. Parent(s) will be contacted by the administration to discuss the matter at hand. The parent may request a conference between teacher,

administration, and student. Conference will be documented and recorded in the student's cumulative folder. Documentation of the incident will be placed on the school discipline referral form and copies given to the parent. Time missed from class will be required to be served after school as scheduled by the teacher. Student will be responsible for any work missed.

**Third Removal:** Teacher will refer student to the administration for consequences. Administration will contact parent(s) and establish conference time with parent(s), teacher, and administration. Student will serve up to half day in-school suspension. Incidence and conference will be documented and placed in the student's cumulative folder.

**Fourth Removal:** Student will be referred to the principal. Documentation of the incident will be placed on the discipline form and copies given to the parent. The principal will schedule a conference with parent(s) and student. Student will serve a one day in-school suspension. Conference will be documented. Copy of the documentation will be sent to the superintendent and one copy also will be placed in the student's cumulative folder.

**Fifth Removal:** Teacher will refer student to administration. Student will be suspended from school until parents have held a conference. Principal will schedule a conference with the student, parent(s), and superintendent to discuss conditions under which the student will be allowed to return to school.

\* Severe and major discipline issues referred to the office will be handled on a case by case and individual basis.

**REFERRALS:** If a child does not follow the PBIS expectations, there are two types of referrals that he/she can receive. Minor and Major referrals are given to students for various infractions. When a Minor referral is given to a student, the teacher is to notify the parents and communicate the infraction and what discipline measures were implemented. This usually results in a loss of a privilege or detention. When a Major referral is given, the teacher or administrator will notify the parent and describe the circumstance that warranted the referral. Discipline for major referrals will be handled by the building administrator.

## **DETENTION**

Any school employee can assign detention to students in 3rd through 6th grade whose behavior does not meet the standards of conduct conducive to a learning situation. Notice of a detention will be in writing issued immediately to the student. Students are responsible for taking the copy of the detention to his/her parent and having it signed. The student then returns it the next day to the person issuing the detention.

Students will be expected to serve their detention the day following its issuance, Monday through Thursday. Detentions will be served from 3:25 pm to 4:00 pm with the person who issued the detention. It is the responsibility of the parent to pick up the student at 4:00.

### **ANTI-Bullying/Harassment Policy**

#### **Policy104 - ANTI-BULLYING/ANTI-HARASSMENT**

The Twin Cedars Community School District is committed to providing a safe and civil school environment. Bullying and harassment of students, employees and volunteers is against federal, state and local policy. The school board prohibits bullying and harassment of students, employees and volunteers 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. This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

### **Filing a Complaint**

#### **Policy104E1**

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

### **Investigation Policy102R1-GRIEVANCE PROCEDURE**

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;

- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 30 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

### **Decision and Appeal ☰ policy102R1-GRIEVANCE PROCEDURE**

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 15 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

## Bullying/Harassment Prevention Policy

|                                 |   |
|---------------------------------|---|
|                                 |   |
| <p><b>Purpose Statement</b></p> | <p>Our school community is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to allow bullying at our school.</p>  |
| <p><b>Defining Bullying</b></p> | <p>Definition of bullying: Bullying is mean or hurtful behavior that keeps happening. It is unfair and one-sided. Our school defines bullying by three primary characteristics: It is aggressive behavior that is usually repeated over time, occurs in a relationship where there is an imbalance of power, and intends to cause harm or distress and/or has a serious harmful or distressing impact on the target.</p> <p>Bullying includes the following:</p> <ul style="list-style-type: none"> <li>● Hurting someone physically by hitting, kicking, tripping or pushing</li> <li>● Stealing or damaging another person's things</li> <li>● Ganging up on someone</li> <li>● Teasing someone in a hurtful way, or name calling</li> <li>● Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl</li> <li>● Touching or showing private body parts</li> <li>● Spreading malicious rumors or untruths about someone</li> <li>● Leaving someone out on purpose, or trying to get other kids not to play with someone</li> <li>● Threatening</li> <li>● <b>Any of the above behaviors using electronic devices</b></li> </ul> |

|  |  |
|--|--|
| <p><b>Statement of Scope</b></p>                       | <p>Our school’s consequences for bullying apply when bullying happens:</p> <ul style="list-style-type: none"> <li>• <b>On school grounds:</b> Immediately before or after school hours, during school hours, or at any other time when the school is being used by a school group</li> <li>• <b>When using property or equipment provided by the school</b></li> <li>• <b>On or off school grounds:</b> When the behavior has caused significant disruption to the learning environment or interfered with an individual’s ability to learn</li> </ul>   |
| <p><b>Reporting Procedures</b></p>                     | <p>It is our school’s expectation that all bullying incidents be reported.</p> <ul style="list-style-type: none"> <li>• Teachers witnessing or who become aware of a bullying situation should address it right away; many times the situation can be rectified before it requires complicated interventions</li> <li>• Referrals to the school counselor</li> <li>• Referrals to an office</li> </ul> <p><i>*Extreme cases of bullying will go directly to our administration.</i></p>  |
| <p><b>Investigating and Responding to Bullying</b></p> | <p>Teachers and staff will:</p> <ul style="list-style-type: none"> <li>• Closely supervise students in all areas of the school and playground</li> <li>• Watch for signs of bullying and stop it when it happens</li> <li>• Respond quickly and sensitively to bullying reports to ensure the safety of all students involved</li> <li>• Look into all reported bullying incidents</li> </ul> <p>If it is determined that bullying has occurred, our school’s administration will:</p> <ul style="list-style-type: none"> <li>• Take appropriate disciplinary action</li> <li>• Notify the family of the bullied student</li> <li>• Notify the family of the student who bullied</li> <li>• Create a safety plan for the bullied student</li> <li>• Create a behavior change plan for the student who bullied</li> </ul> |

