

Student Handbook

Treynor



Elementary

2017- 2018

Principal: Jill Kay

Mission Statement:

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.



Treynor Elementary Staff

Principal

Jill Kay

Interim Superintendent

Lou Howell

Kindergarten Teachers

Katie Campbell

Jolene Lammert

Reesa Waymaster

First Grade Teachers

Cindy Cox

JoEllen Travis

Shantelle Vohs

Second Grade Teachers

Shana Elwood

Heather Kellar

Shelly Larsen

Staci Robinson

Third Grade Teachers

Stephanie Brady

Kelly Sutherland

Jennifer Tiarks

Fourth Grade Teachers

Charity Pearce

Kyle Rogers

Jennifer Wetzel

Fifth Grade Teachers

Erin Mrsny

Alexandra Petry

Andrea Saar

Administrative Assistant

Natalie Suden

Guidance Counselor

Carrie Currin

Resource

Jaime Konz

Title I Reading

Kristin Mundorf

Art

Katie Weis

Media Specialist

Jennifer Nelson

P.E.

Leigh VanWinkle

TAG

Becky Thompson

Vocal Music

Michael Stinman

Nurse

Marcia Lippert

TLC

Kara Huisman

Heidi Finnegan

Cooks

Kelly Nilson

Monica Grashorn

Roxanne Huskey

Karen Sperry

Custodians

Rich Smith

Bruce Tiarks

Transportation Director

Dave Danker

Student Aides

Tricia Hansen

Jill Orr

Julia Schoening

GENERAL SCHOOL-WIDE GUIDELINES

- Follow directions the first time they are given
- Keep hands, feet and objects to yourself at all times
- Walk at all times
- No name calling, cursing or teasing
- No fighting

Students who do not follow the general guidelines outside of their classroom will be corrected immediately by the observing staff member. Students are expected to respond with respect when corrected by a staff member.

PLAYGROUND RULES

- Use equipment properly
- Do not throw rocks or other harmful objects
- Play in assigned areas only
- Consequences for violating playground rules will be determined according to the severity of the incident. An example of the consequences for minor infractions could be:
 - 1st Offense Warning
 - 2nd Offense Benched for rest of recess
 - 3rd Offense Benched for 2 recess periods
 - 4th Offense Conference with parent, teacher, and principal

CAFETERIA RULES

- Speak in quiet voices
- Keep hands, feet, and objects to yourself
- Do not share food
- Find a seat in your assigned area, remain seated, and raise your hand for assistance
- Consequences for violating cafeteria rules will be determined according to the severity of the incident. An example of the consequences for minor infractions could be:
 - Warning by monitor or teacher
 - Eat by yourself
 - Visit with the principal

LUNCH POLICY

Treynor Elementary School has a *no charge policy for school lunches*. Excessive charges create a very time consuming accounting problem. Charging lunches requires hours of office record keeping.

Students arriving at school without lunch money in their account, or a sack lunch, will call their parents. Arrangements will be made for lunch money or a sack lunch to be brought to the school.

State rules do not allow food from outside sources to be brought into the lunchroom unless packed from home. Pop and other drinks are also not allowed unless the student has a medical waiver on file.

A reminder will be sent home when your account is low, however, check with your child frequently about the amount of money remaining in his/her account. Any amount of money can be placed in an account at any time. Thank you for your support and understanding as we manage 375+ student lunch accounts on a daily basis.

HOT LUNCH

Students and parents are encouraged to participate in the hot lunch program. Well-balanced meals are prepared daily. Elementary lunch Prices: student's 1 day price = \$2.25. Adult's 1 day price = \$3.55. Students enjoy having their parents join them for lunch occasionally. When planning to do so, please call the office at the start of the day and let us know the number of extra meals we need to prepare. We would appreciate if you would avoid eating with your child the first two weeks of the year, as well as the last week.

