

I. DISTRICT PERSONNEL

BOARD OF EDUCATION

Many people are at work to provide the best education possible for our students. The community believes this is necessary if students are to become life long learners and productive citizens. Twin Cedars schools are governed by a Board of Directors elected to serve the whole district. They are:

- Steve Hoehns, President**
- Kelly Carlson, Vice Pres.**
- Steve Gilkerson**
- Tom Morgan**
- Brian Moore**

ELEMENTARY STAFF

- Brian VanderSluis Superintendent/Elementary Principal**
- Kim Roby.....Intervention Specialist/Curriculum Director**
- Shari Roberts..... Superintendent Secretary**
- Mark Bacus.....Director of Buildings and Grounds**
- Megan Wilson..... Nurse**
- Jill Burk..... Kindergarten**
- Ashley Schippers..... Kindergarten**
- Trish McCarty..... 1st Grade**
- Carrie Micetich..... 1st Grade**
- Connie Azinger.....2nd Grade**
- Danielle Miller.....2nd Grade**
- Beth Kelderman..... 3rd Grade**
- Alyssa Swayne.....3rd Grade**
- Rebecca Engle..... 4th Grade**
- Jeni Grubb..... 4th Grade**
- Jayne Rozenboom.....5th Grade**
- Jessica Harstad.....5th Grade**
- Angela Goemaat.....6TH Grade**
- Mike Bennett..... 6th Grade**
- Theresa Davis..... Resource**
- Stacey Duinink Pre School**
- Tina Cox..... Title I Reading**
- Stephanie Mitrisin..... K-8 TAG/K-6 At-Risk**
- Nathan Smith..... Instrumental Music/Elementary Vocal Music**
- Aaron Allspach..... P.E. ,**
- Dee Still.....Resource**
- Loita Williams.....Library Associate**
- Michelle ClaytonComputer Lab/ Office Associate**
- RondaDeGeest..... Associate**
- Patty Groenenboom.....Associate**
- Brenda McCombsPreschool Associate**
- Mary Ann Emerick.....Media Specialist**
- Jana Crozier..... Associate**
- Lynn Silvers..... Associate**
- Lisa Gilkerson.....Associate**
- Sally GrimesAssociate/Custodian**
- Shari Fox..... Associate**
- Deb DeJong.....Associate**
- Diane Spaur.....Associate**

II. SCHOOL POLICIES, PROCEDURES, AND EMERGENCY PLANS

ABSENCES AND ATTENDANCE

Regular attendance at school is very important. The School Laws of Iowa require that all children attend school regularly. Please help your child develop a commitment for school attendance and for getting to school on time. Iowa Code does say that students need to attend at least 37 days in each school quarter or they are considered truant.

If it is necessary for your child to be absent, please call the school (944-5245) between 8:00 and 9:00 a.m. To ensure the safety of each student, if we have not heard from the family when a student is absent, we will contact the home to confirm their absence.

The following rules will be followed concerning absences and tardiness:

1. **When Absent:** A student leaving school before 10:00 in the morning but returning by noon will be considered absent for the half day. A student leaving after 10:00 and before 2:00 will be considered absent for the half day.

2. **When Tardy:** A student arriving after 8:10 but before 10:00 will be considered tardy. When tardiness cannot be avoided, it is much better to be tardy than to be absent for the whole day. Parents should sign in at the office if the student is tardy. Your child will not be counted tardy if they arrive by 8:10.

When a student misses school or class time, it will be the responsibility of the student to request make-up work from a teacher. After an absence, a student will have the number of days of the absence plus one day to complete all work missed. If a student knows he/she is going to be absent, due to family plans or school functions, the student should request their homework from the teachers before the absence.

In order to maintain an environment conducive to learning, school attire should be neat, clean and appropriate. T-shirts with objectionable phrases and advertising inappropriate for elementary students should not be worn to school. Clothing or hair should not be distracting to others. HATS will not be worn in the school building during school hours. Shorts should not be worn unless the outside temperature is above 65 degrees.

BUILDING USE

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 (7:45 a.m. – 3:45 p.m.) unless they are under the direct supervision of a faculty member.

Guidelines and permission for student group use of the building after normal hours may be obtained through the Superintendent's office.

CHANGE IN ROUTINE

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.**

CHANGE OF ADDRESS

It is very important that you inform the elementary office immediately of any changes in your telephone number, address, or the identification of a person who is to be notified in case of an emergency.

Please notify the school in advance of a planned move from the Twin Cedars School.

Each student's cumulative records are kept in the office at the elementary building. Parents may view their child's records by making a request to the building principal. The principal will answer any questions parents may have about the contents of a student's record. Persons other than school staff are not allowed to examine or receive information from a student's cumulative record without written parental consent.

CHILD CUSTODY

In most cases, when parents are divorced, one parent is designated by the court as the custodial parent. Student records will be shared with the non-custodial parent. If, in the case of divorced or separated parents, there is a court order that limits any of the rights of one parent; a copy of the court order must be filed in the office.

CURRICULUM

The Twin Cedars School District provides instruction in all areas of the school curriculum, through planned coordination and periodic review. Teachers continually work together across the grade levels and subject matter to plan and implement a congruent curriculum. The major areas of the curriculum include: math, science, social studies, fine arts, health and physical education (including traffic safety), career education, technology, human growth and development, and Language arts (including reading, spelling, handwriting and literature).

Textbooks and other learning materials are reviewed at least every five years, in order to assess and update the courses of study and purchase new materials and equipment where needed. A different curricular area is studied each year, in this continuous process of maintaining quality.

DISCIPLINE

A teacher may keep a child in for recess as a form of discipline/consequences, or in order to complete work that has not been completed on time.

It has been found that the single most important factor in the success of a child's education is that of parent involvement and support. Any successful classroom or child management system will need the support of parents. This support could be as simple as a verbal comment of approval. Even more so, it could be in the form of a commitment from parents to follow through with the basic discipline principles established in the school environment.

Whatever the case, parental involvement is the key to greater success in managing children's behavior in the classroom. Parents will be informed of the positive and negative consequences of behavior as well as the classroom management procedures. Teachers will communicate with parents as to the progress and success of the procedures. Communication between home and school is vitally important to the success of the student. In order to guarantee your child and all the students in the school be provided with an excellent learning climate they deserve, it is essential for the home and school to work closely together in promoting self-discipline, responsibility, and an

appreciation of the rights of others. The teacher is the administrator of the classroom discipline. Therefore, teachers have the direct responsibility to guide and manage behavior that is minor and can be handled in the classroom. Teaching and facilitating learning is very demanding and engaging.

When distractions occur, such as a student demonstrating inappropriate behavior, the effectiveness of the positive learning environment decreases. When serious or persistent problems arise, discipline will become the joint responsibility of the principal, teacher, and parent(s).

It is the teacher's role to guide and direct the classroom. It is expected that parents will support and cooperate with the classroom teacher. Specific items that parents do not wish to support should be communicated personally to the teacher involved, or with the principal. Parents are asked to call the teacher or principal when unusual or temporary home conditions may be particularly upsetting to students. This may help us to understand a child's sudden change to disruptive behavior.

Classroom learning will include positive reinforcement strategies, developing social skills, conflict resolution, and consequences for inappropriate behavior. Parents will be notified by a phone call or letter when their child has reached the level of behavior management in the principal's office. Continued or persistent behavior problems will require continued involvement between parents, teachers, and the principal.

Parents may be asked to attend a conference to discuss and develop a behavior plan for their child. The last level of severe infractions or discipline problems will require either in-school suspension, out of school suspension, or expulsion depending upon the decision made.

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.

DRILLS

Fire drills and tornado drills are held twice each semester. Directions are posted in each classroom. Students are expected to be quiet during the drills and to move in an orderly fashion.

EARLY DISMISSAL FROM SCHOOL

In order to protect students from being picked up at school by unauthorized persons we have established a release policy. This regulation exists for the safety of your child. If a child is to leave school with someone other than parents, a note or call is necessary to confirm the person who is to pick up your child. Parents are asked to follow this policy when picking up their children at school:

1. Sign the Early Release sign out sheet in the office.
2. Office personnel will notify the classroom and the student will come to the office.

EMERGENCIES

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

1. If school is canceled 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. Other early closing or emergency information will also be broadcast.

2. Overnight snowstorms or heavy morning fog may cause an hour or more delay in opening school. This will also be announced on the radio. The purpose of this delay is to provide more time for snow removal, or fog to clear, and allow extra time for school staff to arrive during difficult driving conditions.

PLEASE DO NOT BRING CHILDREN TO SCHOOL AT THE REGULAR TIME IF A DELAY IS ANNOUNCED. WAIT FOR THE BUS TO BRING THEM TO SCHOOL. ANY DELAY IN SCHOOL STARTING TIMES WILL APPLY TO ALL STUDENTS.

3. If school is in session and an emergency occurs, the school will deliver all children home as soon as possible after the emergency arises.

4. Any parent who is away from home often (e.g. at work), should instruct their children what to do or where to go in case of early dismissal. For example, a snowstorm causes early dismissal, parents are gone, and a child is locked out of the house. What should he or she do? Please have a plan for your child and if needed, send this in writing to the school if a different person will be picking up your child. **WE DO NOT CALL STUDENT'S HOMES WHEN AN EARLY DISMISSAL OCCURS.**

EXCUSES

All students will be expected to participate in outdoor recess activities unless they bring a **WRITTEN** request from parents stating the reason needed for staying indoors. Students will go outside for exercise and a break unless the weather is 0 or below.

A teacher may keep a child in for recess as a form of discipline/consequences, or in order to complete work that has not been completed on time.

Since physical education classes are regularly scheduled, all students will be required to participate in these classes unless they have a written excuse. The nurse may excuse the student from a p.e. Class for one time, but if more time is needed a physician's request will be needed.

GRADE RETENTION

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 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.

ASSIGNMENT BOOK

The school provides each student grades 3rd through 6th 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.

INCLEMENT WEATHER

All children are expected to go outside during recess time unless it is raining or extremely cold. During cold weather, students should be dressed warmly, including boots, hats, and mittens.

Please be sure your child wears boots during wet or snowy weather. We will be going outside during the winter for recess unless the temperature is 0 degrees or below, or the wind chill is 0 or below, students will have indoor recess. Students must have a note from a medical doctor or parent if they need to stay in from recess.

KINDERGARTEN ROUNDUP

Kindergarten Roundup is scheduled each spring and information pertaining to this program will be sent to all parents who will have children entering kindergarten in the fall. The purpose of the program is:

1. To acquaint parents and children with the school.
2. To help us determine the number of children who will be going to kindergarten each year.
3. To register the children.
4. To encourage parents to complete the required physical examination, immunizations, and dental checks.
5. To assess children's social and academic levels for the purposes of curricular planning in the fall.
6. To determine if a child is ready academically, as well as socially, for kindergarten.

All pupils entering kindergarten must have reached their fifth birthday by September 15th of the year they enter kindergarten. This is specified in the Code of Iowa and no exceptions can be made. Proof of this birth date should be brought to Kindergarten Roundup.

LOST AND FOUND

Lost and found articles are turned into the office and periodically these items are displayed. Have your child check to recover lost items or to turn in articles that are found. It is stressed that:

1. Parents encourage their child(ren) to be responsible for his/her personal property.
2. All articles be labeled.
3. Valuables and money be left at home.

Unclaimed items will be taken to Goodwill at the end of each academic quarter.

MULTICULTURAL, NONSEXIST POLICY

The Twin Cedars Community School is concerned that students respect individual differences. The school staff has examined the curriculum and learning materials carefully to reduce stereotyping and to eliminate prejudice against those of another race, another ethnic background, another religion, another sex, or against those with disabilities.

The Twin Cedars Community School does not discriminate on the basis of race, national origin, creed, religion, age, marital status, or physical disabilities in its educational programs or in its employment practices.

PARENT 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.

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.

PARTIES OTHER THAN SCHOOL SPONSORED

Please do not use the school as a vehicle to dispense invitations to parties and other social gatherings if classmates of your child are purposely excluded. The child that is excluded generally has the greater need for social contact. The above procedure is needed to promote positive school interpersonal relations in the elementary school.

PETS

Children are allowed to bring pets to school only with advanced permission from the teacher. Pets should not be transported to and from school on school buses. Any animal brought to school must be housed in a proper cage, or contained or restricted in such a way that they 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 only 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.
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).

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.

Items from Home

Students will not be allowed to bring items from home to play with on the playground unless special permission has been granted.

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 only 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).

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.

Items from Home

Students will not be allowed to bring items from home to play with on the playground unless special permission has been granted.

We have a large outdoor playground area for children to take recess breaks. Due to the weather conditions during the school year, we are requiring all students to bring boots for wearing outdoors for recess when there is ice and snow on the ground. Students, who do not have boots, will be restricted to hard top surfaces. Please mark their name inside the boots. Marker or fingernail polish works well to label boots.

DO NOT BRING PLAYTHINGS OR PERSONAL ITEMS FROM HOME-e.g. ALL trading cards, electronic games, sporting equipment, radios, etc. Laser pointers are not allowed at school. If they are brought to school, they will be taken from the student and will need to be picked up by a parent.

CANDY - GUM -POP- SUCKERS ARE NOT ALLOWED AT THE SCHOOL
(Unless it is a special occasion and is announced by your teacher)

REPORT CARDS

Student progress is reported to the parents at the end of each quarterly period. 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. Midterms will be sent home at the fifth week of each quarter as deemed necessary by the classroom teacher.

SCHOOL DAY

Classes begin at 8:00 a.m. and dismiss at 3:20 p.m. **PLEASE DO NOT PICK UP YOUR CHILD BEFORE 3:20. THIS HAS BEEN A PROBLEM IN THE PAST.** Classes will be in session until 3:20.

Students are requested not to arrive at school before 7:30 a.m.
Kindergarten meets all day, every day.

SCHOOL VISITATION

Parents are always welcome to visit school as well as other adult visitors. Parent visitations are not allowed during the first and last week of the school year. The only request is that parents do not bring younger brothers or sisters to visit (unless there is a planned sibling visitation scheduled), as this can distract the class from a normal routine. Youngsters from other schools are discouraged from visiting and spending the day at school. As a courtesy to the teacher, please call ahead to find out the best time for the visit. Visitors should notify the office of their presence on the day of arrival.

Special invitations will be extended to parents on certain occasions for programs and assemblies.

Parent involvement and visitation is strongly encouraged. Your child will gain a sense of commitment and continuity in their education as they observe parents being a part of the school system. Parents are encouraged to eat lunch with their child. Parents wishing to visit for lunch will need to contact the school office before 9:00 so we can prepare for this visit.

Please contact the principal and your child's teacher if you are available to visit on a regular basis and would be able to volunteer.

STUDENT REGISTRATION

New students in the community should be directed to the school for enrollment into class. It would be appreciated if present residents of the area would call the school's attention to the arrival of new residents so that we may properly contact them. Parents are encouraged to call when there is a change in address, phone number, or emergency number.

TELEPHONE USE

We do not allow students to use the phone during the day except in emergencies. A change in normal routine needs to be decided upon before the student comes to school and a note from the parent advising us of a change. A parent may call the school if a note is forgotten. If we allowed students to call home for incidental things, the phone would be continually tied up and the students would not be taking responsibility for themselves.

If your student is attending an after school meeting, such as scouts, and it is being held at the school, one note from a parent advising us that your child is a member and will be staying

whenever there is a meeting is sufficient. The student will not be calling home each meeting to let the parents know they are staying. It will be understood from the note received from the parent. We appreciate your cooperation in this.

WITHDRAWING A STUDENT

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

Twin Cedars School:

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

III. SCHOOL SUPPLIES, SERVICES, AND EQUIPMENT

Textbooks and library books are furnished by the school system. Proper care must be shown to all school owned materials. Books and materials are reused the following year with another class of students. The cost of replacing a lost or damaged book will be charged to the student to whom it was assigned for the year. The amount of the fine is dependent upon the condition of the book and/or degree of damage. For other school supplies, students will need to provide their own pencils, paper, eraser, crayons, notebooks, etc. Teachers will provide a list for each grade level on specific supplies.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security income (SSI) transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the secretary at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

BREAKFAST AND LUNCH PROGRAM

Twin Cedars offers a school breakfast and lunch program for any student who desires it. Serving for breakfast ends at 8:00.

All siblings from one family are included on one lunch account. Any amount can be deposited into that account. Texts are sent weekly if your balance is \$5.00 or less. If any account should reach a negative amount of \$20.00, students will need to bring a sack lunch from home until the account is current. If a student does not bring a lunch from home, they will be served a peanut butter sandwich and milk and their account will be charged 40 cents.

A half pint of milk is furnished with each school lunch meal.

Some students may choose to bring a cold lunch to school and purchase a carton of milk to drink with it. **POP IS NOT ALLOWED AT LUNCH TIME.**

Parents wishing to eat lunch with their child will need to contact the school office before 9:00 so we can include you in our lunch count.

FIELD TRIPS

Field trips are planned as an additional educational experience for your children. A letter describing the field trip will be sent home prior to the experience explaining the destination. If a parent chooses not to have their child participate in a field trip, a note in writing must be sent to the school prior to the trip. Occasionally, teachers will contact parents to request assistance in supervising a field trip. If a parent goes as a chaperone, younger siblings are not allowed on the bus.

LOCKERS

Hallway lockers belong to the school. They are subject to a general inspection at any time. Locks are not allowed on lockers.

NEWSLETTERS AND NOTES HOME

The Twin Cedars School District distributes a monthly newsletter to families in the district. It contains information on current school activities and articles of interest (all grades). It also includes current school board meeting minutes.

Notes and school newsletters are sent home with students from the elementary school periodically as needed. The intent is to form a critical communication bridge between school and home as well as help make parents aware of information pertaining to various grade levels. Notes from the teachers and principal are sent home with students with information pertaining to class activities, classroom plans, or student behavior concerns. Please call your school with any questions concerning these communications.

SCHOOL PICTURES

A school picture program is available to each student on a voluntary basis very early in the year. Payment for pictures must be in advance. Notification of the day pictures will be taken and price lists will be given to parents and students well in advance of the day set for picture taking. Pictures will be taken of each student for class composites. An additional picture opportunity is scheduled in the spring for families wishing to have special pictures or group/sibling pictures taken.

STUDENT INSURANCE

A school insurance program is available to each student on a voluntary basis. No student is required to purchase this insurance. It is provided as a service only. Please contact the Superintendent's office if you are interested in this program.

IV. PROVIDING AND ENSURING THAT SCHOOL IS A SAFE, PLEASANT, AND POSITIVE LEARNING ENVIRONMENT

ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Responsible Act of 1986 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 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 analysis records form the basis of the Twin Cedars asbestos management team.

A certified management 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 office.

BUS POLICIES AND SAFETY

The Twin Cedars school district provides bus transportation to all students. Riding a school bus is a privilege that can be terminated for students who cannot abide by the school bus regulations. 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. Do not leave articles on the bus.
4. Outside of ordinary conversation, classroom conduct is to be observed.
5. Absolute silence is necessary at railroad crossings.
6. The bus driver may assign seats.
7. The driver is in full charge of the bus and students. You must obey the driver.
8. Students must be on time. The bus cannot wait beyond its regular scheduled time for those who are tardy.
9. Ride assigned bus only. Written notes are required to do otherwise (or administrative approval).
10. Stand off the roadway while waiting for the bus.
11. No pop or snack food will be consumed on the bus.
12. Do not throw objects on the bus or out the windows. Help keep the interior of the bus clean.
13. No tobacco, alcohol, or drugs on the bus.
14. Notify the driver if you will not be riding on the bus for an extended period of time.
15. Any damage to a bus by a student must be paid for by the student responsible.

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

- A. All acts of misconduct or violations of these rules, will result in the bus driver filing a written report with the appropriate principal.
- B. If the student becomes a discipline problem on the bus:
 1. First offense - parent notification and intervention with the student by the principal.
 2. Second offense -parent notification and three day bus suspension
 3. 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.

Video cameras on school buses: 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.

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 sleep over, 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.

HARASSMENT

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school owned and/or school operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to, and including suspension and expulsion.

Sexual harassment means unwelcome advances, request for sexual favors and other verbal or physical conduct of a sexual nature. (See Board Policy 502.8)

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.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property, including 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.

CHARACTER EDUCATION

Each student will receive instruction in Character Education within their classrooms: fairness, caring, citizenship, trustworthiness, respect, and responsibility. The students will be expected to use the information that they learn in working with peers and adults.

MONEY AND VALUABLES

Valuable items brought to school are often lost or they disappear. Students should not bring more money than needed for lunch or supplies. Extra money should be given to the teacher for safekeeping. Any money brought to school should be put in an envelope with the student's name on it, and the purpose for the money written on the envelope.

BIRTHDAY TREATS

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

A student whose birthday occurs when school is not in session may set an alternative date to celebrate. This should be done with the student's teacher sometime during the school year.

PARTIES

Parties are usually scheduled during the school year to coincide with some holidays.

DRUGS/WEAPONS

No student shall possess, use, deliver, or sell illegal drugs/alcohol. This will lead to discipline up to and including suspension and expulsion. Students in violation of this policy may be referred to law enforcement.

No student shall possess any weapons or look alike weapons. This too, will lead to discipline up to and including suspension or expulsion from school.

HEALTH POLICY

CHILD ABUSE

Procedure for investigating physical or sexual abuse by school employees:

It shall be the policy of the Twin Cedars School to annually identify a designated investigator and alternate investigator and publish the names and telephone numbers of the individuals appointed.

These investigators shall have power to:

16. Temporarily remove the student from contact with the school employee
17. Temporarily remove school employee from service
18. Any other appropriate action permissible under Iowa law to insure the student's safety.

A report may be filed by any person who has knowledge of an incident of abuse of a student by a school employee.

The report shall be in writing, signed, witnessed and contain:

- a. The full name, age, address and telephone number of the student.
- b. The full name, address, and telephone number of the person filing.
- c. The name and place of employment of the school employee who allegedly committed the abuse
- d. A concise statement of the facts surrounding the incident, including date, time, and place of occurrence.
- e. A lists of witnesses by name, if known.
- f. Names and locations of any and all persons who examined, counseled, or treated the student for the alleged abuse, including the dates on which those services were provided, if known.

Physical abuse means non-accidental physical injury to the student as a result of the actions of a school employee. Sexual abuse means sexual offenses or misconduct as defined by Iowa Code Chapter 709.

Note Iowa Code 102.4 (1), which lists reasonable and necessary force in specific instances.

The investigator(s) shall be:

David Roby, Principal
Twin Cedars Community School
2204 Highway G71
Bussey, Iowa 50044
Phone 641-944-5241

Alternate: Brian VanderSluis, Superintendent
Twin Cedars Community School
2204 Highway G71
Bussey, Iowa 50044
Phone 641-944-5241

CHILD ABUSE REPORTING

Neglect, sexual molestation, emotional abuse and any non-accidental physical injury suffered by a person under eighteen years of age resulting from acts or omissions by parents, guardians or persons legally responsible for the child, has legally been declared as child abuse. School personnel, such as school nurses, teachers and principals are mandatory reporters of suspected child abuse to the Department of Social Services.

INJURY/ILLNESS

A student who becomes ill or is injured at school will be given first aid. Parents will be notified if the illness or injury is serious enough for the student to leave school, and they will be responsible for arranging transportation. If an emergency exists and the parent or alternate cannot be reached, the student will be transported to the doctor or hospital by ambulance. During registration, you are asked to fill out a form indicating an emergency/alternate name and phone number of a friend or relative who could be called if the school is unable to reach you. Please be sure that the friend or relative is aware that you have given their number as an emergency contact. No child will be sent home until prior arrangements have been made. If at any time during the school year, the information changes, please notify the school immediately so that we may keep our records current.

Students will not be allowed to leave school without the knowledge of the school nurse or her designee.

If there is someone your child is NOT to allowed to go home with, please give us that information.

COMMUNICABLE DISEASES

A student suspected of having a communicable disease or contagious condition that may endanger himself or the health of others will be excluded from school and a release from a physician or school nurse may be required for readmission.

Parents who discover a communicable disease at home are asked to notify the school so that precautionary measure can be taken.

Students will be sent home if they are having diarrhea, vomiting or a fever of greater than 100 degrees. We ask that they not return to school until they are free from these symptoms for twenty-four hours.

MEDICINE PROCEDURE

Prescription drugs must be in the original bottle that includes date ordered, name and strength of the drug, amount and time to be given, name of student, and name of doctor. There must also be a note from the parent or guardian stating why the student needs the drug.

Over-the-counter drugs must be in a bottle with the original label. A note must accompany the medication from a parent or guardian with instructions as to how often the student needs the medication and the reason for taking it.

School personnel will normally administer medication for students in the elementary building. However, some medications such as inhalers may be left with the student with approval of the parent and school nurse. Medication at the high school may be left with the student after having been checked at the nurse's office.

A signed consent will allow the school nurse or designee to give Tylenol, Ibuprofen, Tums, and cough drops to students to decrease absences from school.

TESTING AND PHYSICAL EXAMINATIONS

Hearing tests are conducted by audiologists from Heartland Area Education Agency every year for students, grades K - 6, and for students receiving special education services. 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.

HEALTH HISTORIES AND PHYSICAL EXAMINATIONS

Entering Kindergarten students are required to have a physical examination. Parents are asked to complete a physical health form and demonstrate proof of immunizations. The school nurse can assist families who have questions. Other students will have an up-dated health history form to complete at the beginning of the school year.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of Twin Cedars Community School District in accordance with Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973, that there will be no discrimination or harassment on the grounds of 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 in its educational program, activities, or employment policies. Persons having questions about equal opportunity and nondiscrimination should contact the superintendent's office at 641-944-5241 or the Director of the Iowa Department of Education at the Grimes State Office Building, Des Moines, Iowa 50319-0146.

The Twin Cedars Community School District does not discriminate in its educational programs or educational activities on the basis of of 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. Students are educated in programs, which 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 Affirmative Action Coordinator. This person can be reached by calling 641-944-5241. Inquiries may also be directed in writing to the Office for Civil Rights, Kansas City Office 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.