|  |  |
|--|--|
| <b>Written Records</b>                   | <p>Written records of all bullying incidents and their resolution must be maintained using the following forms:</p> <ul style="list-style-type: none"> <li>• Our school’s discipline-tracking form</li> <li>• Student safety plan</li> <li>• Student behavior change plan</li> </ul> <p>In addition, written records of communication between our school and the involved parties and their families may be required.</p>  |
| <b>Consequences</b>                      | <p>There will be consequences and appropriate remedial action for those involved in bullying. The developmental maturity levels of the parties, the levels of harm, the reasons surrounding the incident, the nature of the bullying, the context in which the alleged incidents occurred, and the past history of the parties involved should be considered when posing consequences.</p>   |
| <b>Training and Prevention Education</b> | <p>Our school takes a proactive approach to dealing with bullying by providing the following training and prevention education for our students and staff:</p> <ul style="list-style-type: none"> <li>• Social skills lessons are a regular part of the curriculum at our school. The <i>Second Step</i> program and its Bullying Prevention Unit are taught in all grade levels.</li> </ul> <p>All staff go through the Bullying Prevention Unit online training on recognizing and responding to bullying effectively.</p> |
| <b>Communication Plan</b>                | <p>Bullying prevention information is communicated via:</p> <ul style="list-style-type: none"> <li>• Bullying Prevention Unit Online Training</li> <li>• Staff meetings</li> <li>• Teachers to their students</li> <li>• Bullying Prevention Unit lessons</li> <li>• Bullying Prevention Unit posters placed in every classroom</li> <li>• The student handbook</li> <li>• Our school’s website for families and the wider community</li> </ul>  |

## **STUDENT HEALTH AND SAFETY**

### **DRESS CODE policy502.1 STUDENT APPEARANCE**

All students should dress appropriately for school. When dressing, also consider the weather and activities for the day. Personal hygiene is also important for students. Student clothing should be free from offensive language, gestures, drugs and alcohol



and any other distracting graphics. Short shorts, short shirts, strappy tank tops, sunglasses, hats, caps and head covering items are not considered to be appropriate attire for the school as they do not enhance the academic environment. While the primary responsibility for appearance rests with the parents, the administration will reserve the right to make the final decision concerning appropriateness of student appearance.

### **COLD WEATHER RECESS**

Playing outside is healthy and fun. All children (K-6<sup>th</sup>) are required to go outside during recess time unless it is raining or below 10 degree. During cold weather, students should be dressed warmly, including coats, snow pants, boots, hats, and mittens. These items will be loaned to students as needed so that students can be comfortable outside and be off the hard surfaces.

Between 10 and 40 degrees, children must wear:

Winter coat

Closed shoes or boots

Stocking caps and gloves are recommended

Between 41 and 50 degrees, children must wear:

Winter coat or heavy jacket over long sleeved clothing

Closed shoes or boots

Stocking caps and gloves are optional

Between 51 and 60 degrees, children must wear:

Heavy jacket or sweatshirt/hoodie (this must be an additional layer than what is being worn in the classroom.)

Closed shoes or boots

Stocking caps and gloves are optional

Parents and caregivers are encouraged to monitor their children's clothing selections to make sure they are prepared for colder temperatures and are appropriately dressed for outdoor recesses.

### **MEDICAL, VISION and DENTAL REQUIREMENTS**

A physical needs to be completed before entering Preschool and again before Kindergarten. A dental health screening needs to be submitted before Kindergarten and the Freshman year of High School. A vision screening needs to be submitted before Kindergarten and 3rd grade.

## **IMMUNIZATIONS**

### **☰ policy507.1 - ...**

The Iowa State Department of Health and the Iowa State Department of Education require that the following immunization requirements are met before enrolling in a licensed preschool and/or kindergarten.

- Five (5) doses of diphtheria, tetanus and pertussis vaccine.
- Four (4) doses of trivalent oral polio vaccine
- Three (3) doses of Hepatitis B vaccine
- Two (2) doses of measles/rubella
- Two (2) doses of Varicella
- Lead testing completed

Before entering 7th grade, students must have the Tdap and Meningococcal vaccines. Before entering 12th grade, students must have their second dose of Meningococcal vaccine.

## **MEDICATION**

### **☰ policy50...**

Medication should be given at home if at all possible. All medication that comes into the school MUST be in a labeled prescription bottle and given to the principal or school nurse. If medication must be stored at school and administered by the office, it should have the student's name, amount, and the time(s) that the medication is to be administered. When getting your child's prescription filled, please ask the pharmacist for a labeled school bottle.

The parent should send only enough medication to give the necessary dosage to be taken at school. A signed MEDICATION PERMISSION REQUEST FORM must accompany all medications. Envelopes or bags with pills CANNOT be accepted. Any over-the-counter medication must be in its original container.

## **GENERAL HEALTH AND SAFETY GUIDELINES**

### **☰ policy507.4 - STUDENT INJURY OR ILLNE...**

All staff must be alert to the health of each child, known allergies, or special medical conditions.

- All staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff is to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff are familiar with evacuation routes and procedures.
- All teaching staff complete "Occupational Exposure to Bloodborne Pathogens" annually.
- At least one staff member who has a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of

children. When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times.

## **ILLNESS POLICY AND EXCLUSION OF SICK CHILDREN**

### **☰ policy507.3 - COMMUNICABLE DISEASES - STUDEN...**

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- Fever greater than 100 degrees F
- Vomiting
- Diarrhea
- Pink eyes with drainage
- Cough with congestion and excessive nasal discharge

The center's established policy for an ill child's return:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis (Pink Eye): 24 hours after initial medication or when without Drainage
- Positive flu and Covid-19 test: consult with the nurse

Upon arrival at school, each child is observed by teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably; if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; or if keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.

