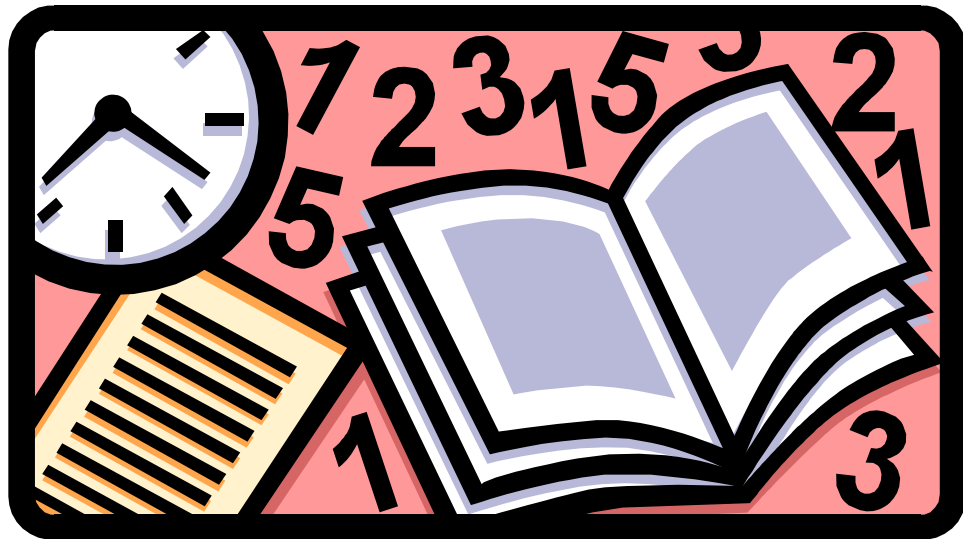


TWIN CEDARS COMMUNITY SCHOOL



STUDENT HANDBOOK

2017-2018

Student Handbook 2017-2018

Mission Statement

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.

Administration

Brian VanderSluis

Superintendent

David Roby

Jr./Sr. High Principal

Staff

Aaron Allspach

K-12 Physical Education/Health

Brenda Belloma

Art

Ashlee Davis

Spanish

Randi Dixon

Special Education

Daniel Ginger

Social Studies

Mauree Haage

Science

Randy Haar

Math

Donna Huston

Business Education

William Mayer

Industrial Arts

Denise McNally

Science

Stephanie Mitrisin

Social Studies/Reading

Andrea Moore

Family and Consumer Science/Health

Cameron Parker

Math

Amy Prestholt

English

Jordan Richardson

Vocational Agriculture

Nathan Smith

Instrumental/Vocal Music

Julie Sytsma

Counselor

Shannon Utterback

English

Dennis Verploegh

Special Education

Table of Contents

Harassment and Bullying	1
Advisory Committee	1
Educational Equity Designee	1
Grievance Procedure	1
Jurisdictional Statement	2
Definitions	2
School Fees	2
Emergency Forms	2
Student Attendance	3
Attendance Policy	3
Philosophy	3
Seven-Day Attendance Policy	3
Tardy/Unprepared	3
Truancy	3
Skipping Class	4
Extracurricular Activities	4
Permits to Leave the School Grounds	4
Senior Release Policy	4
School Closing Procedure	4
Student Health, Well-Being and Safety	5
Safety Drills	5
School Insurance	6
Asbestos Notification	6
Student Activities	6
Field Trips	6
Activity Trip	6
Senior Trip Policy	7
School Sponsored Organizations	7
Fund Raising	7
Use of School District Facilities	7
Dances	7
Junior/Senior Prom	7
Student Council	7
Student Records	7
Permanent Records	7
Use of Student Records	8
Directory Information	8
Transferring Student Records	8
Student Rights and Responsibilities	8
Initiations, Hazing, Bullying or Harassment	8
Sexual Harassment	9
Harassment Investigator	9
Lockers	9
Dress and Grooming	9
Illegal Items Found in School or in Student's Possession	10
Due Process Procedure	10
Discipline	11
Detention	11
Saturday School Guidelines	12
Dismissal from Class	12
Fighting	12
Lunchroom Behavior	12
Probation	12
Student Suspension	12

Student Expulsion	13
Cheating	13
Dual Enrollment	13
Interference at School	13
Social Relationships	13
Posting Information	13
Automobiles and Motorcycles at School	13
Bottles or Cans	13
Student Scholastic Achievement	14
Grading/Report Cards	14
Progress Reports	14
Course Offerings	14
Graduation Requirements	14
Early Graduation	15
Classification of Students	15
Commencement	16
Valedictorian and Salutatorian	16
Correspondence/Credit Make-up	16
Student Services	16
Parent-Teacher Conference	16
Honor-Roll	16
Honors	16
Human Growth and Development	16
Adding or Dropping a Course	16
Open Enrollment	17
Driver Education Policy	17
Extra-Curricular Activities	17
Purpose	17
High School	17
Jr High	18
Good Conduct Rule	18
General Standards	19
Violations	19
Determination of Guilt Procedure	19
Penalties	20
Appeals	21
Miscellaneous	22
Announcements	22
Athletic Injuries	22
Bus Regulation	22
Bus Video Camera	22
Child Abuse	22
Class Officers	22
Classroom and Hallway Courtesy	23
Hall Phone Usage	23
Inspection of Educational Materials	23
Interviews with Students	23
Legal Status of Student	23
Library Rules	23
Lost and Found	23
Lunch/Lunch Tickets/Food	23
School building and Gym	23
School Spirit	23
Search and Seizure	24
Building Assistance Program	24
Student of the Quarter	24
Telephone Messages to Students	24
Time Schedule	24
Vending Machines	24
Visitors	24
Withdrawal and Transfer from School	24

HARASSMENT AND BULLYING

Policy prohibiting harassment and bullying of or by students, staff and volunteers (RD1.4) which is based on actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and which creates an objectively hostile school environment (HPB1). *281 – IAC 12.3(13), Title IX Section 106.31, Iowa Code 280.28(3) and 729A.1*

ADVISORY COMMITTEE

A committee shall be established to advise district personnel in the development, implementation, and evaluation of multicultural nonsexist educational activities. The advisory committee shall have no less than five and no more than eight members, and should be composed of equal numbers of men and women, no less than one representative of each population, and a representative cross-section of the community including board members, administrators, teachers, students, parents, and lay public.

EDUCATIONAL EQUITY DESIGNEE

Any person who feels this policy is being violated should contact the Educational Equity Coordinator (Designee) to file a complaint. The Educational Equity Coordinator (Designee) for the Twin Cedars Community School District is:

Dave Roby
Twin Cedars Community School
2204 Hwy. G71
Bussey, Iowa 50044
Phone: 641-944-5245

GRIEVANCE PROCEDURE

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, High School Principal, 2204 Hwy G-71, Bussey, IA 50044, 641-944-5245, droby@twincedarscsd.org.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

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

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

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 timeframes 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.

JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the Board of Directors. The Board, Administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, student visitors and guests with respect and courtesy. Students shall not use abusive language, profanity or obscene gestures or language.

Students are expected to comply with and abide by the school district’s policies, rules and regulations. Students who fail to abide by the school district’s rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline includes prohibition from participation in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student’s record.

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

DEFINITIONS

In this handbook, the word “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal, also means the individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school operated buses or vehicles and chartered buses. The term “school facilities” includes school district buildings. The term school “activities” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

SCHOOL FEES

The school district charges a general fee each year. This fee covers various services provided by the school. Students will be responsible for paying for shop projects or items that are not provided by the school. 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.

- 1. Book Rent: Each year, a schedule of book rent and individual course fees is available at registration. These fees cover part of the cost of classroom materials and the purchase of new textbooks.
- 2. Refund: Any student leaving the school system during the year will be refunded textbook rental on a pro-rated quarterly basis.

NOTE: All fees should be paid promptly at the beginning of the school year. Failure to pay could prevent future sign-up for these types of classes.