BREAKFAST

A nutritious breakfast is available from 8:05-8:30 a.m. in the cafeteria every regular school day. The charge policy is the same as for school lunch. Elementary student breakfast price is: 1 day = \$1.35. Breakfast will not be served on late-start days.

MILK

Milk breaks are provided for students in grade K-3. Milk is \$0.50 per day.

COLD LUNCH

Students may bring a cold lunch when not participating in the hot lunch program.

WELLNESS POLICY/SNACK LIST

The State of Iowa has mandated some changes, and in order to be compliant, the District Wellness Policy has been updated. The local Wellness Policy has been updated and approved by the school board.

What will be different for the 2017-18 school year?

- Compliance of nutritional guidelines in fundraising activities that involve the sale of food
- All fundraisers will be approved by the building Principal
- A minimum of ten minutes of physical activity during indoor recess
- An approved snack list will be used for all snacks to be shared at school
- It is recommended that students who bring a cold lunch or afternoon snack select items off of the approved snack list.

Approved snack list for 2017/18 school year:

Fruit snacks made with real fruit (Welch's and Annie's)

Raw vegetables (feel free to add hummus or low fat ranch dressing)

Apple wedges (add low fat caramel dip if you wish)

Fresh fruit (like bananas, oranges, or grapes)

Granola bars (whole grain, low sugar)

Low fat mini yogurt cups (no candy added)

Prepackaged cookies with ingredient and nutritional label on package

Whole wheat crackers

Light popcorn

Dried fruit (low sugar)

Cereal bars

Protein bar/ bites

Frozen fruit bars (Blue Bunny)

Meat sticks (Jack Links)

Gelatin cups

Rice cakes

Fruit bars

Mini muffins

Pretzels

Low fat cheese/ string cheese

Water (plain, flavored, or carbonated)

Raisins/ Craisins

Goldfish

Fruit juice bars

Whole grain, low sugar dry cereals

Go Gurt

Fruit/ vegetable chips

Unsweetened applesauce or fruit cups

Yogurt covered raisins or cranberries

Graham crackers

Mini bagels

Pudding cups

Bite sized candy (one per day)

Trail Mix (low salt, no candy added)

*Teachers choose to follow a stricter guideline for their classroom.

FEE WAIVERS

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 fee waived or partially waived. Students whose families are experiencing temporary financial difficulty may qualify for temporary financial hardship and should contact the school secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

AFTER SCHOOL ARRANGEMENTS

Treynor Elementary students are at their best when they have predictable daily schedules. It is our policy that every student will go directly home after school unless we are notified of a change IN WRITING.

Your cooperation will be a great help to us. It will keep the phone available for school business and possible emergencies. Make it a habit to plan your day in advance. Send a note with your child stating your after school transportation arrangements. We appreciate your cooperation.

SCHOOL PICTURES

Individual photographs will be taken in September. Each student will bring a "coin envelope" and an information sheet regarding photographs home in the next few days. When you decide which package you wish to purchase, enclose a check made payable to "TREYNOR ELEMENTARY SCHOOL" in the envelope and return it to school. Each child must have a separate check in his or her own envelope. If your child does not return this envelope by the due date, he/she will be photographed for the class composite only. Thank you for your cooperation.

PERSONAL PROPERTY

Clearly mark student belongings such as coats, caps, folders, backpacks, lunchboxes, etc. Sport or special interest trading cards, iPod & Kindle devices, electronic games, toys, etc. are discouraged unless used for educational purposes. Cell phones may not be used during school hours. The school is not responsible for lost, broken, or stolen property. A lost and found box is located across from the conference room.

HOMECOMING

Homecoming is Friday, October 6th. More details will be sent home at a later date.

ARRIVAL

School will begin at 8:30 a.m. and will dismiss at 3:25 p.m. Students ARE NOT to arrive at school before 8:05 a.m. (this applies to rural students who are brought to school as well as town students) unless:

1. They are participating in the school breakfast program. Starting at 8:05 a.m. students may enter through the main office doors and go directly to the lunchroom. Breakfast is served from 8:05 a.m. - 8:30 a.m.
2. They have an appointment with a teacher.
3. Their bus is early. Students who miss their bus must make transportation arrangements.