When a child develops signs of an illness during their day at school, parents, legal guardians, or other person authorized by the parent will be notified to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician. In the meantime, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under the supervision of someone familiar with the child. If the child is suspected of having a contagious disease, then until she or he can be picked up, the child is located where new individuals will not be exposed. The child should be picked up within one hour of parent notification.

## **SCHOOL NURSE**

The school nurse will be at the Twin Cedars Elementary School Monday-Friday. If a child is injured or becomes ill, he/she is cared for temporarily in the office until a parent or person designated by the parent is able to take the child

home. The school may only provide emergency first aid in the cases of accident or illness.

Health and safety practices must be a joint effort of home and school. Children with definite signs of illness such as fever, skin disease, or communicable disease should be kept at home. This policy is both for the health of the affected child and the health of the classmates who may be infected.

### **STUDENT INSURANCE**

#### **☰ policy507.6 - STU...**

Insurance is offered in the fall to those who wish to purchase it.

### **TESTING AND PHYSICAL EXAMINATIONS**

Hearing tests are conducted by audiologists from Heartland Area Education Agency every year for students grades K - 6. Parents can also request a hearing screening for children ages birth to 5 by contacting the local AEA zone office in Knoxville (641-842-2719). This type of screening may be warranted if a parent suspects their child may not be developing language in the typical manner or some type of hearing problem is observed. These services and all AEA services are free to families.

The school nurse annually for grades K - 6, conducts vision screening.

The AEA Speech Pathologist will be conducting communication screenings during the school year at the request of classroom teachers. Parents will be contacted if there are any concerns about a child's communication. Parents are also encouraged to refer their child if a concern exists regarding the child's speech or language.

### **HOLIDAY AND BIRTHDAY TREATS**

Children usually like to bring holiday and birthday treats to school. Due to health and safety reasons, individually wrapped treats are preferred.

## **EDUCATIONAL PROGRAM**

### **Wellness Policy**

#### **☰ policy507.9 - WEL...**

Effective July 1, 2009, the State Legislature passed the "Healthy Kids Act", Senate File 2425, and can be found in the Iowa Administrative Code - Chapter 12 and Chapter 58. In the Healthy Kids Act, there are 3 sections: Physical activity goes into effect the 2009-2010 school year. Nutrition rules go into effect July 1, 2010. Every graduating student needs to be CPR certified starting in 2012.

All physically able students in kindergarten through grade five shall be required to engage in a physical activity for a minimum of thirty minutes per school day. All physically able students in grades six through twelve shall be required to engage in a physical activity for a minimum of one hundred twenty minutes per week. Physical

activity may include physical education classes, recess, interscholastic activities, school activities, and non-school activities.

### **KINDERGARTEN - 6<sup>th</sup> GRADE CURRICULUM**

- **READING:** Staff will be using Into Reading, copyright 2020. Kindergarten will use Wonders, copyright 2014.
- **MATH:** Students in the kindergarten through sixth grade will use Illustrated Mathematics, copyright 2020
- **SCIENCE/HEALTH:** Staff will use Mystery Science.
- **SOCIAL STUDIES:** Staff will use Weekly Readers and additional resources.
- **PHYSICAL EDUCATION**
- **HEALTH AND SAFETY:** Staff will use Studies Weekly.
- **DIGITAL CITIZENSHIP:** Staff will use Neptune Navigate.
- **SOCIAL-EMOTIONAL-MENTAL HEALTH:** Staff will be using Second Step, copyright 2012.

**STANDARDIZED TESTING** is a systematic means of monitoring a student's progress. The Iowa Statewide Assessment of Student Progress is administered to students in grades third through sixth each year. Additional reading and mathematics tests are also given.

### **SUMMER SCHOOL AND GRADE RETENTION**

#### **policy505.2 - STUDENT PROMOTION-RETENTION-ACCELERATION**

Promotion practices in the Twin Cedars School district shall have as their objective the placing of the student in an environment where his/her maximum development will take place. Parents shall be informed as early in the school year as possible when in the judgment of the professional staff a student is to be retained in the same grade or class for another year.

No student in grades 5-8 who has received failing grades in at least two core subject areas (or one core subject and one Screening Assessment score below 25%) shall be promoted to the next grade level unless the student has done satisfactory remedial work during summer school.

The core subject areas are language arts, reading, mathematics, science, and social studies. (School board policy 605.3)

### **HOMEWORK**

Occasionally teachers will determine that there is a need for continued learning to be completed outside of the school day or that a student needs to complete unfinished work at home. We believe that if this is assigned for the student to complete, it is an important part of the educational process and we would appreciate your support at home. Homework can help to promote growth in self-responsibility and self-direction as well as enrich and extend the curriculum.

The school provides each student grades 3<sup>rd</sup> through 6<sup>th</sup> with an assignment book at the beginning of the year. The students are required to write down all assignments that they receive during the day and are asked to share it with their parents at night and have the parents sign daily. This is a way for the student to become more organized and the parents to know what homework the student needs to do. We feel this is a very important tool for our students and hope that parents will find it valuable as well.

## **INTERNET-APPROPRIATE USE**

Policy Title

Internet – Appropriate Use

Code No. 605.6

Because technology is a vital part of the school curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual students accounts and electronic mail addresses may be issued to students. If a student already had an electronic mail address, the student may (with the permission of the supervising teacher) be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulation.

Date of Adoption:  
04-11-96

Legal Reference: Iowa Code 279.8

Reviewed:  
01-12-04  
05-12-08  
09-08-08  
07-15-13  
03-12-18

## **STUDENT SERVICES**

### **Gifted and Talented** **policy604.3 - TALENTED AND GIFTED PROGRAM**

The Gifted and Talented program is available for those students who qualify under the identification guidelines.

### **Homeless Children** **policy501.16 HOMELESS CHILDREN AND YOUTH**

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate barriers to their receiving an education which may exist in district policies or practice. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the school guidance counselor.