EMERGENCY FORMS

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that give’s the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

STUDENT ATTENDANCE

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the educational program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

It is important that students who know they will be absent notify the office prior to the absence. If advance notification is not possible, parents are expected to notify the office at 641-944-5243 prior to 8:30 a.m. on the day of the absence. If notification is not received, the office may attempt to contact the parents at the emergency number. Before a student is re-admitted back to class with an excused absence, the student may be required to bring a note signed by the parents or parent/guardian call the office explaining the reason for the absence. An admit slip will be issued that needs to be signed by each teacher. If a student fails to bring their admit to class this could count as an **unexcused absence**. If absence is due to medical/dental etc, a note may be required from the doctor before an excused absence will be granted.

ATTENDANCE POLICY

PHILOSOPHY:

At Twin Cedars Junior/Senior High School, something important happens in class everyday. Students must attend classes regularly and be on time, in order to receive maximum benefit from instructional programs. A cooperative effort between Twin Cedars Junior/Senior High School staff, the students, and their parents, can promote good attendance. Good attendance will develop habits of punctuality, self-discipline, responsibility, and assist in keeping disruption of the educational environment to a minimum. **Irregular attendance and chronic tardiness not only hamper the individual who is absent, but also interferes in the progress of those students who regularly attend.**

FIVE-DAY ABSENCE-ATTENDANCE POLICY

1. Students that accumulate five (5) absences in any class during a semester may have an attendance report sent to the student's parent/guardian and may be required to attend a meeting with their parents. Participants at the meeting could include administration, teachers, at risk personnel, and the guidance counselor. The meeting will be to determine the causes for the student's excessive absences and what conditions the student must meet to continue in any class for credit. Teachers may require absences to be made up in individual classes in order to maintain the classroom participation grade. Further absences may result in County Attorney involvement.
2. Additional Guidelines:
 - a. An absence will start only upon a student's first registered day in a class.
 - b. Absences that are due solely to hospitalization or long-term illness (3 or more school days) will be counted as one absence, if parents provide the school with a written doctor's excuse or conference directly with an administrator.
 - c. Parent or guardians who may be taking their students out-of-school for a family trip are encouraged to notify the principal two weeks prior to the vacation. **These absences do count as part of the 7 day senior attendance total.**
 - d. Class absence as a result of approved school activities **will not** count within the 7-day limit. Unless otherwise indicated, students who miss class due to requests from administrators fall within the approved activities category.
 - e. **High school administration** reserves the right to determine whether an absence is excused or unexcused. Examples of unexcused absences may include senior pictures, over-sleeping, cosmetic appointments, shopping, flat tire, hunting, elementary events that take place during the school day, and working for pay outside of the home.
 - f. Generally, seniors are allowed **two** excused college visits that **do not** count toward the seven-day attendance policy and juniors are allowed one excused college visit. The high school principal must approve any additional visits BEFORE the absence takes place.
 - f. Teachers/administration determine how much time is needed and possible alternative assignments for students to make up excused/unexcused absences.

TARDY/UNPREPARED:

Tardy is defined as not being in class before class is half way completed. Three tardies and/or unprepared to any class will equal one detention. **Students tardy to class should not be admitted without a tardy slip from the office or school employee responsible for their tardiness.**

TRUANCY:

Truancy is being absent from school without parental knowledge or school knowledge. Three truancies and the student may be removed from school following these guidelines:

1. First truancy: notification of parents, and Saturday School may be assigned.
2. Second and subsequent truancies: conference with parents and written notification. Saturday School/Suspension may be assigned. Continued truancies may require an appearance before the Board of Education.

SKIPPING CLASS:

Any student who skips a particular class hour, pep rally, or assembly may be considered truant. Each time this occurs the parents may be notified; usually in writing, the work cannot be made-up, and Saturday School/Suspension may be assigned.

ATTENDANCE AT EXTRACURRICULAR ACTIVITIES/ASSEMBLIES:

On various occasions assembly programs are presented for educational and enrichment purposes. They provide one of the few opportunities in school to learn formal audience behavior. Courteous and respectful behavior is expected of the student body at all times. Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly, and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to an assigned room during assemblies. Yelling is appropriate only at pep assemblies. Sit in the bleachers, give your attention to the chairperson of the assembly, and do not leave until dismissed. Unacceptable behavior may result in non-attendance at future assemblies. Unacceptable behavior at extracurricular activities may result in suspension from those activities and any remaining activities. Extra-curricular attendance is not allowed if the student is not in school that day unless the absence is of the type for which an excuse may be authorized from the Principal's office. Contact with the principal should be made BEFORE the absence takes place if the student expects to participate.

PERMITS TO LEAVE THE SCHOOL GROUNDS

The office may give permission to leave the school grounds. These permits to leave may be granted for the following reasons only:

1. Illness-an attempt will be made to notify the parent before the student is allowed to leave.
2. Professional appointments that cannot be scheduled outside of school hours. A note or call from the parents is usually required before approval.
3. Any other request will be left up to the discretion of the Principal.
4. Teacher request if approved by a school administrator.

During school and school activities, students will not be permitted to take other students home, to appointments, to activity, etc.,. Exceptions will be made only at the discretion of the Principal and in most cases with parental approval. Failure to do so could be viewed as truancy or even more severe consequences.

JUNIOR/SENIOR RELEASE POLICY

The first block or last blocks of the school day are part of the junior/senior release program. The following guidelines are for junior/seniors wishing to participate in the junior/senior release program:

1. Parents must sign a consent form allowing their son/daughter to participate with the understanding that the parents understand the regulations their son/daughter must follow.
2. All students should be academically eligible. Grades will be checked at mid-term to make sure students are maintaining the necessary requirements. If they are not, the students may be dropped until the end of the quarter at which time they may be reinstated if grades are acceptable.
3. Students not conforming to the policies of the Twin Cedars Community School District or those students not demonstrating the character or behavior of the high degree expected of Twin Cedars may have their privilege of participation in the program revoked by the principal. Any type of suspension may result in the loss of this privilege.
4. **Students are required to leave the building and school grounds at the time of release including students who are involved with extra curricular activities. They must not arrive back at the school until the end of the school day or be enrolled in study hall.**
5. Students who have accumulated seven (7) absences from any class may lose their senior release privilege.

Exceptions generally will be made only at the discretion of the Principal.

SCHOOL CLOSING PROCEDURES

If it becomes necessary to cancel school because of bad weather or for other reasons, three radio stations will generally be informed.

KBOE - Oskaloosa - 740
KNIA - Knoxville - 1320
WHO - DesMoines - 1040

Every effort will be made to inform these stations by 7:00 a.m. so please listen to one of these stations on questionable days. Only in very extreme conditions will school be called off before the day directly involved. The same procedure will be used to dismiss school early.

Parents are reminded that our Iowa weather often changes early in the morning or there may be differences within the district, so if you consider the conditions unsafe at the time your children load the bus you have the option to keep them home (excused absence).

The bus driver also has the discretion of stopping the bus if ice or visibility conditions clearly make transportation unsafe.

In the event of a tornado warning, **ALL** students will be held at school until the warning is lifted.

STUDENT HEALTH, WELL-BEING AND SAFETY

SCHOOL DAY:

Students may be present on school grounds before 7:45 a.m. or after 3:15 p.m. only when they are under the direct supervision of a school employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 30 minutes of dismissal.