Students not eating breakfast will be supervised until 8:20 a.m. and then dismissed to their classrooms. With the exception of the first days of school, parents are discouraged to walk their children to class.

DISCIPLINARY POLICY STATEMENT

We believe that all Treynor students can behave in a responsible manner - one that will allow each individual student and staff member to experience successful learning and teaching processes and activities designed to promote a positive student self-concept. Each individual teacher will handle discipline situations. All teachers will enforce these general rules:

- All students will conduct themselves in an appropriate manner in all school buildings and on all school property.
- Be courteous. The use of profanity will not be tolerated.
- Cooperate with all school personnel.
- Respect the property and rights of others. If it becomes necessary for the principal to intervene, a disciplinary referral may be sent home.

ATTENDANCE

Regular attendance at school is the primary responsibility of you and your parents. There is no substitute for regular attendance and many classroom experiences cannot be made up.

*COMPULSORY ATTENDANCE LAW

Parents, within the school district, who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district designated by the school board. Students shall attend school the number of days that school is in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 175 days. Students not attending the minimum days must be exempted by this policy as listed below or, for students in grades 6-12, referred to the county attorney or, for students in grades K-8, referred to have an "Attendance Cooperation Meeting." Exceptions to this policy include children who:

- are attending religious services or receiving religious instruction;
 - are attending an approved or probationally approved private college preparatory school;
 - are attending an accredited nonpublic school; or,
 - are receiving competent private instruction. It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.
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- **UNDOCUMENTED ABSENCES** -The Treynor Elementary School Attendance Policy states that parents of students who have at least 5 or 10 undocumented absences during the school year will receive an attendance-warning letter informing them that their child is on the verge of 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" needs to be held at their earliest convenience. 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 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 and etc.). Please make sure to ask for documentation so student can bring and turn in to the secretary when checking into school. Funerals would also fall under documented absences when the principal/secretary is notified by the parent. Parent notes/notification for absences regarding illness, vacation, personal reasons, etc. will be considered an undocumented absence. (See undocumented absences above)
- UNEXCUSED ABSENCES-All other absences will be considered unexcused unless the office has granted special permission. Both school approval and parent confirmation must be obtained prior to the absence. If there is doubt as to whether the absence is unexcused or excused, the parent should contact the school.
 1. The parent will be notified in writing of an unexcused absence and the outcome of future offenses.
 2. The second unexcused absence will involve a conference with the parents (student may be included) to discuss the absence.
 3. Continued unexcused absences will lead to more severe action being taken.

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

REPORTING ABSENCES

Parents or guardians should notify the school by phone (487-3422) the morning of the child's absence, preferably between 8:00-8:30a.m. If no contact is made by the home, the secretary will attempt to call the absent student's parent or guardian. Only students who return to school for afternoon classes will be allowed to attend after school or evening events. Please note: students that arrive after 10:00 a.m. or leave prior to 1:30 p.m. will be counted as a half day absent.

TARDY POLICY

Students will be considered tardy at 8:30 a.m. It is important that students realize the importance of being on time. When arriving late, students miss out on important directions and information pertaining to the day. In addition, being tardy disrupts the entire class and teacher. Students who arrive late must obtain a note from the office to be admitted to class.

1. At the time of a third and fourth tardy, a note will be sent to parents from the classroom teacher.
2. After a student has accumulated five or more tardies in a quarter, the student's parents will be contacted by the principal to establish a plan for improving the student's attendance.
3. Continued tardies will result in more severe action being taken.

HOMEWORK

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work, and to prepare them for advancement to the next grade level. Our guideline for homework is no more than 10 minutes per grade (first grade = 10 minutes, 4th grade = 40 minutes, etc.) Classroom teachers give study/work time after each lesson throughout each day for students to work on assignments. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

UP/DOWN SLIPS

Down slips are mailed to parents at mid-quarter when the quality of a student's work is below expectations or near the failing point. Up slips may be sent to indicate work which is above expectations.

MAKE UP WORK POLICY

Each student has the responsibility for seeing that he/she arranges to make up schoolwork within a reasonable time or receive a zero for the work missed. Students will be allowed two days for each day missed in order to complete and turn in assigned work. Since it is impossible for all work missed to be made up (discussion, in class work, etc.), it is possible that his/her grades will be adjusted, particularly in cases of excessive absence.

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. In addition to the discipline outlined in this handbook, discipline may include loss of class credit.

LATE OR INCOMPLETE WORK POLICY

The faculty members believe it is very important that students have their work completed on time. If schoolwork is not finished by class time, each teacher will use his/her discretion in the evaluation of the late work. Recess time may be used at the teacher's discretion to complete assignments. 5th grade teachers will dock late work as follows:

1st day = 10% off grade

2nd day = 20 % off grade

3rd day = 0 on assignment

ATHLETIC EVENT CONDUCT

We expect all students to be supportive of the school teams, sit in the stands, and cheer for the team. Being a spectator is the only acceptable activity at events. Students are expected to be an example of good sportsmanship at all times.

While in the gym, students are to sit in the bleachers and remain there while the game is in progress. Running back and forth during the game is prohibited. Food or pop is to be consumed only in designated areas. If you leave the building during the concession breaks, you will not be readmitted. Students and their parents must enter athletic events by the main door or gate and students will not be allowed to play football on or near the football field, track or stadium during the games.

5th GRADE PUBERTY LESSONS

According to state law, each school district must provide students with instruction in human growth and development. We do spend two days at end of 5th grade discussing hygiene and puberty. Parent notification letters are sent out requiring each parent to opt their child “in” or “out” of the program. Parents may review the curriculum prior to its use and have their child excused from instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from puberty instruction.

BIRTHDAY PARTIES

1. Students are welcome to bring healthy treats selected from the approved snack list (see District Wellness Policy) to celebrate birthdays.
2. Students who are having parties at home may pass out invitations at school only if:
 - a) ALL the boys or ALL the girls in their class are invited.
 - b) Or - the whole class is invited.
 - c) We ask that you be considerate of kids' feelings and the social problems that often arise when only a few students are invited to a party.

FIELD TRIPS

With our proximity to the Omaha / Council Bluffs metropolitan area, our students are fortunate to have the opportunity to attend numerous field trips. Notes will be sent home with details regarding the trip. When possible, parents are permitted to attend. Due to the size of the group, Pre-K-DG aged siblings are not allowed to attend these student-based field trips.

BUS LOADING ZONE

1. The yellow curb identifies the bus-loading zone. This area is a no parking zone from 8:00 a.m. to 8:30 a.m. and from 3:15 p.m. to 3:45 p.m. ** If you need to leave your vehicle during these times, please park in one of the lots. Do not leave your vehicle unattended on Elementary Drive!*
Parking is restricted to:
 - a) school buses
 - b) authorized school cars/vans
2. All other vehicles must park in the parking lot, diagonal spaces in front of the new addition, or in front of or behind the yellow line.
3. DO NOT attempt to drive around parked buses or out run buses traveling through the drive.

BUS CONDUCT

During the time students are on the school buses all rules of the school apply to the students' behavior. These rules must be followed:

1. Observe same conduct as in the classroom.
2. Cooperate with the bus driver. Be courteous. Profanity will not be tolerated.
3. Be completely quiet when the bus is near a railroad crossing.
4. Do not be destructive.
5. Stay in your seat. Keep head, hands, and feet inside the bus.
6. No pushing, shoving or fighting.
7. Respect another person's property at all times.
8. Never tamper with the bus or any part of its equipment.
9. Nuisance items are not allowed.
10. Wait for the bus to stop before getting off or on.
11. Students missing the bus must make their own transportation arrangements.
12. The driver is authorized to assign seats.

Bus transportation is a privilege. Unacceptable behavior may result in a loss of bus privileges. .

SCHOOL DRIVE

The school drive is considered a one-way road during arrival and dismissal (with the exception of those conducting school business, deliveries, etc.). The yellow curb area is a no parking zone during arrival and dismissal. Please do not park your car and leave it unattended in this area. Please do not stop in the middle of the drive to drop your child off. Make plans with your child to meet east or west of the bus-loading zone on the school drive. All traffic will stop once the buses have arrived. Never attempt to drive around a school bus. There is ample parking available on the east end of the drive and the diagonal spaces in front of the main entrance. Please watch your speed as you enter and exit the school drive and pay attention to the speed bump☺.

DISMISSAL

All students are expected to go home at the end of the school day. Students **MUST HAVE** a note from a parent if they are to remain for a club meeting, go to a friend's house, or ride a different bus. This provides the assurance that both the parents and the school know of a child's whereabouts. If the student does not have a note stating a change in plans, they will be sent home using their normal routine.

1. Town students living SOUTH of Highway 92 and bike riders are dismissed at the 3:25 p.m. bell.
2. For safety reasons, all town students living NORTH of Highway 92 are required to ride the buses to the patrol crossing at the high school, unless picked up by parents. There will be no exceptions unless authorized by a note from the parent to the principal.
3. Students being picked up by parents, family, etc. are dismissed at the 3:25 p.m. bell.
4. If you wish to avoid being caught behind the buses, make arrangements to meet your children at the far east end of Elementary Drive. You will not be allowed to drive around the buses once they have entered the school drive.
5. In the interest of safety, students are not permitted to cross between the buses while they are loading. Students should go around the front or back of the bus line if they wish to cross the street while the buses are loading. Parent cooperation is urgently needed to help us avoid accidents.

SCHOOL CANCELLATION

In case of school cancellation due to severe weather, announcements will be made over radio stations KMA (960) and KFAB (1110) as well as TV channels KM3, WOWT (6) and KETV (7). If the decision to close school has been made before 10:00 p.m. the announcement will be on the 10:00 p.m. news. Early morning closing decisions will be broadcast between 7:00 a.m. and 7:30 a.m. If schools are open during inclement weather, parents should decide whether or not their children should attend school. Parents may pick up their children during the day, if they feel it is necessary. Please make sure that your child's emergency dismissal form is updated in case of early dismissal.

STUDENT RECORDS

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude test, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports. The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena:

1. School officials, teachers and AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating Federal education programs.
4. Officials connected with a student's educational financial aid applications.
5. Governmental officials to whom information is to be reported under state law adopted prior to Nov. 19, 1974.
6. Organizations that process and evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents and legal guardians of dependent children, regardless of child's age.
9. Appropriate parties in a health or safety emergency.

Information from student's educational records, designated as directory information by the school district, may be released without the consent of parents. Directory information includes, but is not limited to, the student's name and address, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height if members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to the junior/senior high level and when a student transfers out of the district. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the records, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

Parents who do not want their child's directory information to be given out and/or published must notify the principal in writing at the beginning of the school year or upon entering the district throughout the year.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

STUDENT APPEARANCE

All students are expected to dress and groom themselves neatly in clothes suitable for school. Student dress should not distract from the educational process, should not be a health or safety problem, and should not be indecent or obscene.

Shorts of acceptable length may be worn any day that the weather is appropriate. Use good judgement when wearing shorts. If the weather turns cold, students will still be sent outside for recess.

Specifically, students may not wear to school:

1. T-shirts or sweatshirts advertising commercial products (e.g. beer, liquor, etc.) or with inappropriate language or slogans.
2. Shirts that reveal a student's midriff.
3. Snow pants and snow boots must be worn in order to play in the snow at recess.
4. Shoes must be worn, socks are recommended; for safety reasons, flip flops and clogs are discouraged.
5. