

TREYNOR MIDDLE SCHOOL/HIGH SCHOOL STUDENT HANDBOOK 2019-2020

“The mission of Treynor Community Schools is to provide positive learning experiences for developing the maximum potential of students to be productive citizens and to prepare them to meet the choices and challenges of the future.”



“Excellence is Expected and Excellence is Achieved”

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Section 1: MISSION, SAFETY, AND GUIDANCE

MISSION STATEMENT

Provide positive learning experiences for developing the maximum potential of students to be productive citizens and to prepare them to meet the choices and challenges of the future.

INTRODUCTION

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. 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, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language. Students must also refrain from public displays of affection.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extra-curricular activities whether the violation occurred while school was in session or while school was not in session.

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 policies, 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 activity; conduct which disrupts the rights of other students to obtain their education or to participate in 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 can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and state and federal statutes and regulations.

Therefore, 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.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Treynor 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:

Jenny Berens, MS Principal/HS Asst. Principal, 102 E. Main, 712-487-3181, jberens@treynorcardinals.org

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

MULTICULTURAL NON-SEXIST CURRICULUM

The Treynor Community School District will do everything in its power to promote and integrate a curriculum that will foster respect and appreciation for the cultural and diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as member of a multicultural, non-sexist society. Complaints may be directed to the Equity Coordinator Jenny Berens.

JURISDICTIONAL STATEMENT

This handbook is an extension of board policy for the Treynor Community School District and is a reflection of the goals and objectives of the board. 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, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language. Public displays of affection, including hugging and kissing, is not to take place in school, school vehicles or at school-sponsored activities.

The school district policies, rules and regulations listed in this handbook are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. Visitors to the school district are to follow the rules of the district as well. A violation of school district policies, rules and regulations may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities, whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures may include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibiting a student from participating in extracurricular activities, including athletics and fine arts events. Discipline imposed will be based upon the facts and circumstances surrounding the incident and a student's record.

The Treynor School District reserves the right to modify, eliminate or establish district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in this

handbook. Students are expected to know the contents of this handbook and comply with them. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules and regulations of the school district.

Definitions

In this handbook, the word "parent" also means "legal guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that 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, vehicles and grounds. 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.

ANNUAL/CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the Treynor Community School District to not discriminate in its education programs or educational activities on the basis of sex, race, color, national origin, age, sexual orientation, gender identity, socioeconomic status, marital status, disability, religion, and creed. Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society.

Jill Kay, Elementary Principal, #2 Elementary Drive, 712-487-3422, jkay@treynorcardinals.org
Jenny Berens, MS Principal/HS Asst. Principal, 102 E. Main, 712-487-3181, jberens@treynorcardinals.org

Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The principal is the Affirmative Action Coordinator and can be reached at (712) 487-3181. Inquiries may also be directed in writing to the U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Mo 64114. (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294.

GENERAL COMPLAINTS BY CITIZENS

The district recognizes that concerns regarding the operation of the school district will arise and believes that constructive criticism can assist in improving the quality of the education program and in meeting individual student needs more effectively. The district also places trust in its employees and desires to support their actions in a manner which frees them from unnecessary or unwarranted criticism and complaints.

Procedures for dealing with complaints concerning programs or practices should be governed by the following principles: where action/investigation is desired by the complainant, or where it seems appropriate, the matter should be handled as near the source as possible; complaints should both be investigated and, if possible, resolved expeditiously; complaints should be dealt with courteously and in a constructive manner; individuals directly affected by the complaint should have an opportunity to respond.

GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One – Building Principal

Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and “marital status” isn’t a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, religion, marital status, sexual orientation, gender identity or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

The Compliance Officer is:

Jenny Berens
MS Principal/HS Asst. Principal
Treydor Middle School
712-487-3181
jberens@treynorcardinals.org
Office Hours: 8:00 – 4:00

Jill Kay
Elementary Principal
Treydor Elementary
712-487-3422
jkay@treynorcardinals.org
Office Hours: 8:00– 4:00

Level Three - Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights <http://www.state.ia.us/government/crc/index.html> or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The school district does not tolerate school staff physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, or principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the principal as its Level I investigator. He/she may be contacted directly at 712-487-3181.

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

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

Allegations of abuse should be directed to the designated Campus Level 1 Investigator. The allegation of abuse should be directed to the Alternate Campus Level 1 Investigator if the alleged abuse involves the designated Campus Level 1 Investigator

Elementary: Jill Kay – Elem. Principal (487-3422)
Alternate: Jenny Berens – MS Principal/HS Asst. Principal (487-3181)

Middle School and High School: Jenny Berens – MS Principal/HS Asst. Principal (487-3181)
Alternate: Jill Kay – Elem. Principal (487-3422)

HOMELESS CHILDREN AND YOUTH

The Treynor Community School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth. The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled up”)
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Migratory children who qualify as homeless because they are living in circumstances described above.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall:

- Designate the superintendent as the local homeless children and youth liaison
 - Provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth
 - Remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth
 - Ensure collaboration and coordination with other service providers
 - Ensure transportation is provided in accordance with legal requirements
 - Provide school stability in school assignment according to the child’s best interests
 - Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth’s living situation
 - Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law
 - Prohibit the segregation of a homeless child or youth from other students enrolled in the district.
- The superintendent may develop an administrative process or procedures to implement this policy.

504 STUDENT AND PARENTAL RIGHTS

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

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities:

- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of the Treynor 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:

Kara Huisman, 504 Coordinator at: 712-487-3804 or by email khuisman@treynorcardinals.org

EDUCATION RECORDS ACCESS

The district recognizes the importance of maintaining education records and preserving their confidentiality as provided by law. Education records containing student's personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of education records and these records may be maintained in the central administration office or administrative office of the student's attendance center.

An education record may contain information on more than one student and parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves, or be informed of the information. Parents, eligible students, and other individuals authorized in accordance with law will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made.

Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing. Copies of education records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the education records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the education records and a list of the types and locations of education records collected, maintained, or used by the school district. If the parents or an eligible student believes the

information in the education records is inaccurate, misleading or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment is made to the student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

SCHOOL DAY STUDENT PROCEDURE

Students may be present on school grounds before 8:15 a.m. or after 3:40 p.m., but must remain in the commons unless they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 30 minutes of dismissal.

Students arriving late must report to the office to sign in promptly and secure a pass to class or study hall. Those leaving early must have parent/guardian permission and have school approval to sign out at the designated time and leave the building immediately.

VEHICLES AND PARKING (HIGH SCHOOL)

Students who use personal transportation to and from school are expected to comply with the regulations listed below for the protection of the entire student body. Violators may be given consequences if these are not followed:

- Students are not to leave the school building without signing out and getting permission from the office first. Violators of this policy may be referred to the truancy policy.
- There is to be no reckless driving on school property. Students who are careless or reckless while driving may be reported to the County Sheriff and can result in fines and/or court action as well as suspension from school.
- Cars are to be parked in designated areas and under no circumstances are to be driven during school hours without permission by the principal or superintendent.
- Students driving on permits are reminded that such a permit entitles the student to go directly to and from school by the shortest route.
- Students are not to loiter in the parking lot before or after school, this includes before or after extra-curricular activities.
- When leaving at the end of the day, students should either follow behind the buses or drive West all the way to Eyberg Avenue, do NOT take the first right onto Volkens Avenue. This is for the safety of all those using the crosswalk area on Hwy 92.

WEATHER ALERTS

In the event of inclement weather, Treynor Schools will notify parents/guardians, students, and teachers through our JMC Student Data System. We will send notifications out through emails, texts, and phone calls so it is important to keep contact information updated. We will also notify our local TV and Radio stations.

BELL SCHEDULES

<p>Regular</p> <p>1st 8:20 - 9:07 2nd 9:11 - 9:58 3rd 10:02 - 10:49 4th 10:53 - 11:40 5th "A" 11:44 – 12:05 "B" 12:09- 12:30 "C" 12:34 - 12:55 6th 12:59 - 1:46 7th 1:50 - 2:38 8th 2:42 - 3:30</p>	<p>2:00 PD Dismissal</p> <p>1st 8:20 - 8:51 2nd 8:55 - 9:26 3rd 9:30 – 10:01 4th 10:05 - 10:36 6th 10:40 – 11:11 CP 11:15 - 11:35 5th "A" 11:39 – 12:00 "B" 12:04 - 12:25 "C" 12:29 – 12:50 7th 12:54 – 1:25 8th 1:29 - 2:00</p>
<p>2:00 Dismissal</p> <p>1st 8:20 - 8:57 2nd 9:00 - 9:36 3rd 9:39 - 10:15 4th 10:18 - 10:54 6th 10:57 - 11:33 5th "A" 11:36 - 11:56 "B" 11:59 - 12:19 "C" 12:22 - 12:42 7th 12:45 - 1:21 8th 1:24 - 2:00</p>	<p>10:20 Late Start</p> <p>1st 10:20 - 10:51 2nd 10:55 - 11:26 3rd 11:30 - 12:01 5th "A" 12:05 - 12:26 "B" 12:30 - 12:51 "C" 12:55 - 1:16 4th 1:20 - 1:50 6th 1:54 - 2:24 7th 2:28- 2:57 8th 3:01 - 3:30</p>

Section 1: STUDENT ATTENDANCE

ATTENDANCE

Regular and punctual student attendance is required. The Board’s policies include attendance and the administration is responsible for developing further attendance rules and regulations. The parents/guardians and students are responsible for developing behaviors which will result in regular and punctual student attendance.

School is a full-time job; therefore, students are expected to be in attendance for all classes throughout the school year. Students who are absent from school lose out on valuable explanations of material, interaction with their teachers and peers, and often perform at a level below their potential.

Children who miss ten percent or more of the days they should be in school, for any reason, are considered chronically absent. Children who are chronically absent from school are at risk of falling behind, which can hurt their chances of success in school.

Policy: The Treynor Middle School Attendance Policy states that parents of students who have undocumented absences during the school year will receive an attendance-warning letter and both the 5th undocumented absence and the 10th undocumented absence informing them that their child is having attendance issues. Parents of students with 15 or more undocumented absences during the school year will receive a letter informing them that their child is having attendance issues and that an “Attendance Cooperation Meeting” may need to be held. During this meeting, an attendance contract will be drawn up and signed by the student, parent(s), and school personnel. After this time, if the attendance issue is still not corrected the issue may then be referred to the District County Attorney’s Office.

Documented Absences: A documented absence is an absence that has supporting documentation such as an appointment that is considered unavoidable (Doctor, Dentist, Court, etc.). Please make sure to ask for documentation so student can bring and turn in to the secretary when checking back into school. Funerals and college visits also fall under documented absences when the principal or secretary is notified by the parent.

Undocumented Absences: Parent notes or notification for absences such as; illness, vacation, personal reasons, etc. will be considered as undocumented absence. (See policy above)

**The Principal is responsible for the interpretation of documented versus undocumented absences.*

Student Absences Notification: Parents are requested to notify the principal’s office (487-3181) by 9:00 when students are not going to be in school. The school secretary will attempt to call if notification is not received.

Truancy: In Iowa, truancy is defined as “any child over seven and under sixteen years of age, in proper physical and mental condition to attend school, who fails to attend school regularly without a reasonable excuse for their absence. Parents who fail to ensure their child is in school may have charges filed against them under the “child in need of assistance” provision of the state.

Truancy is also absence without parental/guardian knowledge or consent prior to occurrence. It is the unexcused absence of any portion of a period during school or for 1 or more periods during the school day. Truancy also includes leaving the building without permission from the principal and leaving without signing out. Any student truant will have the following consequence:

- 1st offense (1 period) – 1 detention after school for 45 minutes
- 1st offense (2+ periods) – 1 detention for each period missed (45 minutes per detention)
- 2nd offense – 1 day ISS
- 3rd offense – 2 days of ISS
- 4th offense –3 days of ISS
- Subsequent offenses – Considered a “continual violator” (See chart on page 28)

MISSED WORK

Students have the same number of days that they were absent plus one (1) additional day to make up work that they have missed. (Ex: If a student is absent for 2 days and returns on a Wednesday. He/she

will have 3 days to make up the work; Wednesday, Thursday, and Friday. Work should be turned in to the teacher during class time on Monday.)

In cases of prolonged illness, special arrangements may be made with the instructor. If a student knows that he/she is going to be absent from school due to an appointment, school-related trips and activities, or for some other reason, he/she should make every attempt to complete assignments ahead of time. When a student is absent, the student must check in with the secretary in the office.

TARDY

Each student should enter the classroom ready to begin work when the tardy bell rings. The orderly conduct of class activity is predicated upon the prompt and precise beginning of the class. Tardiness hinders the proper conduct of such activity and imposes a distraction, which leads to a loss of instructional time. A student may be counted tardy if s/he misses no more than 10 minutes of a particular class period, anything more than 10 minutes will be counted as an absence.

If a student receives a tardy, he/she will go to the office to make a phone call home to parent to tell about receiving the tardy and to inform parent that detention needs to be served the day of the offense or the following day.

A progressive discipline plan is used per semester.

1 st Tardy	Verbal warning
2 nd Tardy	Last verbal warning and parent contacted
3 rd Tardy	Lunch detention and parent contacted
4 th Tardy	One – 30 minute detention and parent contacted
5 th Tardy	One – 45 minute detention and parent contacted
6 th Tardy	One – 60 minute detention and parent contacted
7+ Tardy	1 hour detention and parent contacted for each tardy

LATE ARRIVALS/SCHOOL SPONSORED ACTIVITIES OR PRACTICES

Any time a student arrives late to school or leaves prior to regular dismissal time, s/he must report to the office to sign in/out and ensure that his or her guardian has contacted the office. Students participating in school activities must be in school at least one-half day during the afternoon session on the day of the event in order to participate in a school activity. This rule may be waived by the principal for special circumstances. This policy doesn't affect participation of Saturday activities.

SCHOOL-SPONSORED ABSENCES

Students who are going to miss class for school-sponsored field trips or activities such as; band, vocal, and athletics, must contact instructors prior to the activity and follow their directives. All work should be completed on time and students will not be given "make up work" time as it is a privilege to leave for the school activity. These would be considered "documented" absences.

SKIP DAY

The school administration does not condone the concept of a skip day. A skip day will be considered as truancy and will be treated as such.

COLLEGE VISITS

Juniors and seniors are encouraged to visit college campuses on weekends or school holidays. However, if that can't be arranged, juniors and seniors may be excused up to 3 school days to visit college campuses with the permission of the guidance counselor and with a note signed by the student's parents. The student should bring documentation from the college that they visit for it to be considered a documented absence.

JOB SHADOWING (HIGH SCHOOL)

Job shadowing involves following, or shadowing a professional or competent worker throughout a workday to get a close look at what a particular job entails and is an ideal way to determine if this career field is of interest. Juniors and Seniors are encouraged to job shadow on school holidays when possible. However, if that can't be arranged, he/she may be excused up to 2 days with the permission of the guidance counselor and with documentation from the parent ahead of time stating that the student has his/her permission. This will be considered a documented absence only if the student brings documentation from the business/person in which he/she job shadowed.

WORK RELEASE (HIGH SCHOOL)

To be released during eighth period is a privilege for seniors and only if they meet the following requirements:

- No failing grade in the previous grading period and must stay in good academic standing. If any failing grades during a nine week grading period than the student will automatically be released from the work release program.
- Work release form must be filled out and signed by parent, employer, and principal.
- Any violation of the work release agreement may result in removal from the work release program.

Section 2: STUDENT RIGHTS AND RESPONSIBILITIES

DRESS CODE

Students are expected to dress appropriately for school and all school-related activities. It is our belief that clothes and personal attire directly influence a student's behavior and attitude and it is our objective to provide the best education and the best learning environment possible.

The student's general appearance must meet the common standards of morality, modesty, and not cause a distraction to the learning environment. Decisions concerning the following guidelines will be made and enforced by "all" staff members.

Articles of clothing or dressing styles inappropriate for our learning environment include (but are not limited to):

- Clothing having vulgar, profane, or suggestive language and/or gestures
- Clothing having racially biased, offensive language/pictures, or sexually inappropriate references
- Clothing or jewelry that advertises alcohol, tobacco, or anything representing the drug culture
- Clothing that does not appropriately cover the body
- Clothing that does not cover the midriff (the shirt must meet the beltline)
- Head coverings including, but not limited to hats, caps, bandannas, scarves, etc.
- Shoes/sandals must be worn (No "heely" shoes)
- All undergarments must be covered

Student's whose dress or appearance is deemed inappropriate will be required to change into clothing that is appropriate. If the student does not have anything to change into then the nurse or office generally has extra clothing that may be borrowed. If a student refuses to change then he/she will receive consequences. Once clothing has been deemed inappropriate it should not be worn to school again, as well as anything else that would be deemed inappropriate.

LOCKER ROOMS

All students enrolled in Physical Education or Strength and Conditioning will be assigned a locker at the beginning of the school year. All personal items should be secured in that locker and not left on a bench or on the floor. All students are strongly encouraged to bring a padlock to secure items of value.

If a padlock is used, the combination or a key should be provided to the teacher in case of an emergency. Personal items should always be secured in the locked, assigned locker or given to the teacher for safe keeping.

STUDENT LOCKERS

Student lockers are the property of the school district. Students shall use the lockers assigned to them and are not to share lockers with other students except as assigned by school officials. Lockers are to be used for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

Although school lockers, desks, and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk, or other space. If a padlock is used, the combination or a key should be provided to the teacher in case of an emergency.

School officials in the presence of the student or another individual may conduct periodic inspections of all or a random selection of lockers, desks, or other space. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

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

SEARCH AND SEIZURE

School district authorities may, without a search warrant, search students or protected student areas based on a reasonable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities.

The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and

shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, vapes/e-cigarettes, weapons, explosives, poisons and stolen property.

Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including in-school suspension, out of school suspension, or expulsion and may be reported to local law enforcement officials.

STUDENT SEARCHES

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Considering factors such as the following may form reasonable suspicion:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and
- the emergency requiring the search without delay.

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

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

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

STUDENT COMPLAINTS

Students may file a complaint regarding school district policies, rules, and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases:

- If an employee is involved, discuss the complaint with the employee within (5) days of the incident;
- If unsatisfied with the employee's response or if there is not employee involved, talk to the principal within (5) school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within (5) days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within (30) days of the superintendent's response. The board determines whether it will address the complaint.

INTERVIEW OF STUDENTS BY OUTSIDE AGENCIES

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees. Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office.

Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present. If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview. Students shall not be taken from school without the consent of the principal and without proper warrant.

CITIZENSHIP

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

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

DUAL ENROLLMENT STUDENTS

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students

and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the principal.

Section 3: STUDENT DISCIPLINE

BUSES AND OTHER SCHOOL DISTRICT VEHICLES

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and/or may notify the principal of a student's inappropriate bus conduct and have the principal give the consequences.

Persons riding in school district vehicles shall adhere to the rules. Failure to do so may result in any of the following: verbal reprimand, assigned seat, detention, suspension, loss of privileges in riding the bus. When a student loses his/her privileges, this refers to all buses including activity buses, field trips, etc.

Some, but not all of the expectations are below:

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- The driver may assign seats.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.

- The good conduct rule is in effect as well as all other policies within the handbook
- Riders are not to use cell phones or any other device to take pictures or video other passengers without their consent while on any school transportation vehicle.

Consequences for violating the rules may be, but not limited to, the following: assigned seat, detention, suspension, or removal from the bus.

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. Discipline may include one or more of the following: a "0" for the particular assignment, detention, suspension, Good Conduct Rule violation, or the loss of class credit.

ILLEGAL ITEMS FOUND IN SCHOOL, ON SCHOOL GROUNDS, OR IN STUDENTS' POSSESSION

Students are prohibited from selling, distributing, dispensing, manufacturing, possessing, using, or being under the influence of beer, wine, alcohol, tobacco and/or nicotine products, including, but not limited to cigarettes, chew, snus, dissolvables, electronic cigarettes, vaping products and devices and/or any electronic or other devices that can be used to deliver nicotine to the person inhaling from the device, illegal drugs, drug paraphernalia or look alike substances that appear to be tobacco, beer, wine, alcohol or controlled substances and the unauthorized selling, distributing, using, possessing or being under the influence of otherwise lawful drugs while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the school district. Violations of this rule will result in disciplinary action including suspension or expulsion and will be reported to law enforcement authorities.

Weapons, other dangerous objects, and look alikes are not allowed on school grounds or a school activity with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for no less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case by case basis. Parents of students found in violation of this policy will be contacted and the students will be reported to law enforcement officials.

STUDENT SUSPENSION

There are two kinds of suspensions within the Treynor Schools and are defined as follows:

- **In-School Suspension** is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules, which are serious but which do not warrant the necessity of removal from school. The principal will conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days.

The following will be expected when serving an ISS:

- Student reports to office by 8:20 a.m. with books and study materials.
 - Student must turn in all electronic devices, including cell phone, to the office and will get these back at the end of the day. Laptops may be used for academic purposes only, but may be taken away if student is not adhering to using for only educational reasons.
 - Students are expected to be alert and busy, no sleeping during ISS.
 - Student eats lunch in the ISS room.
 - Student is to work on assigned material and will receive credit for work accomplished.
 - Failure to follow rules may result in extension of ISS or out of school suspension.
-
- **Out-of-School Suspension** is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct. A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student an oral or written notice of the allegations against the student, and an opportunity to respond to those charges. At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student. No participation in after school events during this time.

DETENTION

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student will be required to appear after school has been dismissed for the day. A student has two days to serve his/her detention. (Ex: detention given on Monday – must serve it either on Monday or Tuesday.)

Detention rules:

- Detention takes precedence over extra-curricular activities and/or a job.
- Students will report to designated room and should not leave until time has been served.
- Late arrival or leaving early may result in additional detention.
- Students must bring something to work on or read, there will be no sleeping or talking to others. Failure to comply may result in the time doubling.

If you do not show up for detention at the determined day and time then the student will serve double the time in the office the following day. If you fail to show up in the office the student may be required to serve an in-school suspension. (Parents will be notified if detention was skipped)

EXPULSION

Only the board may expel a student from the school environment. The removal of a student from the school environment which includes, but is not limited to, classes and activities is considered an expulsion. Students may be expelled for violations of board policy, school rules, or the law. It is within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense. It is within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to readmit the student.

GOOD CONDUCT RULE

Extracurricular activities in the Treynor Community School District are an integral part of the total education of students and are a privilege, not a right. Good conduct is an expectation of students who represent the Treynor Community Schools in all extra-curricular activities and school-sponsored organizations. Therefore, all students in grades seven (7) through (12) whose actions, habits, or conduct would degrade or be detrimental to the ideals, principles or standards of the school shall be subject to being declared ineligible by the building principal or activities director.

FIRST OCCASION: Student may be ineligible for up to four (4) calendar weeks commencing with the Monday preceding the first scheduled contest/performance in which he or she participates. Penalties may include, but are not limited to, detention, suspension, and/or expulsion.

SECOND OCCASION: Student may be ineligible for up to six (6) calendar weeks commencing with the Monday preceding the first scheduled contest/performance in which he or she participates. Penalties may include, but are not limited to, detention, suspension, and/or expulsion.

THIRD OCCASION: Student may be ineligible for up to twelve (12) calendar weeks commencing with the Monday preceding the first scheduled contest/performance in which he or she participates. Penalties may include, but are not limited to, detention, suspension, and/or expulsion.

The ineligibility period shall continue from one season or activity to a second if necessary to complete the weeks of the sanction described above. Commencing with the Monday preceding the first scheduled event of the next season or activity in which the student participates.

Activities under this rule include but are not limited to all athletic activities, jazz band/choir, speech/drama, yearbook, musical, drill team, cheerleading, student council, National Honor Society, Homecoming court, and Prom court.

The principal is responsible for pronouncing the ineligibility and informing the parties involved including the student's parents. First, second, and third occasion apply to the total school year's eligibility, not to only an annual interpretation as it pertains to this policy.

DRUG, ALCOHOL, AND TOBACCO RULE

A student will be declared ineligible to participate in extracurricular activities if the student has been found to have committed, has been observed by a school employee to have committed or admitted to committing any of the following at any time regardless of age:

Selling, distributing, dispensing, manufacturing, possessing, using or being under the influence of beer, wine, alcohol, tobacco and/or nicotine products, including, but not limited to cigarettes, chew, snus, dissolvables, electronic cigarettes, vaping products and devices and/or any electronic or other devices that can be used to deliver nicotine to the person inhaling from the device, illegal drugs, drug paraphernalia or look alike substances that appear to be tobacco, beer, wine, alcohol or controlled substances and the unauthorized selling, distributing, using, possessing or being under the influence of otherwise lawful drugs.

All Treynor students are expected to be honest and to take responsibility for their actions. The following consequences will be imposed when a student chooses to speak with a Treynor school administrator,

athletic director, or guidance counselor within 48 hours of the incident and admit the mistake he or she made.

- FIRST OCCASION: The Student will be ineligible for three (3) calendar weeks commencing with the Monday preceding the first scheduled activity* in which he or she participates.
- SECOND OCCASION: Student will be ineligible for five (5) calendar weeks commencing with the Monday preceding the first scheduled activity* in which he or she participates. The student must submit to professional counseling by certified personnel. The student and/or parents are responsible for any expenses, scheduling this in a timely fashion, and providing the school with documentation of successful completion.
- THIRD OCCASION: Student will be ineligible for one (1) calendar year commencing with the Monday preceding the first scheduled activity* in which he or she participates. The student must submit to professional counseling by certified personnel. The student and/or parents are responsible for any expenses, scheduling this in a timely fashion, and providing the school with documentation of successful completion.

* Preseason events, “soap” scrimmages, jamborees, etc. are NOT counted as a scheduled activity.

If a student is found to have committed any of the infractions described above and chooses to not self-report it within 48 hours of the infraction, the following consequences will be imposed:

- FIRST OCCASION: The Student will be ineligible for five (5) calendar weeks commencing with the Monday preceding the first scheduled activity* in which he or she participates.
- SECOND OCCASION: Student will be ineligible for seven (7) calendar weeks commencing with the Monday preceding the first scheduled activity* in which he or she participates. The student must submit to professional counseling by certified personnel. The student and/or parents are responsible for any expenses, scheduling this in a timely fashion, and providing the school with documentation of successful completion.
- THIRD OCCASION: Student will be ineligible two (2) calendar years commencing with the Monday preceding the first scheduled activity* in which he or she participates. The student must submit to professional counseling by certified personnel. The student and/or parents are responsible for any expenses, scheduling this in a timely fashion, and providing the school with documentation of successful completion.

* Preseason events, “soap” scrimmages, jamborees, etc. are NOT counted as a scheduled activity.

If an infraction takes place after practice has begun for an activity in which the student elected not to participate, he or she may not then join that activity. The ineligibility would begin with the next season in which the student participates.

The ineligibility period shall continue from one season or activity to a second if necessary to complete the weeks of the sanction described above. Commencing with the Monday preceding the first scheduled event of the next season or activity in which the student participates. Activities under this rule

include but are not limited to all athletic activities, jazz band/choir, speech/drama, yearbook, musical, drill team, cheerleading, student council, National Honor Society, Homecoming court, and Prom court.

The principal is responsible for pronouncing the ineligibility and informing the parties involved including the student's parents. First, second, and third occasion apply to total school eligibility and not to only an annual interpretation as it pertains to this policy.

THEFT

The school will do its best to retrieve items stolen or lost at school. It is strongly encouraged that if you need to bring something of value to school to secure it in the office. Any students who steal on school property, on school transportation vehicles, or at any activity, shall be subject to an in or out of school suspension and time may vary depending on severity and occurrence. Parents will be notified and students may be reported to law enforcement officials.

***The Treynor School District is not fiscally responsible for personal items which are lost or stolen; therefore, we advise students not to bring anything of value to school.**

TRESPASSING

Students are not to enter or remain on any school district property without proper authorization. Violators will be subject to disciplinary action, suspension, and/or expulsion and possible ticketing from law enforcement. Students on school property while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass.

BOOK BAGS AND PURSES

Students will not be allowed to carry book bags, purses, or any other type of bag during school hours as part of our school safety plan. Any bags should be left in student lockers during the school day. Disciplinary action such as detention(s) or suspensions may occur if student has been warned and repeats behavior.

STUDENT CONDUCT FOR SUBSTITUTE TEACHERS

Substitute teachers are to be treated as guests in the school. In order for class to move on as close to normal as possible, students are expected to be on their best behavior. The regular classroom teacher and/or administrators may double consequences when negative behavior occurs with a substitute teacher.

TECHNOLOGY

School computers are to be used for school purposes only. Any student accessing the network must have the proper paperwork (Acceptable Use Policy) on file with the district. This policy, which can be found on the school website, provides more specific details governing acceptable use. Consequences of violations include, but are not limited to:

- Suspension of Internet access
- Revocation of Internet access
- Suspension of Network privileges
- Revocation of Network privileges
- Suspension of computer access
- Revocation of computer access

- School suspension
- School expulsion
- Legal action and prosecution by authorities

1st offense – minimum of three (3) weeks suspension of privileges

2nd offense – six (6) weeks to remainder of school year suspension of privileges

3rd offense – suspension or expulsion from school and suspension of privileges

TCSD Administration has the right to invoke any of the listed offenses based on the severity of the violation.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs:

- 1st Offense: Students will be approached and directed to cease. (verbal warning)
- 2nd Offense: Students will be approached, directed to cease, given a 30-minute detention, and parents will be notified.
- 3rd Offense: Students will serve an hour detention and parent is notified
- 4th Offense: ½ day ISS, parent is notified and both parent and student must meet with building administrator.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students will be permitted to bring cellphones to school and may use them during approved times. (See below). Cellphones with cameras or other portable handheld technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in restrooms and locker rooms at ALL times. Students may be disciplined for any use of handheld technology devices in school restrooms or locker rooms. At no time are students or visitors authorized to video capture, photograph, or audio record other persons in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher or school administrator. Failure to abide by these rules may result in disciplinary action that includes, but is not limited to: loss of privileges, detentions, contacting/meeting with the parent and/or principal, in-school suspension, out-of-school suspension, and/or expulsion.

Inappropriate student use during the school day will result in disciplinary consequences. The item(s) will be confiscated and the student will face disciplinary action. Electronic devices that are alleged to contain any evidence of harassment, bullying, sexting, vandalism or other illegal activity may be confiscated and may be turned over to law enforcement. A parent or guardian may be asked to pick up items confiscated during the school day.

Any student who brings an electronic device to school or to school activities does so with the knowledge that should it become lost or stolen, the school district will not be fiscally responsible.

Middle School:

Smart devices such as cell phones, smart watches, tablets, ipods, or other music devices are not needed in the educational setting and **should not be seen or heard**. They should not be used at school any time other than the following circumstances:

- Before school (Prior to 8:20)
- After school (After 3:30)

High School:

Smart devices such as cell phones, smart watches, tablets, ipods, or other music devices are not needed in the educational setting and **should not be seen or heard**. They should not be used at school any time other than the following circumstances:

- Before school (Prior to 8:20)
- During passing periods
- During lunch
- Use in the classroom ONLY if the teacher is having the students use as part of the curriculum, in other words for educational purposes only.
- After school (After 3:30)

Violations of this policy will result in the following:

- 1st Offense: Cell phone taken to the office by staff member, student may retrieve from the office at 3:30.
- 2nd Offense: Cell phone taken to the office by staff member, parent is contacted and conversation will be had between student and principal; device may be picked up at 3:30.
- 3rd Offense: Cell phone taken to the office by staff member, a parent is contacted and a plan will be put in place for the student to turn in the device at the start of the school day for the next two weeks of school.
- 4th Offense: Cell phone taken to the office by staff member, a parent is contacted and a plan will be put in place for the student to turn in the device at the start of the school day for the next month of school.
- 5th Offense: Cell phone taken to the office by staff member, a parent is contacted and a plan will be put in place for the student to turn in the device at the start of the school day, possibly for the remainder of the school year.

Section 4: STUDENT ACTIVITIES

STUDENT FUND RAISING

Students may raise funds for school activities upon approval of the principal at least (2) weeks prior to the fundraising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have approval of the principal or sponsor prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

ASSEMBLIES

Throughout the year the school 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 must

attend assemblies unless, for disciplinary reasons, the privilege is taken away. Any violations then consequences may vary such as detention, suspension or being considered truant.

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.

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

SCHOOL-SPONSORED STUDENT ORGANIZATIONS

School-sponsored student organizations are those that are recognized by the school district and board. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach or sponsor's rules as well as for violation of school district policies, rules or regulations.

DANCES

School-sponsored dances must be approved by the principal at least (2) weeks prior to the dance. School district policies, rules, and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules, or regulations are asked to leave the dance and school grounds. Students who leave a dance are not allowed to re-enter the dance. Any high school student who is eligible to attend the dance may bring one non-Treynor student as a guest. The student must register the guest at least 1 day before the dance in the school office. The guest may be required to show proof of identity and must not be over the age of 20. Middle School dances are only for Treynor students. *Special circumstances may warrant an administrative approval.

ACTIVITY BUS

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

Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the principal or activity bus sponsor or coach. If a parent wants to transport child home or chooses to have someone else transport their child home, the parent must provide a written note to the sponsor or coach before leaving the activity.

STUDENT COUNCIL

The student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise.

BAND AND VOCAL PROGRAMS (MIDDLE SCHOOL)

Students in sixth through eighth grades are required to participate in one of the following: band, choir, or general music. Some students may elect to participate in more than one of these.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Students must not be failing any subject to participate in extracurricular activities. Students who do not meet this requirement are not allowed the privilege of participating in extracurricular activities.

If a student is failing any class for the mid-quarter or quarter, the student is ineligible for a minimum of two calendar weeks. If the student is passing the failed course(s) after that time, he/she regains eligibility.

If a student is not passing all courses at the end of a semester, that student is ineligible for first period of 30 consecutive calendar days in the interscholastic event in which the student is a contestant. There is no requirement that the student competed in the sport or activity previously. (Students in baseball or softball have the same penalty as all other students.) However, the student must finish the season in good standing for the eligibility to take effect during the next season. (Ex: If a student decides to play softball then she must finish the whole season in good standing so that he is able to participate and be eligible for volleyball.)

The ineligibility period shall continue from one season or activity to a second if necessary to complete the weeks of the sanctions described above. Activities under this rule include but are not limited to: all athletic activities, jazz band, jazz choir, speech/drama, musical, drill team, and cheerleading.

APPEAL

An appeal of a declaration of ineligibility by the principal may be made to the Superintendent of Schools. An appeal from a decision of the Superintendent upholding the decision of the principal to declare a student ineligible may be made to the Board of Education.

In the event the parent or guardian or student makes an appeal of a declaration of ineligibility, the student shall continue to be ineligible pending the appeal.

STEROID RULE

Students admitting to or observed using steroids by a Treynor School District Staff member at any time, or being in possession of steroids while attending a school sponsored event or while on school property, shall be ineligible for a period of twelve consecutive calendar months commencing immediately. This policy is not in effect if a doctor's written authorization is on file in the principal's office.

WEDNESDAY -- SUNDAY ACTIVITIES AND PRACTICES

The school works cooperatively with the churches in the district to see that activities are not scheduled on Wednesday evenings or on Sunday. There may be exceptions in certain cases. Practices on Wednesday will end by 6:00 p.m. Practices on Sunday will only be allowed if approved by the superintendent.

FIGHTING

An in or out of school suspension for up to ten days may be given to students involved in fighting on school property, at school activities or on school transportation vehicles if self-defense isn't applicable. Repeated incidents could result in expulsion.

Section 5: STUDENT SCHOLASTIC ACHIEVEMENT

STANDARDIZED TESTS

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless the principal excuses them and there are some tests in which “all” students are required to take. (Example: Iowa Statewide Assessment of Student Progress)

GRADE REPORTS

Students and parents are encouraged to review JMC regularly to stay updated on how the student is performing in their academic studies. The school will email grade reports home to parents at the end of each quarter and each semester. Students and parents who have concerns about performance should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within (2) weeks after the start of the next quarter. The teacher with the permission of the principal may grant time extensions. Failure to finish an incomplete may result in a failing grade and loss of credit.

CLASS LOAD (HIGH SCHOOL)

Students must be registered for at least 7 classes per semester unless the principal grants prior permission.

ADDING/DROPPING COURSES

Students who wish to add or drop a class must do so within three (3) school days after the start of the semester. The teacher and guidance counselor must give permission to add or drop a class and parent permission may also be required as determined by the counselor.

HONOR ROLL AND ACADEMIC HONORS

The school district honors students who excel academically. Honor Rolls are determined at the end of each quarter and semester.

- High Honor Roll ----- 3.5 G.P.A. to 4. 0 G.P.A.
- Honor Roll ----- 3.0 G.P.A. to 3.49 G.P.A.

A student in high school qualifies for an Academic Letter by being named to the Honor Roll for the first quarter, first semester, and third quarter and earning at least a 3.0 G.P.A. on the fourth quarter midterm report.

Students who have not attended the Treynor CSD for their entire education or have not attended an accredited public or private school may not be eligible for honors or awards.

AWARDS FOR MIDDLE SCHOOL

The school holds an awards assembly at the end of each school year. Teachers and sponsors give various awards to students and the principal also gives awards. Following are those awards given by the principal each year:

President's Award for Excellence

In order to receive the President's Award for Academic Excellence, a student must maintain a 3.5 GPA through the graduating year of middle School (8th grade). The student also has to achieve high standards in Math and/or Reading on Iowa State Testing.

Academic Excellence

Those students who maintained a 4.0 GPA through 4th quarter midterm will receive recognition for your efforts in academics.

Perfect Attendance for the Year

This award will be for all those who are absent less than a half day of school up until the awards assembly.

MATH CREDIT (HIGH SCHOOL)

Since math builds on concepts each year (example; algebra information is seen again in geometry) there are more specific requirements before a student can move on to the next higher level of math. If a student fails 1st semester than he/she will simply retake that semester the following year.

If a student fails 2nd semester than he/she is required to take both semesters the following year. The reason being, for each of the following math courses: algebra, geometry, algebra II, Pre-Calculus, and Calculus, it is too difficult to come into 2nd semester without having been re-taught the 1st semester information.

However, the student will earn the greater of the two grades. Summer on-line courses may also be available to make up the course that student did not pass. The guidance counselor will have more details.

NATIONAL HONOR SOCIETY (HIGH SCHOOL)

The Treynor National Honor Society (NHS) is affiliated with the national organization that is a part of the National Association of Secondary Principals. The basis of selection for the NHS is based on the factors of scholarship, leadership, service, and character. Following are guidelines:

- Students are eligible to apply for membership in the NHS beginning the second semester of the sophomore year and also the junior and senior year. Applicants must have a cumulative grade point average of 3.25 or higher. Applicants will receive a NHS application that must be submitted by the due date.
- All teachers who teach a high school class may review and give ratings of applicants based on leadership, service, and character on a 4.0 scale. The rating for service will be made without the name of the applicant being known. Any applicant receiving an average of 3.25 or higher in their cumulative ratings combining cumulative grade point average with faculty ratings on leadership, service, and character may be admitted to the NHS.
- During the remainder of high school, admitted members of the NHS must maintain a cumulative grade point average of 3.25 or higher. Any member that drops below a 3.25 cumulative grade point average at a semester grading period will be given one semester to raise the cumulative GPA to 3.25 or higher. Failure to do so, the member will be excluded from membership for the remainder of their high school years.

- Any member of the NHS who commits a disciplinary infraction of school rules, including but not limited to: Code of Conduct, Tobacco, Alcohol, or Drug Use Policy, criminal or misdemeanor act in violation of state or federal laws, or who is suspended from activity participation, shall be excluded from membership of the NHS. The excluded member shall not be eligible to membership of the NHS for the remainder of their high school years.

ELECTIVES CREDIT (HIGH SCHOOL)

Students will not be allowed to repeat an elective course if it was already passed successfully. This would enable other students access to the class because of numbers enrolled.

GRADING SCALE

All courses are marked on a percentage basis. The percentage determination for each mark and weight of the grade are as follows:

Letter Grade	Percentages	Points
A	95% - 100%	4.000
A-	93% - 94%	3.670
B+	90% - 92%	3.330
B	87% - 89%	3.000
B-	85% - 86%	2.670
C+	82% - 84%	2.330
C	79% - 81%	2.000
C-	77% - 78%	1.670
D+	75% - 76%	1.330
D	72% - 74%	1.000
D-	70% - 71%	0.670
F	0% – 69%	0.000

STUDENTS FAILING

Students that are failing or have incomplete work may be required to stay after school to get extra help/assistance. Teachers will make students aware of this and then parents will be notified.

ACADEMIC ASSISTANCE

Any student who has questions about a concept, would like additional tutoring, or is falling behind for whatever reason, is strongly encouraged to seek the teachers' assistance from 8:00-8:20 and 3:30-4:00. A student who earns a failing grade for a grading period may be required to stay after school and meet with teacher.

SENIOR YEAR PLUS (HIGH SCHOOL)

Students in grades nine through twelve may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities. The school district will pay for the cost of a course taken by ninth and tenth grade talented and gifted students and eleventh and twelfth grade students, if the student meets the Senior Year Plus eligibility requirements which includes proficiency on the Reading, Math, and Science Iowa Assessments.

If a student at Treynor High School is not proficient as described above, the student may meet the Senior Year Plus requirement by fulfilling one of the following alternative proficiency requirements. NOTE: Students would only need to meet alternative proficiency requirements in the areas (reading, math, science) not met via the Iowa Standardized testing.

For any non-proficient area in Reading, Math or Science on the Iowa Standardized testing, a student may demonstrate proficiency in that area through one of the following measures:

- The student must achieve a score of at least Reading - 19, Math - 18, or Science – 19 on the ACT test in the non-proficient subject area. These scores place the student above the 41st percentile nationwide.
- The student must have achieved a grade of “C” or better in the most recent course in the non-proficient subject area.
- Students with an Individualized Education Plan (IEP) will be subject to an IEP Team review to determine eligibility. The IEP Team will consist of the AEA School Psychologist, Principal, Counselor, the most recent teacher of the deficient subject and parent / guardian.
- Students with a 504 plan will be subject to a 504 Team review to determine eligibility. The 504 Team will consist of the AEA School Psychologist, Principal, Counselor, the most recent teacher of the deficient subject, school nurse (if appropriate) and parent / guardian.

The school district pays only for courses which are not offered by the high school and are offered during the regular school year by the community college, private college, or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.

CONCURRENT ENROLLMENT (HIGH SCHOOL)

Concurrent Enrollment courses are offered in partnership with the Iowa Western Community College (IWCCO). Concurrent Enrollment courses refer to those that are taught on the Treynor campus. Concurrent Enrollment courses are available to all eligible high school students. The courses offered through this program will count in the student’s high school GPA. If a student wishes to change their schedule, they must follow the Treynor schedule change policy outlined in the handbook.

EARLY GRADUATION (HIGH SCHOOL)

Students who wish to graduate early must complete all of the following;

- meet with the high school counselor to determine that all course requirements have been met
- fill out early graduation application that counselor provided during meeting
- give application to the high school principal
 - let principal know if you intend to walk at graduation
- request approval from the superintendent and the school board.

Students who graduate early become alumni of the school district and are not allowed to participate in extra-curricular activities including, but not limited to: athletics, music, speech, drama, or art competitions. Students may participate in graduation ceremonies and may also request to participate in prom and the senior trip from the high school principal.

GRADUATION (HIGH SCHOOL)

Students who are in good standing in the spring and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline consequences or whom have not passed the senior year exams at the time of the graduation ceremony, or other senior activities, will not be allowed to participate. Students must have completed all graduation requirements prior to the graduation in order to participate in the graduation ceremony. However, students are not required to participate in the graduation ceremony.

All students must acquire a minimum of 44 credits of course work during grades 9-12. Among these 44 credits the following must be included:

- 6 credits of math
- 6 credits of science including Physical Science and Biology
- 6 credits of social studies including US History, World History, Government, and Economics
- 8 credits of English including English 1, English 2, and Advanced English and / or Composition (Students should be in an English class each semester they are in High School)
- 4 credits of PE (Students should be in a PE class each semester they are in High School)
- 1 credit in personal finance.
- 1 credit in Career Readiness (beginning with the class 2021)

Up to 8 credits in band, chorus, and driver's education may be counted. One credit is given for successfully completing one semester of course work. All students must register for 6 academic courses per semester with the exception of students taking off-campus classes and with the permission of the Principal.

ACADEMIC PROMOTION (MIDDLE SCHOOL)

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment. The retention or promotion of a student will be determined based upon the judgment of the district's professional staff. When it becomes evident a student may be retained in a grade level for an additional year, the parents will be informed prior to making the retention decision.

Note: The school officials may request that students spend time in the summer doing academic recovery through online Edgenuity so that he/she is able to stay on track. This will depend upon availability of licensed teacher to oversee the program.

ACADEMIC PROMOTION (HIGH SCHOOL)

In order for a student to move on to the next grade classification, they must successfully complete grade credits listed below. If the student does not complete the grade credits, they will remain or be demoted to a lower grade classification.

	<u>Start of the Year</u>	<u>Need for Promotion</u>
Freshmen	0 credits	10.5 credits
Sophomores	11 credits	21.5 credits
Juniors	22 credits	32.5 credits
Seniors	33 credits	

HUMAN GROWTH AND DEVELOPMENT (MIDDLE SCHOOL)

The school district provides sixth grade students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use. Parents should contact the school nurse with any questions.

INSPECTION OF EDUCATIONAL MATERIALS

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

Section 6: STUDENT RECORDS

EDUCATIONAL RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendment to and copy their child's records during regular office hours. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records.

Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the central administration office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes the following: name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and height/weight of athletes.

TRANSFERRING TO ANOTHER SCHOOL OR SCHOOL DISTRICT

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents will be notified that the student's records have been sent and are given an opportunity to view those records when requested. A hearing to challenge the content of the student's records may be made if desired. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used within the school district. Directory information is information contained in the education records of a student that would not generally be considered

harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information." The parent has the right to restrict the disclosure of such information, but has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The district has designated the following as "directory information": student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, participation in officially recognized activities and sports, weight/height of members of athletic teams, degrees, honors, and awards received. The most recent educational agency or institution attended, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

LEGAL STATUS OF STUDENT

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

WAIVER OF STUDENT FEES

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 principal or secretary at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Section 7: STUDENT HEALTH, WELL-BEING AND SAFETY

ANTI-BULLYING HARASSMENT POLICY

The Treynor Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of any type by students, staff, and volunteers is against federal, state, and local policy and is not tolerated. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's 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 that meets one or more of the following conditions:

- (1) Places the student in reasonable fear of harm to the student's person or property.
 - (2) Has a substantial detrimental effect on the student's physical or mental health.
 - (3) Has the effect of substantially interfering with a student's academic performance.
 - (4) 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.
- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
 - "Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other
 - Verbal or physical conduct of a sexual nature.
 - "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the building principal, the designated investigator. (Forms can be found on the school website under the "District" tab.) The alternate investigator is the superintendent. Complaints shall be filed within 180 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 Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The alternate investigator is the superintendent. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school

district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

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

Appeals

The complaint is closed after the investigator has reached a decision, 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 investigator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 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 investigator of the decision within 5 working days of the decision. If the Complainant is not satisfied with the superintendent's decision, the Complainant can file an appeal with the board within 5 working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

Rude vs. Mean vs. Bullying

Being rude is inadvertently saying or doing something that hurts someone else, for example; jumping ahead in line, bragging about achieving the highest grade, burping in someone's face. Incidents of rudeness are usually spontaneous, unplanned inconsideration, based on thoughtlessness, poor manners, but not meant to actually hurt someone.

The main distinction between "rude" and "mean" behavior has to do with the intention; while rudeness is often unintentional, mean behavior very much aims to hurt or depreciate someone. Kids are mean to each other when they criticize such things as; appearance, intelligence, clothing, coolness, etc. Mean behaviors can wound deeply; therefore, students must be held accountable. Yet, meanness is different from bullying in important ways that should be understood by both students and their parents.

Bullying entails three key elements: an intent to harm, a power imbalance and repeated acts or threats of aggressive behavior over time. Students who bully often have no sense of regret or remorse - even when targets express hurt or tell the bully to stop. Bullying may be physical, verbal, relational or carried out via technology. Bullying in any form will not be tolerated!

GUIDANCE PROGRAM

The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal, educational, and career development and in becoming well-rounded, productive adults. Employees involved in the guidance program will maintain confidentiality.

MEDICATION

All medication (prescription and nonprescription) should be administered through the Health office. Please have your child give all medication to the nurse.

Tylenol and Advil are kept in the Health office and can be given to students when the nurse considers it beneficial to help the student during their school day. We feel that having some of these medications on hand will allow the students to be more productive during the school day. However, parents must sign a release before the school nurse will distribute any non-prescription medication to a student. If a child needs to take prescription medication four times a day, we will be glad to give a dose at lunchtime. If a doctor gives them something to be taken three times a day, a schedule of before school, after school, and at bedtime should be used. If some medicine needs to be taken at school, most pharmacies will divide the medicine into two different bottles so the original bottle can be taken to school. Please do not send medication in a baggie or envelope-it will not be given!

EXCLUSION FROM SCHOOL

The following are reasons why a child may be excluded from school and if they take place during the school day, the parent may be notified.

- Vomiting
- Fever
- Undiagnosed rash
- Communicable diseases
- Live head lice
- Insufficient hygiene
- Injury requiring further medical treatment
- Incomplete immunization records

COMMUNICATION WITH PARENTS FROM THE HEALTH OFFICE

Communication may come in the form of a phone call, a note sent home at the end of the day, or an e-mail. Communication with the parents may occur for the following reasons;

- A student has been transported to the hospital by ambulance
- Exclusion from school (as listed above)
- Use of over-the-counter medication
- Use of medication on hand to be administered as needed
- An injury not requiring further medical attention
- Abnormal screening results

Students should not take it upon themselves to text or call parents if they are not feeling well. She/he should report to the nurse's office so the school nurse can assess symptoms. Any violations of this will result in consequences from the "Cell Phone and Other Electronic Devices" policy within this handbook.

HEALTH/WELLNESS COMMITTEE

All schools participating in federal nutrition programs are required to have a wellness policy in place, so the district has created a Wellness Committee to ensure compliance. If a student brings in food items to

share, the items must be prepackaged with the nutritional label and list of ingredients included on the packaging. All shared snacks must meet the requirements of a “smart snacks.”

IMMUNIZATIONS

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate stating that the student has received the immunizations required by law. Parents who have questions should contact the Health office.

PHYSICAL EXAMINATIONS / BRAIN INJURY POLICY

All students in grades 7-12 are requested to annually provide a school district physical examination form signed by the student’s health care provider stating the student is physically fit to perform in athletics prior to the start of the season. Failure to provide proof of a physical examination makes the student ineligible to perform in athletic events.

The student and the student’s parent or guardian shall also sign and return the concussion and brain injury information sheet to the school prior to the student’s participation in any extracurricular interscholastic activity for grades seven through twelve.

EMERGENCY DRILLS

Periodically the school holds emergency fire and tornado drills, as well as intruder drills. Emergency procedures are discussed with all students and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district’s policies, rules and regulations, may be reported to law enforcement officials.

STUDENT INSURANCE

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

All students in grades 7-12 are requested to have health and accident insurance in order to participate in extracurricular athletics and/or physical education. Students must provide written proof of insurance prior to participation. A letter from the parents stating that the student is covered is adequate proof of insurance.

Section 4: STUDENT INFORMATION

STUDY HALL

The purpose of study halls is to provide time for students to complete their assigned class work and to prepare for upcoming assessments. When you arrive, go directly to your assigned seat. Students should bring enough material to work on for the entire period.

Students ARE NOT to be using chromebooks for anything other than educational related applications or school work. Violations of this may result in it being taken away for the period, the rest of the day, or longer depending on the frequency of violations.

Every study hall will be conducted in the same manner and all expectations will be given by the supervisor. "Cell phone and other electronic devices" policy applies to study halls as well as curricular classes. Smart devices such as cell phones, smart watches, tablets, ipods, or other music devices are not needed in the educational setting and **should not be seen or heard**. (There is the capability of using the chromebook to listen to music IF the study hall teacher is okay with this, but privileges can always be taken away.)

Students must have a pre-signed pass to go to see a teacher and must return to study hall before the end of the period.

FOOD AND DRINK

Drinks and snacks/food items are NOT to be taken into the classrooms. Only water is permitted to carry during school hours, but should be in clear or see through container. If a student brings in any container that is not clear or see through, the container will be confiscated and kept in the office until the end of the day. Repeated violations of this policy may result in disciplinary measures.

BREAKFAST/LUNCH PROGRAM

Since the school operates a school breakfast program, students need to eat/drink before coming to school or purchase the school breakfast. Students are not allowed to bring in outside food/drinks for breakfast. (Please contact Mrs. Berens if any medical needs relating to the policy.)

The school district operates a lunch program. Students may either bring their own lunch to school or they may purchase lunch and other items, including milk. State rules do not allow food/drink to be delivered or brought in during the serving hours (breakfast/lunch) other than the sack lunch brought with a student at the beginning of the day.

TRANSFER RULE INELIGIBILITY (HIGH SCHOOL)

Any student transferring from another school while being disciplined for any rule infraction must finish said disciplinary action before becoming eligible for participation in any extra-curricular activities. The principal is responsible for pronouncing the ineligibility and informing the parties involved including the student's parents. First, second, and third occasions apply to total high school (9-12) eligibility and not to only an annual interpretation as it pertains to this policy. In other words, it does not start over each year of high school.

VISITORS AND GUESTS

All visitors must report to the office upon entering the building. Visitors will be required to sign in so they may be given a visitor's badge to wear while on school premises. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. This privilege may be taken away depending on circumstances.

LOST AND FOUND

A lost and found area can be located in the main office or coaches' offices. Items not claimed within 30 days may be discarded.

POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from the principal at least 3 days before the posting or distribution. This applies whether the information deals with school

sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

STUDENT PUBLICATIONS

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy.

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

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

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. The Superintendent will determine the location of video cameras.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.