HEALTH POLICIES:

1. Health certificate:
A student enrolling for the first time in a school district shall submit a certificate of health from a licensed physician. Each student must re-submit an up-to-date certificate of immunization upon request of the Superintendent of Schools or his delegated representative. A student enrolling in the district shall submit a completed certificate of immunization as out-lined in the Iowa Code.
2. Exclusion for Communicable Diseases:
A student strongly suspected of having a communicable disease or contagious condition that may endanger the health of others will be excluded from school, and a release from a physician or the school nurse will be required for re-admission to school.
3. Injuries or Illness at School:
A student who becomes ill or is injured at school will be given first aid. After being examined by the nurse, parents or alternate will be notified if the illness or injury is serious enough to warrant the student's absence from 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.
4. Administering Medicines to Students:
Prescription drugs must be accompanied by a note from the doctor and/or prescription label (in original bottle) that includes date ordered, name of student, name of drug, why student needs drug, dates and times to be given, amount to be given, and signature.
Over-the-counter drugs must be in regular bottle with the original label and name of student. A note from the parent, with the above information, must be provided. The school has the right to refuse to give OTC medicine, if it seems unreasonable, unless accompanied by a note from a doctor. This includes cough drops, aspirin, ointments, etc.
Medication in the high school may be left with the student after being checked at the office. The school will furnish NO medication. Discipline action will be taken if these guidelines are not met up to and including suspension.
5. Absences:
Parents are asked to call the school on the morning of absence (health reason or otherwise) and send a written statement with the student upon his return to school. If no phone call is received during the first few hours of school an attempt to contact the parent may be made. A doctor's note is requested for students returning to school after a prolonged absence (more than one week) due to illness.
6. Physical Education/Health Excuses:
The nurse or other school official may excuse a student from one Physical Education period for a minor injury or illness. If more time off is needed for the same injury or illness a doctor's note will be required. An alternate assignment may be given if the student cannot participate in Physical Education but is still able to stay in school. All students are expected to attend Physical Education and Health Classes.

SAFETY DRILLS

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

FIRE DRILLS:

1. Classroom doors and windows should be closed.
2. Turn off the lights.
3. Students should proceed quickly and quietly out of the building.
4. Teachers should take their grade books so they are able to account for all of their students.
5. Short burst of the bell will signal return to the classroom.

West Door Exit:	Rooms 3-11
South Door by restroom:	Library/rooms 2&12
East Door Exit:	Band and Art
Southeast Gym Door:	Business rooms and Physical Education
Northeast Door of Cafeteria:	Study hall

Students who find themselves away from their assigned areas should use the nearest safe exit then report to their instructor at the assigned location outside the building.

TORNADO DRILLS:

Tornado Watch: Preparation will be made by all staff (check safety areas, watch for threatening clouds, monitor radio and television, etc.) when a watch is announced.

Tornado Warning: Funnel clouds spotted in the area. ALL students and faculty alerted with continuous sounding of a horn. (If electricity is off, coaching whistles will be used). This will serve as a warning to head for designated areas. Signs are clearly posted in each room to direct students to the safest area of the building.

General Instructions:

1. Move quickly to designated areas
2. Open windows and doors if possible
3. Students should face walls
4. Teachers will remain with the students and have an accounting of students
5. Students will be released only to parents during any danger period
6. Inquiries should be made to the Superintendent or the Principal
7. The all clear signal: The bells will be turned off or personal contact will be made by a school official.

SCHOOL INSURANCE

An all pupil insurance program is available to all students. This packet is available during registration in the fall. Students involved in any extracurricular activity must provide signed evidence that they are covered by insurance or relieve the school of any liability (medically) if not covered.

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 plan.

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.

STUDENT ACTIVITIES

FIELD TRIPS:

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. Prior to attending a field trip, teachers are encouraged to give their students an "Application for Permission to be Absent" form that is to be signed and returned by the student's parents.

ACTIVITY TRIPS:

Each participant involved in a school activity will ride to the activity in a school vehicle. It is highly recommended and encouraged that participants ride school transportation home after all events. Parents/Guardian/Grandparents may sign their son/daughter out at an event with absolutely no penalty or consequences from the coach or sponsor. This should be done after the event is completed or a designated time determined by the coach/sponsor. If a note is given to the coach/sponsor, it should simply state that their son/daughter won't be using Twin Cedars transportation. The Administration has the right to adjust this policy due to any unforeseen circumstances.

SENIOR TRIP POLICY: (Board of Education adopted 11-10-88)

All seniors are eligible to participate in the senior trip as they begin their senior year. Participating in this trip, however, is a privilege that may be lost. A senior who is not graduating or passing all of his/her classes at the time of the senior trip, has not regularly attended school (remained within the limits of the attendance policy), or who has repeatedly demonstrated abusive, and uncooperative behavior may not be eligible for the senior trip. **The Principal has the right to adjust this policy due to unforeseen circumstances.**

Participating in the Senior Trip is a privilege, which may be revoked for any of the following reasons:

1. Will not meet the Board of Education's graduation requirements.
2. Is not passing all of his/her classes at the time of the Senior Trip (4th quarter/2nd semester grades included).
3. Has not remained within the limits of the attendance policy for either semester (7 or more days absent excused or unexcused in any one **class** with the exception of school related activities/blue slips/professional appointments with written notification from provider.) Students may receive a five-day warning letter that **must** be returned to the class sponsor. This letter must be signed by the parent stating they have received the letter, and are aware of the number of days their child has missed.
4. Have outstanding bills to the senior class or school.
5. Has repeatedly demonstrated abusive and uncooperative behavior (Generally more than **3** days of suspension in or out of school.)
6. Has any disciplinary time owed (Detention/Saturday School/Suspension.)

FUND RAISING ACTIVITIES:

Any organization wishing to have a fund raising activity must gain approval from the Principal prior to entering into agreements.

USE OF SCHOOL DISTRICT FACILITIES:

School district facilities are available, with approval an administrator, during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the Principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

DANCES:

At various times throughout the year, we will have school-sponsored dances. Homecoming, Fall Harvest, and Saber Dance are open to Twin Cedars students 7-12. Alumni and dates outside the student body should have a guest approval from the Principal. Anyone asking for a written approval for a person out of school or from another school must be responsible for that person's actions. The sponsoring organization may impose other regulations with Administrator approval and the Principal has the right to adjust this policy due to unforeseen circumstances.

JUNIOR/SENIOR PROM:

The Junior/Senior Prom is a social function scheduled for Twin Cedars juniors, seniors, and their guests. Students are viewed as juniors as long as they have 12 or more units at the END of the first semester. The Prom is to be organized by the juniors, their advisors, and scheduled on the school calendar in the office. Guests must have completed eighth grade. Guests who are in 9th/10th grade, have completed 12th grade, or have dropped out of school must be registered and approved in the Principal's office one week prior to the Prom. No guest will be approved to attend who is over the age of 20 and junior/seniors are allowed only one guest. Approval of the guest will be at the discretion of the Principal and he has the right to adjust this policy due to unforeseen circumstances.

STUDENT COUNCIL:

The Student Council is one of the most important organizations in which students participate and is a high honor to be elected as a representative to this council. Your Student Council will consist of the presidents and vice president of each class. Class representatives should be elected with care as to qualities of leadership and responsibility. These representatives are encouraged to take an active part in the Student Council as a member and as a responsible citizen.

STUDENT RECORDS

PERMANENT RECORDS:

A permanent record is compiled for each student, which constitutes personal data necessary for the operation of the school system and important for student needs. This record is maintained from the time you enter school until you graduate, or leave school, and will remain as part of permanent school files. Information on these records includes:

1. Identification data, e.g., name, sex, birth date, address, parent's name and address, telephone number.
2. Race or ethnicity (as stated by parent).
3. Attendance date.
4. Record of achievement, e.g., grades, standardized achievement test scores, grade level completed.
5. Date of graduation.

USE OF STUDENT RECORDS:

An accurate record shall be maintained for all students attending the school district. All such records will be preserved, either in original form or on microfilm, as prescribed by law and district regulation.

School record data are designed to promote the welfare of the students. When parents and students fill out forms and give personal information about themselves, they have a right to expect that such information will be used in a professional manner and in the best interest of the students.

Parent(s) or guardian(s) of minor students have the right of access to information about their children in school record-keeping systems. Minor students accompanied by parent(s) or guardian(s), adult students, or former students of adult age (18 years or old) have the same right of access to information about themselves.

Appropriate school personnel have the right to view student records. Those other than appropriate school personnel may view or obtain copies of student records only after securing parental or adult student permission.

Parents, legal guardians or adult students may challenge the content of these records to correct or amend alleged inaccuracies.

Surveys, questionnaires, study proposals submitted to the district from outside organizations or individuals must be referred to the Superintendent for review, recommendation, and coordination. Procedures for identification, maintenance, and dissemination of information are set forth in administrative regulations.

DIRECTORY INFORMATION:

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises:

1. Name, address, telephone listing
2. Date and place of birth
3. Major field of study
4. Participating in officially recognized activities and sports
5. Weight and heights of members of athletic teams
6. Dates of attendance
7. Degrees and awards received
8. The most recent previous school or institution attended

Directory information will be made available by the administration as provided in the Administrative Regulation.

Any student, parent or guardian not wanting this information released to the public, must make objection in writing to the Principal in charge of the school that the student is attending. It is desirable to renew this objection at the beginning of each school year.

TRANSFERRING STUDENT RECORDS TO ANOTHER SCHOOL:

The school district automatically transfers a student’s records to a new school district upon receipt of a request from the new school district. Parents or guardians have the right to a hearing to challenge the content of the student’s records. Parental consent is not necessary to forward a student’s records to a new school district or for the school district to request them from a student’s previous school district.

STUDENTS RIGHTS AND RESPONSIBILITIES:

Initiations, Hazing, Bullying or Harassment

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

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - ✓ tell a teacher, counselor or principal; and
 - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

HARASSMENT INVESTIGATOR:

David Roby
Twin Cedars Community School
2204 Hwy. G71
Bussey, Iowa 50044
Phone: 641-944-5243

LOCKERS:

Your hallway lockers belong to the school. Take care of them and be aware they are subject to a general inspection by school officials and drug dogs at any time. You must provide your own lock if you wish to lock your hall locker (remember, you may have a locker mate). Students **MUST** get permission from the office before changes lockers. It is highly recommended you bring a lock and keep your locker locked at all times. **The school takes no responsibility for lost or stolen items.**

DRESS AND GROOMING:

The appearance of any young person is primarily the responsibility of that individual and his/her parents. We expect students to maintain the type of appearance that is not distracting to teachers or other students and not detrimental to the educational process of the school. Hats should not be worn in the school building during school hours. No halter-tops will be allowed. Tank tops must have shoulder straps one inch or more in width. Tank tops must also fit appropriately meaning the armholes of the tank top should not be exceedingly large. Shirts should completely cover a student's belly. Pants should be free of rips, tears and holes and should completely cover a student's backside. In other words, clothing should completely cover a student's torso. Long chains used to attach an item to a student's body or clothing will not be allowed. Shoes that have the potential to mark up or scratch the floors will not be allowed. (including roller skates) A school employee may IMMEDIATELY ask the student to make the appropriate changes and it is to the advantage of the student to; without hesitation, cooperate fully. If at any time a student's appearance is ruled as inappropriate or dress advertises alcohol, illegal substances, tobacco, demeaning pictures or slogans the following steps may be taken:

1. First offense: reprimand and clothing change
2. Second offense: ranges from a detention to a possible suspension

When a student's appearance is felt to be detrimental, a parent-principal conference may be arranged. The teachers have the authority to require rules of appearance in areas where such dress might constitute a health or safety hazard, or for special activities and trips sponsored by the school.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENT’S POSSESSION:

Students are prohibited from distributing, dispensing, manufacturing, possessing, using and being under the influence of alcohol, drugs or look-a-like substances/drug paraphernalia, and possessing or using tobacco, tobacco products or look-a-like substances, including all forms of Electronic Cigarettes. Drug dogs are brought in from time to time throughout the year to aide in searches. After a first offense, the student is required to complete a two-hour educational program relating to the risks and consequences of substance abuse. If the student does not attend or successfully pass the program, the student may be suspended for a longer period of time.

Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the Principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

1. Tobacco, Drugs, and Alcohol
 - a. By law, tobacco, drugs and alcoholic beverages are not permitted on school property. Mere possession is a misdemeanor punishable by imprisonment and fine. This law also covers the possession of fire-making devices such as lighters, matches, and firecrackers.
2. Firearms, Look-a-like Weapons, All Forms of Knives
 - a. Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing or in possession of dangerous weapons or look-a-likes, including firearms will be referred to law enforcement authorities. The term firearm includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive. Students found to possess other dangerous weapons and look-a-likes will have them confiscated and will face disciplinary action including suspension and/or expulsion.
3. Violation of this law/Board Policy will result in the following action being taken:
 - a. Possession of tobacco products
 - 1) 3 day suspension
 - b. Possession of alcohol and/or drugs
 - 1) 10 day suspension
 - c. Use of tobacco products
 - 1) 5 day suspension
 - d. Use of alcohol and/or drugs
 - 1) 10 day suspension
 - 2) notification of proper authorities
 - 3) an appearance before Board of Education may be required
 - e. Possession of fire-making devices
 - 1) confiscation and detention
 - 2) parents must appear at school to claim confiscated items

If the principal feels the student has cooperated fully, they may (but not automatically) be given a reduction to their suspension.

DUE PROCESS PROCEDURE:

Students are entitled to due process procedures when disciplinary action is required due to infractions of school rules. In general, due process consists of:

1. The student being informed of the infraction
2. The opportunity for some type of hearing during which the student is informed of the evidence against him/her
3. The right to some type of appeal

The appeal process usually begins with the staff member involved and then proceeds to the Principal, the Superintendent, and finally the Board of Education. During this process, a third party may represent the student.

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. It is this training that develops self-control, character, and efficiency. It is the key to good conduct and proper consideration for other people. Emphasis shall be placed upon the growth of the ability for the student to discipline himself/herself.

All personnel such as high school, junior high, and elementary faculty members, secretaries, bus drivers, aide, custodians, and cooks have the authority to help maintain discipline. Any failure of a student to comply with such supervision will be reported and subject to disciplinary action.

The following have been designed to give “consistency” to disciplinary actions:

1. Care of School Property - The care of school property is the responsibility of all students and school personnel. Anyone who deliberately destroys or defaces school property or shows unnecessary neglect may be required to pay for the damage, may be suspended from school, and may be required to meet with the school board.
2. Classroom Discipline - Each faculty member has the right to add additional guidelines to the discipline policy in their classroom (such as no gum chewing, etc.). Each faculty member who has additional guidelines approved by the administration will read them to the students and will post guidelines in the classroom at the beginning of each school year.
3. Threats of Violence - All threats of violence (In or out of school), 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 terrorist 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.
4. Failure of a student to leave a classroom when asked, or **failure to observe a direct order from a faculty or staff member**, or other defiant acts of insubordination may result in suspension for that school day and up to the next five days.
5. When a student’s actions or behavior are in violation of the Iowa Legal Code the appropriate legal authorities will be called to deal with the situation.

DETENTION:

Teachers will provide an “in-class” detention for minor infractions that will be served with the teachers in their room, at the discretion of the individual teacher. These will not be filed in the Central Office nor counted toward a student’s record. If this in-room detention is not served, it will become a regular detention and will count against a student’s record. Hour detentions will be reserved for more serious violations of school rules and codes of conduct and should be avoided at all costs. Before hour detentions reach the office, the TEACHER will **attempt** to contact the students parents concerning the incident.

Detention can be assigned by any school employee to students whose behavior does not meet the standards of conduct conducive to a learning situation.

Notice of detention will be in writing, issued to the student, a copy retained by the Principal, and a copy sent to the parents. When possible the notification will be sent within 48 hours. **Generally, students will be expected to serve their detention on Thursday.**

Students will be expected to serve their detention Thursday of the following week after the detention was given. Failure to serve an assigned detention may result in an assigned double detention *or* Saturday School determined by **The Principal**. Should a student not serve his/her assigned Saturday School, a **(1) day suspension** will be assigned.

The Principal may adjust this policy due to unforeseen circumstances.

SUBSEQUENT DETENTIONS:

The Principal on a case-by-case basis will deal with subsequent detentions ranging from detention to Saturday school to suspension.

GENERAL DETENTION GUIDELINES:

1. Thursday - 3:15 to 4:15 p.m.
2. If a student is tardy to detention, an additional detention may be assigned
3. Students must work on classroom assignments/stay busy/cooperate fully with the detention monitor, or will be immediately assigned Saturday school and be dismissed from detention. NO TALKING, SLEEPING, REST ROOM, DRINKS, ETC.