### **Title I**

Twin Cedars Elementary has a Title I program. Any student in need of support in the area of reading may receive the services of a highly qualified Title I teacher. This support is provided through pull-out services in the Title I classroom. A Title I parent, student, and teacher compact will be signed at the first parent teacher conference of the school year.

### **Student Assistance Team** **policy604.4 - PROGRAM FOR STUDENTS AT RISK**

A team of school educators make up the Student Assistance Team. The team is available to assist students who may be struggling in school academically and/or socially. Parents are an important part of this problem solving process. Your student's teacher will communicate with you anytime there is a concern and he/she is seeking the help of the Student Assistance Team. For more information please contact your student's teacher.

### **Special Education Services** **policy603.3 - PROVISION OF SPECIAL EDUCATION**

Special education services designed to meet the individual needs of students are provided in the Twin Cedars School District. School staff, Heartland AEA staff, and parents/guardians will determine eligibility for such services. If you have any questions, please contact the building principal.

### **Student Guidance and Counseling Program**

#### **policy607.1 - STUDENT GUIDANCE AND COUNSELING PROGRAM**

The district has a guidance counselor available to work with students in grades K-12. The counselor can work with any student on personal, educational, or career goals. If you have questions, contact the building principal.

## **NUTRITIONAL SERVICES**

### **BREAKFAST AND LUNCH PROGRAM**

#### **☰ policy710.1 - SCHOOL NUTRITION PROGRAM**

All Twin Cedars Community School District students will have the option to eat breakfast and lunch at school. Each month the menu is posted on the school website and a copy is sent home with each student. All school lunches are designed to meet the nutritional guidelines established by the USDA. You will find that we serve all whole grain rich foods, offer only fat free or low fat milk, serve a variety of fresh fruits and vegetables, and we limit calories based on the age of children being served to ensure proper portion size. While we encourage parents to eat lunch with their children, we ask that no outside food from local eateries be brought into the cafeteria. The school has strict nutritional guidelines to follow and the outside food may not meet those guidelines.

Serving for breakfast ends at 8:00. If there is a late bus, breakfast will remain open until the late bus arrives. Drop off children should arrive by 7:45 if they plan to eat breakfast.

Milk is served daily with breakfast and lunch. Milk is also offered as a snack to elementary students in the afternoon (K-6). There will be a cost for your student to have milk at snack time. Milk may only be purchased with funds that are available in the meal account.

Students may choose to bring a cold lunch to school and purchase a carton of milk. Please do not send pop to school. Pop will be replaced with water or milk.

### **FOOD ALLERGIES**

If a student has a food allergy or restrictions and requires substitutions, we ask that families fill out the Special Dietary Request form yearly and submit it to the school nurse. We will provide an alternative beverage for your child. However, you are always welcome to send an alternative beverage of his/her choosing to school. We encourage another milk substitute or 100% juice. Please do not send soda as an alternative beverage.

### **FREE OR REDUCED MEALS**

#### **☰ policy710.2 - FREE OR REDUCED MEALS ELIGIBILITY**

**A new application for free or reduced meals must be submitted each school year.** All meal choices are available for ALL students, regardless of their status. Information regarding eligibility for free or reduced meals is confidential. Students are not identified as eligible for free or reduced meals through ID cards or choice of meals. Cashiers at



the point-of-service are not able to determine if a student is eligible for free or reduced meals.

FREE AND REDUCED MEAL APPLICATIONS ARE AVAILABLE THROUGHOUT THE YEAR IN ALL SCHOOLS. BE SURE TO CONTACT US IF YOU NEED ASSISTANCE.

If you have questions regarding applying for free or reduced meals, please contact Shari Roberts, at (641) 944-5245.

## **MEAL CHARGES**

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

## **PAYMENT OF MEALS**

*Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than \$-25.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. This balance can be paid in either the elementary or jr/sr high offices or you may make a payment on-line through the school website.*

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. *The school district will provide a meal which includes all items but the main entree if the student has charged the maximum on their account and do not have payment for the meal that day.*

*[Employees may use a charge account for meals, but may charge no more than \$-25.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid].*

### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$2.00. Families will be notified by *automated calling and text system*. Negative balances of more than \$-50.00 *not paid by the end of the school year* will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Code No. 710.4

## **TRANSPORTATION SERVICES**

### **BUS POLICIES AND SAFETY**

#### **☰ policy711.2R1 - STUDENT CONDUCT ON SCHOOL TRANSPORTATION REGU...**

The Twin Cedars school district provides bus transportation to all students. Please observe the safety rules that apply when riding the bus to and from school, and also on school activity trips. A school bus is an extension of the classroom. The driver is the teacher of the “Classroom on Wheels”. The behavior expected in the classroom is the same behavior expected on the bus. The driver has the same authority to enforce rules and regulations as the classroom teacher. Students who violate these rules will lose the privilege to ride school-provided transportation. The following is a list of safety regulations required by Iowa Public Safety Department and Twin Cedars School Board. These rules are to be observed by all students riding buses.

1. Stay seated at all times. No changing seats when the bus is in motion.
2. Keep arms and head inside the windows.
3. Keep aisles clear.
4. Do not leave articles on the bus.
5. Outside of ordinary conversation, classroom conduct is to be observed.
6. Absolute silence is necessary at railroad crossings.
7. The bus driver may assign seats.
8. The driver is in full charge of the bus and students. You must obey the driver.
9. Students must be on time. The bus cannot wait beyond its regular scheduled time for those who are tardy.
10. Ride assigned bus only. Written notes are required to do otherwise (or administrative approval).
11. Stand off the roadway while waiting for the bus.
12. No pop, gum or snack food will be consumed on the bus.
13. Do not throw objects on the bus or out the windows. Help keep the interior of the bus clean.
14. No tobacco, alcohol, or drugs on the bus.
15. Notify the driver if you will not be riding on the bus for an extended period of time.
16. Any damage to a bus by a student must be paid for by the student responsible.

### **CONSEQUENCES ON THE BUS**

If a student jeopardizes the safe and effective operation of any school bus, the following procedures will take place:

1. All acts of misconduct or violations of these rules, will result in the bus driver filing a written report with the appropriate principal.
2. If the student becomes a discipline problem on the bus:
  - a. First offense - parent notification and intervention with the student by the principal.
  - b. Second offense -parent notification and three day bus suspension
  - c. Third offense –5 day bus suspension.

If a student is suspended from the bus, his/her parent/guardian will be required to furnish transportation to and from school during the suspension period.

### **CHANGE IN BUS ROUTINE**

Buses are very full. Groups of students cannot ride a different bus, as we do not have the space. If your child is having a sleepover, baseball practice, club meeting or similar things, someone will need to pick them up at school. We cannot accommodate them on a different bus due to the full loads.

### **VIDEO CAMERAS ON THE BUS**

#### **☰ policy711.2 - STUDENT CONDUCT ON SCHOOL TRANSPORTATION**

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

## **MISCELLANEOUS**

### **ABUSE BY AN EMPLOYEE**

#### **☰ policy402.3 - ABUSE OF STUDE...**

The district level one investigator for abuse of a student by a school employee is the 7-12 Principal, David Roby. He can be reached at 641-944-5243.

### **ASBESTOS CONTROLS**

The Twin Cedars Community School District has removed all known asbestos material from its buildings and premises. All materials remaining that are suspect shall be treated as friable material.

### **BUILDING USE**

#### **☰ policy905.1 - COMMUNITY USE OF SCHOOL DISTRICT FACILITIES ...**

The elementary school building is intended to be of service not only to the school and its population, but also to the community at large. However,

certain guidelines must be followed to make efficient use of our facilities. Students are not to be in the building before or after normal school hours (7:30 a.m.--3:45 p.m) unless under the direct supervision of a faculty member.

Guidelines and permission for student group use of the building after school hours may be obtained through the building principal. School events and activities will take precedence over outside agents. School rules and policies must be followed by outside agents. Outside agents should clean up and lock up and generally respect the building and equipment.

## **CARE OF SCHOOL PROPERTY**

### **policy502.2 CARE OF SCHOOL PROPERTY/VANDALISM**

Students are expected to take care of school property, including electronic devices and chargers, desks, chairs, books, lockers and school equipment. Vandalism will not be tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district.

## **CELL PHONES**

Students may bring cell phones to school, but the phones are to be kept in lockers and are not to be used during the school day. Any student's cell phone that is "seen or heard" may be confiscated by a teacher or staff member. On the first occurrence, the phone will be returned to the student at the end of the school day. For the second (2nd) and subsequent confiscations, the parent/guardian will be contacted and they will need to pick up the phone.

## **COMPLAINTS AND GRIEVANCES**

It is the goal of the district to resolve student complaints and grievances at the lowest level. Students are encouraged to address problems to the student's teacher or other licensed employee, other than the administration, for resolution of the complaint. If the complaint cannot be resolved by the teacher, the student may discuss this matter with the principal. If the matter cannot be resolved by the principal, the student and/or parents may discuss it with the superintendent. Contact the principal if you have further questions about this procedure.

## **DRUGS policy502.7 - SMOKING-DRINKING-DRUGS**

No student shall possess, use, deliver, or sell illegal drugs/alcohol. This will lead to discipline up to and including suspension and expulsion.

## **EMERGENCIES**

In the event of any emergency such as storms, power or heating failure, water system failure, or other emergencies, the following policies will be followed:

If school is canceled, delayed or closing early due to weather, road conditions, or other emergencies, radio stations will broadcast the information. KBOE - Oskaloosa (740), KNIA - Knoxville (1320), or WHO -

Des Moines (1040). Every effort will be made to get this information on the air early. In addition, parents will be notified via the school phone/email/texting system.

Any parent who is away from home often (e.g. at work), should instruct their child what to do or where to go in case of early dismissal. Please have a plan for your child and, if needed, send this in writing to the school.

### **ENTRANCE-ADMISSIONS** **policy501.4 - ENTRANCE-ADMISSIONS**

Children in the school district community will be allowed to enroll in the school district's regular education program beginning at age five. The child must be age five on or prior to September 15 to participate in the school district's kindergarten program. The child must be age six on or prior to September 15 to begin the first grade of the education program.

The Board will require evidence of age and residency in the form of a birth certificate or other evidence before the student may enroll in the school district's education program. It is within the discretion of the superintendent to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with their health and immunization certificate. Failure to provide this information within the time period set by the superintendent is reason for suspension, expulsion or denying admission to the student.

### **FIELD TRIPS** **policy606.5 - FIELD TRIPS AND EXCURSIONS**

Field trips planned by the teacher serve as important learning experiences for the class. Appropriate adult supervision is provided for field trips and transportation is provided by the district unless the destination is within an appropriate walking distance. Additional chaperones shall be assigned on a first come, first serve basis, assuming volunteer paperwork is complete and acceptable. Siblings are not allowed to attend the field trips so that adequate attention may be given to students and their learning process. If parents choose to transport their own student to/from the field trip event, a travel release form must be completed prior to the trip and can be provided by your student's teacher.

### **LEGAL DOCUMENTATION**

If your family or child is involved in a legal issue that involves custodial rights or any other matter that affects the health and well being of the child, please notify the office immediately with the **appropriate legal documentation** so that the school can put in place procedures to ensure the safety and security of the child. We will not become involved in matters not directly related to the child's educational needs.

## **LOST AND FOUND**

Twin Cedars Elementary School keeps a lost and found in the North entrance. Students should check this area to recover lost articles or to turn in articles that have been found. Labeling of student clothing and other property is most helpful. Please encourage your children to be responsible for their personal property. The lost and found items that have not been claimed will be periodically donated to a local charity.

## **NOTES**

When sending a note or money to the school, the name of the person to receive the note or money should be clearly indicated on an envelope along with the parent or student's name. Emails may be sent to the teacher, however, teachers might not read the email during the school day so contacting the school office is preferred. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home.

## **PARENTAL CALLS**

If you wish to call a teacher, please do so either before or after school. The secretary will take a number if you wish to have the teacher call you.

## **PARENT CONFERENCES**

### **☰ policy505.1 - STUDENT PROGRESS REPORTS AND CONFERENCES**

Parent conferences are held at the end of the first quarter and again in the middle of the 3rd quarter. This is an opportunity to communicate between teacher, parent, and possibly with the student in attendance at the conference, about school progress, interests, and overall development. At that time, parent and teacher can discuss what is happening at home and school, perhaps sharing ideas which may help each to have a clearer focus on guiding the child toward doing the best work possible at his or her rate. We have a first and third quarter conference, but should you have a concern at another time, feel free to call.

## **PETS/ANIMALS ON SCHOOL GROUNDS**

### **☰ POLICY606.3 - ANIMALS IN THE CLASSROOM**

The presence of pets/animals on school grounds presents a potential safety hazard to students. Please keep your pets/animals at home. The local Animal Control Officer will be called when necessary to control the presence of pets/animals. The allowance of pets/animals to be on the school grounds will only be considered if the purpose of the visit is to enhance the learning of an educational concept within the grade level curriculum. Any requests must be pre-approved by school administration. Any pets/animals approved to be on school grounds must be housed in a proper cage, container, or restrained in such a way that it cannot harm anyone.

## **PLAYGROUND RULES (PreK-2)**

### General Playground Rules

1. All conflicts that happen during recess will be resolved at recess with adult on duty. Adults will report conflicts to homeroom teachers. No other discussion is necessary unless principal needs to be involved.
2. Piggy-back riding is prohibited.
3. Wrestling and excessively rough play is prohibited.
4. Throwing rocks, wood chips, snowballs, or other inappropriate objects is prohibited.

### Swings

1. Sit on bottom on the swings.
2. One at a time on the swings. Take turns.
3. Swing forward and back only.
4. Twisting and/or spinning will not be allowed.
5. Stop appropriately on swing; using both feet on ground. No jumping out of the swing.
6. Keep a safe distance away from the swing area. Form the waiting line to the side of the blue pole.
7. No pushing or underdogs with the swings.

### Playground Equipment

1. Play tag/hide & seek away from equipment area.
2. Slide down the slide on bottom only. Stop when you get to the bottom of the slide and get off.
3. No hanging on the slide.
4. Be considerate of other sliders.
5. Only one person at a time on the glider. Ride down and back; no slamming the glider down the track. Form the waiting line to the side of the glider.
6. Take turns on all equipment pieces. Form lines when necessary.

### Grassy Area

1. Follow game rules for soccer, football, kickball, etc.
2. Ball lost outside play area is gone. No one is allowed to leave the playground to retrieve a ball. Report to an adult on duty that a ball has left the playground.
3. Show good sportsmanship.

### Cement Area

1. Follow various game rules for game decided on (i.e., 7-up, Knock-Out, Basketball, PIG, etc.).
2. Keep teams as fair as possible. Allow new players when it's appropriate (i.e., end of game, if 2 join, etc.).
3. No hanging/playing on bars outside of the 1st grade rooms.
1. Students will remain on the cement/playground area at all times. Ask an adult on duty if you need to go back into the building.

2. No kicking balls on wood chip and equipment areas.
3. Use all equipment appropriately (Jumping with a jump rope--not as a pony).

### Clothing

Due to the weather conditions during the school year, we are requiring all students to wear boots, snowpants, and gloves in order to be off the cement. Students will be required to wear a coat when temperatures are below 60 degrees.

## **PLAYGROUND RULES (3-6)**

### General Playground Rules

1. All conflicts that happen during recess will be resolved at recess with adult on duty. Adults will report conflicts to homeroom teachers. No other discussion is necessary unless principal needs to be involved.
2. Piggy-back riding is prohibited.
3. Wrestling and excessively rough play is prohibited.
4. Throwing rocks, wood chips, snowballs, or other inappropriate objects is prohibited.

### Swings

1. Sit on bottom on the swings.
2. One at a time on the swings. Take turns.
3. Swing forward and back only.
4. Twisting and/or spinning will not be allowed.
5. Stop appropriately on swing; using both feet on ground. No jumping out of the swing.
6. Keep a safe distance away from the swing area. Form the waiting line to the side of the blue pole.
7. No pushing or underdogs with the swings.

### Horizontal Ladder

1. Do not get on top.
2. Do not hang from the bars or other students.
3. Move in one direction only.

### Playground Equipment

1. Play tag/hide & seek away from equipment area.
2. Slide down the slide on bottom only. Stop when you get to the bottom of the slide and get off.
3. No hanging on the slide.
4. Be considerate of other sliders.
5. Take turns on all equipment pieces. Form lines when necessary.

### Grassy Area

1. Follow game rules for soccer, football, kickball, etc.
2. Show good sportsmanship.
3. Football to be played in designated area only.
4. All games are played in the lower grassy area.



### Cement Area

1. Follow various game rules for game decided on (i.e., 7-up, Knock-Out, Basketball, PIG, etc.)
2. Keep teams as fair as possible. Allow new players when it's appropriate (i.e., end of game, if 2 join, etc.).
3. No hanging/playing on bars outside of the 1st grade rooms.
4. Students will remain on the cement/playground area at all times. Ask an adult on duty if you need to go back into the building.
5. No kicking balls on wood chip and equipment areas.
6. Use all equipment appropriately (Jumping with a jump rope--not as a pony).

### **REPORT CARDS**

#### **policy505.1 - STUDENT PROGRESS REPORTS AND CONFERENCES**

Student progress is reported to the parents at the end of each quarter. Report cards will not be released at the end of the year until individual family/student fees and fines due are paid in full, and students have completed any earned consequences/detentions.

### **SAFETY DRILLS**

#### *Tornado, Fire, and Intruder Drills, Bus Evacuation*

Conducting regular drills and exercises on the threats/hazards that could befall our district can improve the district's readiness to respond to incidents and reduce-incident-related losses.

Due to the district's location, external assistance is estimated to be 15 minutes. Therefore, the district must be prepared to carry out the initial response.

At a minimum, Twin Cedars annually conducts:

4 Fire Drills

4 Tornado Drills

1 Active Shooter Drill

2 Bus Evacuations

In addition, Twin Cedars complies with the state fire marshal's requirements:

Fire Inspection at least every 2 years.

Appropriate type, size, number of fire extinguishers in each building.

### **SCHOOL PICTURES policy506.3 - STUDENT PHOTOGRAPHS**

Individual student pictures will be taken by a commercial studio. Information on picture packages will be sent home prior to the picture date.

## **STUDENT DESKS AND LOCKERS**

All desks and lockers are the property of Twin Cedars Community School District. The administrator or designee has the right to examine desk or locker contents in the event of an emergency, believed to be a serious violation of school board policy, for the purpose of safety, health, and welfare of students and/or staff. Students are not allowed to have locks on their lockers.

## **STUDENT RECORDS policy506.1 - EDUCATION RECORDS ACCESS**

Student records are stored in print and electronically. The records contain information about the student and his/her education and may include but are not limited to the following types of records: identification data, attendance data, records of assessment data, family background data, discipline data and external agency reports. Parents may view their child's records. Persons other than parents and school staff are not allowed to examine or receive information from a student's record without parental written permission. Questions regarding student records should be directed to the principal's office.

## **THREATS OF VIOLENCE**

All threats of violence, whether oral, written, or symbolic, against students, staff, 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 orderly and efficient operation 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 terrorists behavior; the background of the 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) or 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.

## **TOYS/ELECTRONICS/VALUABLES**

Please leave toys, electronics, jewelry, large sums of money, or anything that is not school related, at home. These items all create a distraction to the learning process.

## **VISITOR POLICY**

### **policy903.3 - VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

The Twin Cedars School has adopted procedures for visitors at all schools. Please read our visitor procedures below:

- In order to facilitate a controlled point of access, all doors at TCCSD shall be closed and locked. The entrance nearest to each office will be the only access for visitors.
- Visitors shall request access by pushing the buzzer by the main door.
- Visitors shall report to the main office, sign in on the visitor's log, and show photo identification, e.g. driver's license. Our secretary will then make a photocopy of the identification and issue the visitor a "visitor's badge." the visitor is required to display the badge in a prominent fashion on his/her person at all times while on campus.
- At the conclusion of the visitor's business, he/she shall return to the secretary's desk to sign out on the visitor's log and return his/her badge.
- Visitors who do not comply with these requirements for identification shall be asked to leave school grounds.

## **VOLUNTEERS, SPEAKERS, AND CHAPERONES POLICY (See pages 33-36)**

### **policy903.2 COMMUNITY RESOURCE PERSONS AND VOLUNTEERS**

- All volunteers are required to officially register and complete the necessary paperwork as a volunteer prior to becoming able to volunteer in any of the schools or school programs.
- Volunteers, speakers and chaperones who wish to volunteer their time must first contact the classroom teacher to determine if there is a time, need, and educationally relevant content to the visit.
- If you are interested in volunteering, you must complete a volunteer packet containing the following forms (application, statement of confidentiality, State of Iowa criminal history record check request form, Iowa Courts Online, child abuse clearance, sex offender law compliance). You must also either turn in a copy of your valid driver's license or stop by the office and we'll copy it for you (you can have our office copy it on your first visit to volunteer, after your application has been approved).
- You can request a volunteer packet be sent home with your child or stop by our office to complete.
- Below are some examples of volunteer roles in our schools:
  - Chaperoning a field trip
  - Classroom volunteer during celebrations/parties
  - Instructional volunteer
- A volunteer packet is not required to eat lunch with your child(ren).
- Individuals who do not meet the appropriate requirements established by the state law or the TCCSD procedures, will not be permitted to volunteer.
- When the volunteer reports to school, he/she is expected to follow the visitor sign-in procedures.
- Thank you for complying with these procedures designed to keep all of our students safe. We appreciate your cooperation. If you have any questions, please contact the office.

## WEAPONS policy502.6 - WEAPONS

Knives, guns or any look alike toy weapons are strictly prohibited on school property. (These items will be confiscated immediately and may result in disciplinary action, including possible suspension from school.)

## WITHDRAWING A STUDENT

The following procedure must be followed if you are planning to withdraw your child from the Twin Cedars School:

- Please come to the elementary office and sign a form to release your child's cumulative school records.
- Ensure that all books are returned, library fines are paid; band equipment returned, and lunch account is settled.
- Please give us advance notice when possible so that the transition from our school will occur smoothly.

## Whose Child is This?

*Unknown Author*

"Whose child is this?" I asked one day  
Seeing a little one out at play  
"Mine", said the parent with a tender smile  
"Mine to keep a little while  
To bathe his hands and comb his hair  
To tell him what he is to wear  
To prepare him that he may always be good  
And each day do the things he should"

"Whose child is this?" I asked again  
As the door opened and someone came in  
"Mine", said the teacher with the same tender smile  
"Mine, to keep just for a little while  
To teach him how to be gentle and kind  
To train and direct his dear little mind  
To help him live by every rule  
And get the best he can from school"

"Whose child is this?" I ask once more  
Just as the little one entered the door  
"Ours" said the parent and the teacher as they smiled  
And each took the hand of the little child  
"Ours to love and train together  
Ours this blessed task forever."



TWIN CEDARS COMMUNITY SCHOOL DISTRICT

APPLICATION & AGREEMENT FOR VOLUNTEER SERVICES

THIS AGREEMENT is hereby entered into by the Twin Cedars Community School District, hereinafter referred to as DISTRICT, and:

\_\_\_\_\_  
(Please Print) Volunteer's Last Name, First Name Student's Name

\_\_\_\_\_  
Mailing Address City Zip Code Phone Number

hereinafter referred to as VOLUNTEER.

VOLUNTEER agrees to provide to DISTRICT the services enumerated in Section D of this Agreement under the following terms and conditions:

A. Services shall begin at Twin Cedars Elementary on \_\_\_\_\_ and shall be completed on or before \_\_\_\_\_

- VOLUNTEER understands and agrees that, while performing in a volunteer capacity, he/she is not an employee of the DISTRICT and not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation.
- VOLUNTEER agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of VOLUNTEER'S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by VOLUNTEER, and/or the VOLUNTEER'S younger dependents not yet enrolled in school.
- Services to be rendered to the DISTRICT by the VOLUNTEER are as follows:
- VOLUNTEER agrees to provide proof of negative tuberculosis test prior to service.
- VOLUNTEER agrees to comply with all Federal, State, Municipal and District laws, rules and regulations, in addition to the Volunteer Code of Conduct (attached), that are now, or may in the future become applicable to VOLUNTEER, **including compliance with Education Code 35021 - Requirements for Voluntary Service in Schools.**

Agreement for Volunteer Services

I understand that, in connection with my application as a volunteer, the District will obtain information bearing upon my volunteer services, including sex offender's registry, public record information, without using a consumer reporting agency to obtain it. "Public record" includes records documenting a conviction, civil judicial action, tax lien or outstanding judgment against me.

**Disclosure:** All applicants must answer the following two questions. Failure to answer honestly will disqualify the applicant from service as a volunteer.

1. Have you ever been convicted of any sex offense or any felony? YES NO

2. Have you ever been subject to any court order involving any sexual, physical or verbal abuse including but not limited to any domestic violence or civil harassment injunction or protective order: YES NO

If yes, describe each in full. Also indicate date(s) of crime(s) and in which city, county, and state each took place. (Attach a separate sheet if needed.) \_\_\_\_\_

I HAVE READ THE VOLUNTEER CODE OF CONDUCT, THE ABOVE DISCLOSURE STATEMENT, AND THE WAIVER, AGREEMENT FOR VOLUNTEER SERVICES, INCLUDING THE ASSUMPTION OF RISK AND WAIVER OF CLAIMS AND THE VOLUNTEER/VISITOR GUIDELINES AND PROCEDURES. I SIGN THIS AGREEMENT AND AGREE TO ALL THE TERMS AND CONDITIONS. FURTHERMORE, I AGREE TO INFORM THE SCHOOL PRINCIPAL IN A TIMELY MANNER IF ANYTHING ON THIS AGREEMENT OR ITS ATTACHMENTS CHANGES. I HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE VOLUNTEER CODE OF CONDUCT. I UNDERSTAND THAT SCHOOL ADMINISTRATION RESERVES THE RIGHT TO DENY OR REVOKE THE VOLUNTEER APPLICATION.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_

G. This agreement may be terminated by either party notifying the other, in writing, at any time.

THIS AGREEMENT IS ENTERED INTO THIS FOR THE DISTRICT:

\_\_\_\_\_

Administrator's Signature

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

VOLUNTEER:

\_\_\_\_\_

Volunteer's Signature

**PLEASE ATTACH A PHOTOCOPY OF APPLICANT'S PHOTO IDENTIFICATION TO THIS APPLICATION/AGREEMENT.**

## Twin Cedars ELEMENTARY SCHOOL

### **VOLUNTEER CODE OF CONDUCT**

**As a Twin Cedars Elementary School volunteer, I agree to abide by the following Volunteer Code of Conduct:**

1. Immediately upon arrival, I will sign in at the school's main office or the designated sign-in station.
2. I will wear a name identification badge whenever required by the school or district to do so.
3. I will follow the general directions of the teachers and administrative personnel.
4. I will use only adult bathroom facilities.
5. I agree to never be alone with individual students who are not under the direct supervision of teachers or school authorities.
6. I will not contact students outside of school hours without permission from the students' parents.
7. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory or personal information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
8. I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concerns that I may have related to student welfare, discipline matters, and/or safety.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree not to transport students without the written permission of parents or guardians and expressed permission of the school principal and District. I will abide by District Administrative Procedure when transporting students.
11. I will not operate my cellular telephone within the confines of the classroom, while transporting students, or within any other educational setting while acting in the capacity of a volunteer or while supervising children engaged in a school sponsored activity or event.
12. I agree not to post, transmit, publicize, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be constructed as any form of harassment.
13. I agree to abide by Board Policies 903.3 and 905.2 concerning the use alcohol, tobacco, and/or other drugs or mind altering substance while working in the school setting or on field trips.
14. I agree to notify the school principal immediately if I am arrested for any misdemeanor or felony charge.

15. I understand that my duties as a volunteer require my full attention and I agree not to have children under my care or supervision, unless approved by the principal in advance, that are not currently enrolled at the school site.
16. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
17. I agree to treat all school personnel and students with dignity and respect.
18. I agree to abide by all District procedures including Board Policy and Administrative

**I UNDERSTAND THAT FAILURE TO ABIDE BY THIS VOLUNTEER CODE OF CONDUCT MAY RESULT IN FORFEITURE OF ALL VOLUNTEERING PRIVILEGES AND TERMINATION OF THE AGREEMENT FOR VOLUNTEER SERVICES.**