GENERAL SATURDAY SCHOOL GUIDELINES:

1. Saturday school is generally from 8:00 a.m. to 12:00.
2. Students more than 5 minutes late may not be counted in attendance
3. Students generally will work on schoolwork only
4. **Any student not cooperating fully with the teacher in charge can be asked to leave and the student will be suspended at least one day.**
5. Students must attend Saturday session to which they are assigned unless the principal has given permission for the student to serve at a different time or manner.
6. A student who does not attend his/her assigned session may be suspended from school for (1) day and possibly more if the situation warrants.

DISMISSAL FROM CLASS:

Students requested to leave class for disciplinary reasons are sent **directly** to the Principal's office and must immediately check in with office personnel. A report of the case may be requested from the classroom teacher. Depending on the severity of the problem, a student may be removed **immediately** for the remainder of the year by the Principal. Most times however, contact will be made either by the teacher or the student before the student is dismissed. If a student is sent to the office from a class three times in a year, they may be removed from that class, receive a failing quarter and semester grade, and assigned to study hall.

FIGHTING:

Depending on the severity of the aggressive act, disciplinary action may range from a detention to expulsion.

1. Verbal abuse, minor shoving, scuffling
 - a. Detention
2. Physical abuse (punches being thrown, physical contact, etc.)
 - a. One (1) day suspension
3. Belligerent, physical abuse/contact
 - a. Three or more day suspension and/or possible school board appearance
4. Subsequent offenses
 - a. Five or more day suspension and/or possible school/board appearance

LUNCHROOM BEHAVIOR:

1. First offense - detention
2. Second offense - Saturday School
3. Subsequent offenses-up to three-day suspension

PROBATION:

Probation is subjection of an individual to an evaluation period not to exceed forty-five (45) school days to ascertain that individual's fitness or responsibility toward future participation in an activity. Should a student breach the conditions imposed for probation, an appearance before the Board may be considered.

STUDENT SUSPENSION:

The Iowa Code gives the Board of Directors the power to suspend students and the authority to confer this power on members of the professional staff.

The principal of each school building may temporarily suspend a student by following the due process procedures. The minimal due process include the right of students to:

1. Be given oral and/or written notice of the charges
2. Be given the opportunity to admit or deny such charges
3. Be given an explanation of the evidence against the student if he/she denies the charges
4. Be given an opportunity to explain the situation

Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.

A student will NOT be allowed to participate in or attend any school activity or school function (including graduation) until re-admitted to school.

STUDENT EXPULSION:

The Board may, by a majority vote of the members present at a hearing to determine the severity of alleged misconduct, expel a student from school. The legal grounds for expulsion are:

- 1. Immorality
- 2. Violation of the rules and regulations set or approved by the Board
- 3. Evidence that the presence of the student is detrimental to the best interest of the school

The expulsion of a student shall be considered only after a thorough investigation of the facts, with procedural due process observed.

Disciplinary hearings shall be scheduled by the Superintendent when, in the Superintendent’s opinion, expulsion of the student is one of the alternatives in dealing with the case under consideration.

Only the Board of Directors shall consider students expelled from school for re-admission. The procedures for reconsideration shall be forwarded to the student in the letter of expulsion.

- 1. Clear notice of the reasons for the proposed expulsion
- 2. The names of the witnesses and an oral or written report of the facts to which each witness testifies
- 3. The opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student’s behalf
- 4. The right to be represented by counsel
- 5. The results and finding of the Board in writing open to the student’s inspection

CHEATING:

Students are expected to do their own schoolwork. Cheating by looking at another student’s schoolwork, copying others’ work, copying from other sources or similar cheating is not tolerated. The faculty will have zero tolerance of any cheating. **The student will be disciplined at the discretion of the classroom teacher ranging from receiving a zero on the assignment/test to receiving a zero for the quarter grade.**

DUAL ENROLLMENT:

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

INTERFERENCE AT SCHOOL:

Students may not possess cell phones, pagers, CD players, iPods, MP3 players, radios, televisions, water guns, toys, or any other similar items during the school hours without permission granted from a staff member. A school employee may **IMMEDIATELY** take these items away from the student and it is to the advantage of the student to, without hesitation, cooperate fully. The student may be disciplined ranging from a verbal warning to suspension.

- First Offense: Item taken from student and turned into the office. Student may pick up item after school.
- Second Offense: Item taken from student and turned into the office. Student may pick up item after school and is assigned a detention.
- Third Offense: Item taken from student and turned into the office. Student is suspended for one day and generally ONLY the student’s parents may come in to pick up item.
- Subsequent Offenses: Item taken from student and turned into the office. Student is suspended for 2-5 days and generally ONLY the student’s parents may come in to pick up item.

SOCIAL RELATIONSHIPS:

Twin Cedars has a “hands off” policy for social relationships. Students shall refrain from a public show of affection for members of the opposite sex and of the same sex. The school is not the proper time or place to show affection. If this becomes a problem, the students may be disciplined ranging from a verbal warning to suspension.

POSTING INFORMATION:

Students who wish to post or distribute information must receive permission from the Principal. This applies whether the information deals with school sponsored or non-school sponsored activities.

AUTOMOBILES AND MOTORCYCLES AT SCHOOL:

In order to insure maximum student safety and to prevent complaints concerning student driving, several regulations are to be observed by students during the school year and school day.

- 1. NO student is to be in an automobile during school hours without permission from the Principal’s office.
- 2. If you plan to drive your car to school, it will be parked for the day.
- 3. Students driving are to drive with care and drive slowly while they are on school grounds.
- 4. Parking privileges at Twin Cedars **can and will** be taken away if a student is in violation of any of the above.

NO BOTTLES OR CANS

Students are encouraged not to bring bottles or cans of pop, energy drink, juice, water, or any other liquid at anytime into the school buildings. If this becomes a problem, the students may be disciplined ranging from a verbal warning to suspension.

STUDENT SCHOLASTIC ACHIEVEMENT

GRADING/REPORT CARDS:

A report card is the record of a student's academic achievement and is used to inform the student and his/her parents of his/her progress. They are issued approximately one week after a grading period or nine-week session.

Grades A through D- are passing and indicate the student's accomplishments in the course. An F indicates a student has failed and will not receive credit for the course, though it will be part of his/her permanent records, and will be included in computing his/her grade point average. An "I" means incomplete, and it is the student's responsibility to make arrangements with his/her instructor to have it changed. Incomplete grades will normally be given only for work missed because of absences. The grading, based on a 4-point system, is as follows:

A – 4.0, A- - 3.67, B+ - 3.33, B – 3.0, B- - 2.67, C+ - 2.33, C – 2.0, C- - 1.67, D+ - 1.33, D – 1.0, D- - .67, F – 0. College course work will be weighted differently. At the beginning of each course, teachers will explain the evaluation system (percentages, points, letter grades, etc.) they use.

PROGRESS REPORTS:

At times, progress reports may be sent to the parents of students whose achievements are below the expected level or whose achievements are above expected performance.

Parents are encouraged to contact teachers, the counselor, or administration concerning problems the student may have. The best time for conferences is between 3:15 - 3:45 p.m. on school days, however, if this is not convenient, other times may be arranged by appointment. Phone: 515-944-5243

COURSE OFFERINGS AND GRADUATION REQUIREMENTS:

If planning to enter college; consider that most four-year colleges recommend:

1. Four years of English (to include 1 year of Composition)
2. Four years of Social Studies
3. Three to four years of Science
4. Three years of Math
5. Two to four years of a foreign language

You are encouraged to discuss your plans with the Counselor. Every effort will be made to help you develop the best program of study for you.

GRADUATION REQUIREMENTS:

English	4	units
Science	3	units
Math	3	units
Social Studies	3 ½	units
P.E.	4	units
Health I	½	unit
Personal Finance (2020)	½	unit
Introduction to Computer (2020)	½	unit
Skills for Success (2021)	½	unit
Required units	19 ½	
Elective units	7 ½	

27 TOTAL GRADUATION UNITS REQUIRED

REQUIRED COURSES:

9th grade	English I Algebra 1A or Algebra 1 Earth Science World History A or B P.E./Health 9 Intro to Computers (beginning with the class of 2020) Skills for Success (beginning with the class of 2021) 2 elective courses
-----------	--

10th grade	English II Algebra 1B, Basic Geometry or Select Geometry 2 Semesters of Social Studies Biology P.E. 3 ½ electives
11th grade	American History English III Geometry, Select Geometry, or 2 Semesters of an additional Math Course Chemistry or Physical Science Personal Finance (beginning with class of 2020) P.E. 2-3 elective courses
12th grade	American Government (one semester) P.E. Elective courses to reach or exceed graduation unit requirements

Additional Courses:

1. Each Freshman and Sophomore must carry a full schedule.
2. Juniors/Seniors may consider having one block of release.

Credits for band and vocal are counted toward graduation.
3. It is recommended to take Introduction to Computers and Skills for Success as a freshman, but it may be taken at any time over the course of a student's high school career.
4. It is recommended to take Personal Finance as a Junior or as a Senior.

EARLY GRADUATION:

Students normally take four years to complete the requirements for graduation at Twin Cedars Community High School. Students who wish to graduate earlier than the class they started high school with may do so upon meeting the following:

1. The minimum number of Credits (27) must be met and the required courses must be completed satisfactorily.
2. Students must have parent approval, superintendent approval, and board of education approval.
3. Generally, students must seek this approval no later than August of the school year they wish to graduate. To be considered for early graduation as a junior, a student must have a 3.0 GPA and must have taken a full schedule of courses during his/her freshman and sophomore years.

In addition, students should have approval from the guidance counselor and the high school principal to take a course required for graduation via PLATO. PLATO courses used for early graduation must be higher level courses. The student must earn at least an 80% score on the coursework, which includes the semester and final test, to receive credit for the course. Students will only be allowed two PLATO courses to meet graduation requirements.

1. Students graduating early will not be allowed to participate in school activities except for the following:
 - a. The student may go through the regular graduation program.
 - b. The student may go to prom only as a guest.
 - c. A student's athletic and activity eligibility ends when the student is no longer enrolled and taking four classes.
 - d. Students are eligible for Valedictorian/Salutatorian only in the class they started 9th grade with.
 - e. Students will not be eligible to go on the senior trip if they graduate earlier.

The principal or the superintendent may adjust this policy if he/she feels the student's situation warrants consideration by the board.

Classification of Students:

Students will be classified for ITED testing, prom, and senior trip purposes to be associated with the class group they begin 9th grade.

COMMENCEMENT:

Students who have successfully completed high school shall be granted diplomas and all honors and awards will be acknowledged at commencement. Attendance at commencement exercises is optional. The Board of Directors may exclude students from participation for violation of rules established for the orderly governance of the school.

VALEDICTORIAN AND SALUTATORIAN:

From each graduating class, the two students, who achieve the highest cumulative grade point average during their four years in high school, are designated valedictorian and salutatorian. These two honors tend to be fairly competitive and are highly regarded by the students, the school, and the community. You must have attended Twin Cedars High School for no less than two complete years to qualify for these honors.

Honors – Those students graduating with a 3.0 – 3.49 will graduate with honors.

Highest Honors – Those students graduating with a 3.5 – 4.0 will graduate with highest honors.

CORRESPONDENCE/CREDIT MAKE-UP:

In conjunction with the Department of Education policies, and the Twin Cedars academic standards, academic credits taken for the purpose of graduation from Twin Cedars high school by means of correspondence must be submitted to and approved by the Twin Cedars High School Principal and/or Superintendent. Hours of instruction, course content and grading evaluation must be compatible with that offered through classroom instruction at Twin Cedars. A determination will be made by the Administration with notification of approval/disapproval to the student within fourteen (14) calendar days.

STUDENT SERVICES:

The 7-12 Counselor heads this department but services provided for our students can come from any faculty or administrative team member. The following services are available to all students;

- 1) Academic guidance
 - a) To broaden your perspectives concerning opportunities
 - b) To provide assistance in your decisions concerning class choices.
- 2) Information- The amount of accuracy of information about your environment will help you make more appropriate choices and decisions. This information includes the following:
 - a) Occupational information
 - b) Colleges, vocational schools and trade schools
 - c) Area colleges
 - d) Referral for special services through community or area agencies
 - e) Assisting students with post secondary plans

PARENT-TEACHER CONFERENCES:

Parent-teacher conferences will be held once during each semester. Students should encourage their parents to attend each conference. Everyone will benefit if these conferences are well attended. Report cards may be handed out at this time.

HONOR ROLL:

The honor roll is announced at the end of each nine weeks grading period. Grades in themselves should not be the main goal of any student. However, grades are a mark of achievement, and the honor roll is one means of recognizing those students who set and maintain high academic standards.

1st honor: All A's in all classes

2nd honor: All A's & B's in all classes

3rd honor: 3.0 G.P.A. or better

HONORS:

Athletic Conference/State Associations

The Athletic Conference and State Athletic Associations are now awarding individual and team academic and activity awards. Based on certain academic criteria, an individual or team can receive academic recognition from these organizations.

HUMAN GROWTH AND DEVELOPMENT:

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

ADDING OR DROPPING A COURSE:

Courses selected during registration should be considered final.

To drop or add a course, a special form must be secured from the Counselor's office, filled in and signed by the student, parent, subject teachers, and the Counselor. This should be done within the first week of a course, and only in extreme circumstances will it be allowed with administrator approval. Changes of this type will have Instructor, Counselor, and Administrator approval. When you select a course, you are expected to complete it. Courses dropped after five (5) class periods or before completion may result in a failing grade. Students must complete add or drops in the first three days of the second semester.

OPEN ENROLLMENT:

Iowa's open enrollment law allows students residing in one school district to transfer to another school district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district may contact the Superintendent for information and forms.

DRIVERS EDUCATION POLICY:

The following criteria will be used to determine enrollment in Driver Education:

1. Resident student birth date
2. Any non-resident student age fifteen before June 1 by birth date
3. Class size will be determined by instructor's available time

Definition of student: The term student includes current Twin Cedars enrollees.

HIGH SCHOOL EXTRACURRICULAR ACTIVITIES

PURPOSE: The Twin Cedars Community School District conducts an activity program including athletics, music, clubs, and organizations out of the belief that such activities should help students develop sound values, sound minds, and sound bodies. Below are our general guidelines of this policy. To see a more detailed description, please refer to the Iowa Girls High School Athletic Union web site at www.ighsau.org.

Twin Cedars Rules for Academic Eligibility is Two-Fold:

1. To comply with the conditions, regulations, and philosophies for academic eligibility set forth by the State Board of Public Instruction, State Music Association, Dance/Drill Team Association, Speech Association, and the Athletic Association.
2. To emphasize that academic achievement comes before extracurricular participation.

In Order to Determine High School Academic Eligibility for All Extracurricular Activities:

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one "period" or "hour" or the equivalent thereof, at all times.

To qualify under this rule, a "subject" must meet the requirements of 281—Chapter 12. Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.

- (1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Midway through each grading period (approximately 4 1/2 weeks), and at the end of every quarter, teachers will turn in names of students who are receiving a grade less than a C- in their classes. Any student receiving a failing grade in one or more classes or who has two grades below a C- at mid-term/quarter, will be placed on an ineligible list. Students on this list will be ineligible from 8:00 a.m. Monday until at least Monday of the following week.
- (2) A student must receive credit in at least 4 subjects at all times.

Students must pass all classes and make adequate progress toward graduation to remain eligible.

If not passing all at end of a final grading period, student is ineligible for first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously.

Students in baseball or softball have the same penalty as all other students.

A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board, which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.

A student is academically eligible upon entering the ninth grade. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

The principal has the right to make adjustments to this policy do to situations that make occur.

JUNIOR HIGH EXTRACURRICULAR ACTIVITIES

PURPOSE: The Twin Cedars Community School District conducts an activity program including athletics, music, clubs, and organizations out of the belief that such activities should help students develop sound values, sound minds, and sound bodies.

Twin Cedars Rules for Academic Eligibility is:

To emphasize that academic achievement comes before extracurricular participation.

1. Midway through each grading period (approximately 4 1/2 weeks), and at the end of every grading period/, teachers will turn in names of students who are receiving a grade less than a C- in their classes. Any student receiving a failing grade in one or more classes or who has two grades below a C- at the above check points, will be placed on an ineligible list. Students on this list will be ineligible from 8:00 a.m. the following Monday until at least Monday of the next week.
2. By every Friday following the publishing of "ineligibility list" at the check points, the students who are ineligible will be responsible for turning in a progress report with all of their grades indicated by 4:00 p.m. in order to be considered for eligibility starting Monday at 8:00 a.m.
3. A student will continue to be on the "ineligible list" until his/her grades are higher than the standards set in number 2 above.
4. Students will be declared ineligible only midway through each grading period or at the end of each nine-week grading period. Students may become eligible weekly.
5. Any student who is put on the "ineligible list" will be ineligible for at least one week. (Monday 8:00 a.m. – Monday 8:00 a.m.)
6. If the ineligibility occurs at the end of the school year (including 6th grade baseball/softball players), the student will be ineligible for a period of two weeks during summer activities. The two weeks will start the day after the principal notifies the coach. If the student is not involved in summer activities they will start their two weeks the first day of school.
7. Any student involved in extracurricular activities at Twin Cedars must have passed four classes or twenty (20) semester hours the nine weeks previous to the activity in order to be eligible. Students must pass at least four classes second semester to be eligible for first semester the next year.
8. A student is academically eligible upon entering the seventh and the ninth grades. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in the sport professionally.

Good Conduct Rule

The Board of Directors of the Twin Cedars Community School District offer a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from school or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the Board's policy and these rules:

Athletics, Instrumental and Vocal Music performances, Drama productions, Speech contests, Cheerleading, Dance/Drill team, Yearbook, FFA, National Honor Society, Student Council, all co-curricular clubs (e.g. Science Club, Art Club, Pep Club), all honorary and elected offices (e.g. Homecoming King/Queen/court, Saber King/Queen, class officer), Academic Bowl, Senior Trip or any other activity where the student represents the school outside the classroom. All penalties and requirements set forth by the handbook must be satisfied for attendance on senior trip, Homecoming and Saber court. If activity is part of a grade, an alternative graded assignment may be given.

GENERAL STANDARDS:

- A. Students must meet the eligibility requirements as set forth in the official rules of the State of Iowa and rules and regulations as established by the State Activity Association, as well as the rules set forth by the school district for extracurricular activities.
- B. All students shall be entitled to contest declaration of ineligibility under the “due process” provision as provided by the state law and as set for in Board Policy.
- C. The participant must attend school the entire day of a scheduled activity, unless the absence is of the type for which an excuse may be authorized from the Principal’s office.
- D. Each sponsor will establish participation rules/guidelines for individual activities.
- E. A student may be suspended from his/her organization until they are officially found innocent or guilty. The decision will be determined by the Twin Cedars Administration.

VIOLATIONS OF THE GOOD CONDUCT RULE

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors listed below:

- *possession, use, or purchase of tobacco products, regardless of the student’s age
- *possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one’s breath can be evidence of “use”)
- *possession, use, purchase, or attempted purchase/sale of illegal drugs, or the unauthorized possession, use, purchase, or attempted purchase/sale of otherwise lawful drugs
- *engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s)
- * distributing, dispensing, manufacturing, possessing, using and being under the influence of alcohol, drugs or look-a-like substances/drug paraphernalia, and possessing or using tobacco, tobacco products or look-a-like substances.
- *exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, serious harassment of others. NOTE: This could be group conduct.
- *engaging in acts of vandalism including but not limited to white washing, toilet papering, forking, strawing
- *conduct that disrupts or interferes with the educational program at Twin Cedars

DETERMINATION OF GUILT PROCEDURE

- A student is guilty if:
- A. found so by a court of law
 - B. he/she admits to violating one of the standards or policies
 - C. witnessed breaking one of the standards or policies by one or more employee
 - D. found guilty by the review board chose by the principal possibly consisting of:
 - 1. the coach or sponsor
 - 2. the principal
 - 3. the athletic director in cases of athletics
 - 4. if the coach or sponsor also serves as the athletic director or principal, the superintendent shall be a member of the review board.
 - 5. staff member or members

PENALTIES:

Any student who is found to have violated the Good Conduct Rule is subject to a loss of eligibility as follows:

A. Students who are found guilty of using, possessing, acquiring, delivering, or transporting any controlled substance [drugs (other than prescription), alcoholic beverages, tobacco, drug paraphernalia] or any look-alike controlled substances can be declared ineligible. Students who engage in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the acts:

***Students participating in athletics**

First offense within the student's high school career (Grades 9-12) - the student is suspended for 1/3 of the calendar playing dates in his/her sport

After a first offense, the student is required to complete a two-hour educational program relating to the risks and consequences of substance abuse. If the student does not attend or successfully pass the program, the student may be suspended for a longer period of time.

Second offense within the student's high school career (Grades 9-12) - the student is suspended from all extra-curricular activities for one calendar year from date of violation

Third offense within the student's high school career (Grades 9-12) - the student is permanently suspended from all extra-curricular activities during his/her high school career

***Students participating in the arts, clubs, and organizations**

First offense within the student's high school career (Grades 9-12)– period of time during the school year when the activity is active determined by a committee consisting of administration, sponsor/coach, and teachers

After a first offense, the student may be required to complete a two-hour educational program relating to the risks and consequences of substance abuse. If the student does not attend or successfully pass the program, the student may be suspended for a longer period of time.

Second offense within the student's high school career (Grades 9-12) - the student will be suspended from all extra-curricular activities for one calendar year from date of violation

Third offense within the student's high school career (Grades 9-12) - the student is permanently suspended from all extra-curricular activities during his/her high school career

B. Students, on or off school grounds, who engage in any act exceedingly rude, or in a manner that is continually disrespectful, or in an act damaging to the reputation of the student, school, or community

First offense within the student's high school career (Grades 9-12) - the student is suspended for 1/4 of the calendar playing dates in his/her sport

Second offense within the student's high school career (Grades 9-12)- the student is suspended from all extra-curricular activities for six months from date of violation

Third offense and subsequent offenses within the student's high school career (Grades 9-12)- the student is suspended from all extra-curricular activities for one year from the date of violation

The above penalties will also be applied for students in junior high (Grades 7-8) who commit a violation of the Good Conduct Rule as described within this policy. Violations will be removed from student records at the successful completion of Grade 8. All Grade 9 students start with NO VIOLATIONS, regardless of their junior high conduct record. (Note: All Grade 8 softball and baseball players participating on the high school squad begin their eligibility at that time.)

The period of ineligibility attaches immediately upon a finding of a violation *if* the student is eligible for and currently engaged in an extracurricular activity. *If* the student is not currently eligible or currently engaged in an extracurricular activity, ineligibility attaches when student is eligible and engaged in an extracurricular activity. *If* period of ineligibility is not completed during the current activity, ineligibility is carried over to the next activity or contest, beginning with the first scheduled contest/game.

An ineligible student shall attend all practices, rehearsals, and meetings, but may not "suit up," perform, or participate in activities/events where the student represents the school outside the classroom.

If a student drops out of an activity, the full penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity.

If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

The coach or sponsor has the authority too immediately and permanently dismiss a student from the team, club, or organization.

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

Reduction in Penalty:

Evaluation and Treatment:

A student who has a second violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the superintendent or designee regarding recommendations for the treatment or follow-up care, the student's penalty for the violation may be reduced by 6 months.

Admission Prior to Determination:

If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation within 24 hours of the occurrence of the violation or before the next event that the student is to participate in, which ever occurs first, of the Good Conduct Rule prior to a finding of guilt by the administration, the student's suspension may be reduced by 1/3 of the time for the offense.

Evaluation and Treatment and Admission Prior to Determination may not be combined in reduction of penalty.

Violations Occurring During Ineligibility:

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a quarter is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for three weeks. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

Letters and Awards:

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity. They will also not be introduced and/or recognized at Twin Cedars Athletic Awards Banquets. They will receive any awards that may have been earned from an earlier sports season (i.e. softball award at Fall Banquet), but will not be verbally recognized. Students will be announced with their parents at Parent's Night.

APPEALS:

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty may be in effect until reversed.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board may not be called. The review by the board will be in closed session unless the student's parent (or student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting of the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

MISCELLANEOUS

ANNOUNCEMENTS:

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the Principal or designee. Classroom teachers should read the announcements at the beginning of 2nd hour. The announcements will be posted in the Principal's office window.

ATHLETIC INJURIES:

1. Acknowledgment of risk, insurance coverage form, and physical must be obtained by coaches before students are allowed to participate.
2. Transportation of injured players shall be the responsibility of the parents and efforts will be made to locate the parents if they are not present.
3. If the player appears to be injured seriously enough to require hospitalization and the parent is not present, an ambulance service shall be called.

GENERAL BUS REGULATIONS:

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 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. Stand off the roadway while waiting for the bus.
10. No pop or snack food will be consumed on the bus.
11. Do not throw objects on the bus or out the windows. Help keep the interior of the bus clean.
12. No tobacco, alcohol, or drugs on the bus.
13. Notify the driver if you will not be riding on the bus for an extended period of time.
14. The student responsible must pay for any damage to a bus by a student.
15. All school policies will be in effect on the buses.

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

- A. **Most** 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-detention and intervention with the student by the principal.
 2. Second offense-parent notification and suspended from bus for 3 days.
 3. Third offense-bus suspension for 5 days.
 4. Fourth offense-bus suspension indefinitely.

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.

BUS VIDEO CAMERA:

The Twin Cedars Community School Board of Education has authorized the use of video cameras on school district buses. The video cameras can be used to monitor student behavior, to maintain order on the school buses, to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and may be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. In general, ONLY ADMINISTRATION and possibly the law will view the video tape.

CHILD ABUSE:

By state law a certified employee observing symptoms of child abuse must report to the Department of Human Services.

The Department of Human Services has a right to interview this child in the school situation. They do not have to allow a Principal, teacher or other person to be present, but state rules suggest they do allow someone to be with the child. Twin Cedars employees are instructed to strictly follow the procedures of this law.

CLASS OFFICERS:

Each class will elect a president, vice-president, secretary, treasurer (class president/vice president will serve on the student council) during the fourth quarter each year. Their terms shall be for one year. The secretary should keep minutes of called class meetings. Class meetings may be called as needed with the Principal's approval.

CLASSROOM AND HALLWAY COURTESY:

Good classroom and hall courtesy requires complete cooperation with the regular or substitute teacher at all times. The teacher, not the bell, dismisses classes. It also requires your consideration of your fellow students in your association with them everyday. Students are expected to demonstrate appropriate hallway behavior, which includes passing quietly from class to class without undue loitering, adhering to the hands-off policy, and not abusing school property. Disciplinary action will be taken with any student not following guidelines.

Follow the rules of the road: "Keep to the right" in all hallways. Always walk - no running, pushing, scuffling, crowding, yelling, general horseplay or congregating in groups.

HALL PHONE USAGE:

The telephone in the hallway outside the Principal's office will be available for student use before and after school. **Students must ask permission to use the phone.**

INSPECTION OF EDUCATIONAL MATERIALS:

Parents and other members of the school district community may view the instructional materials used by students. Copies may be obtained according to the guidelines of the Board of Education. Test and assessment materials are only available for inspection with the consent of the Superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the Principal or Superintendent.

INTERVIEWS WITH STUDENTS:

Generally, a student may not be interviewed in school unless the Principal or another delegated staff member is present. In general, no interview shall be granted unless the Principal deems it essential to the welfare of the pupil or he is directed to do so by court order.

If police officers or other officials request an interview, an attempt shall be made to contact the student's parents or legal guardian and to have one of them present during the interview. (There may be exceptions to these rules in the case of an interview for child abuse.)

In general, no student may be taken from school without the consent of the building Principal.

LEGAL STATUS OF STUDENT:

If a student's legal status, such as the custodial arrangement should change during the school year, the parent or guardian must notify the school. The school needs to know when the changes occur to make sure the student's records are current.

LIBRARY RULES:

1. Return all books promptly. An assessment of .05 per school day will be charged for overdue books
2. Use appropriate behavior. No visiting between tables. You may not leave except to return to class or study hall
3. Students must have passes from their study hall teachers or the teacher assigning a project. Passes to the computer lab must come from the teacher whose assignment is being worked on.
 - a. First infraction - two-week suspension from library
 - b. Second infraction - one-month suspension from library
 - c. Third infraction - remainder of that semester from the library

LOST AND FOUND:

Check for lost articles in the office. Found articles should be turned in to a teacher, to the office, or the custodian. Valuables found will be kept in the office vault for identification before claiming.

LUNCH/LUNCH TICKETS/FOOD:

All students will go to the cafeteria during their lunch period. NO food or drink should be in the hall, lockers, or classrooms except for classroom work, lunch period or class parties with advanced approval. Lunch tickets should be purchased before school. Do not abuse the charge privilege. A maximum of \$20 will be allowed in charges per family.

SCHOOL BUILDING AND GYM:

Students may not be in school building or gym on evenings, weekends or any time other than school time unless at a school sanctioned function with faculty in charge. Anyone found at any time, other than school hours, in the building will be asked to explain his or her presence and be subject to disciplinary action.

The gym floor is kept well finished and may not be used unless a faculty supervisor is present. No one shall use the gym unless they are wearing suitable gym clothing, including gym shoes. Stay off the floor with street shoes.

THE WEIGHT ROOM IS OFF LIMITS UNLESS DIRECTLY SUPERVISED BY A FACULTY MEMBER.

When arriving at school, students should report to the cafeteria or gym. Once a student is in the school building they may not leave until the end of the day without permission. Do not loiter in the hallways, gym or parking lot. At 8:05 a.m. all students at school are expected to be in their first hour classroom.

SCHOOL SPIRIT:

School spirit is the feeling that Twin Cedars is a part of you. It is feeling proud to say you are a Saber. It is doing your part to make Twin Cedars an even better school while you are here. There are numerous organizations to join, activities to participate in. Being involved, and doing your best in the classroom and in extra-curricular activities are all part of being a spirited Saber.

SEARCH AND SEIZURE:

School officials; without a search warrant, have the right to search student lockers, personal possessions, and automobiles in order to protect students, their property, or the property of the school district.

Precautions must be taken to protect the constitutional rights of students. It is recommended but not required that students be notified before their lockers, personal property, or automobiles are searched. From time to time during the year the Marion County Sheriff's Department conducts locker searches using their drug dogs. Searches of students' clothing should be done as a last resort and only when there is a clear and imminent danger to the student or to other students. Strip searches of students shall not be permitted.

BUILDING ASSISTANCE PROGRAM:

The Building Assistance Team has been designed to systematically and professionally respond to young people's problems as they are manifested in school.

1. Provide assistance to students troubled by physical, emotional, social, legal, sexual, medical, or chemical use problems.
2. Improve the quality of education in schools and the school environment.
3. Utilize existing human resources rather than require new professional staff.
4. Enlist the support and involvement of all professional staff members.
5. Focus on educational concerns rather than attempting to resolve major social problems.
6. Establish school, community, parent and appropriate human resource linkages.

STUDENT OF THE MONTH:

A "Student of the Month" in each grade will be selected by the teachers based on: scholarship, citizenship, and effort.

TELEPHONE MESSAGES TO STUDENTS:

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student only in emergency situations.

TIME SCHEDULE:

NO student should be at school **prior to 7:30 a.m.** unless an activity is scheduled.

VENDING MACHINES:

The pop machine is available for student use according to State Law.

Repeated violations of the rules and/or complaints by teachers will force us to shut the machine off for an indefinite period.

RESPECT THIS PRIVILEGE.

VISITORS:

All visitors must check in with the Principal's office before entering other areas of the building.

In general, parents should be the only visitors to school.

WITHDRAWAL AND TRANSFER FROM SCHOOL:

The procedures for withdrawal or transferring is as follows:

1. Secure authorization withdrawal or transfer note from your parent or guardian
2. Obtain appropriate forms from the guidance office
3. Have forms filled out by teachers, return all books and property, and make sure all fees are paid
4. Take completed forms to the guidance office for final clearance.

YOU, the student are the key to your education. A good effort, positive attitude, and total commitment on your part can accomplish the two basic goals during your time in this building.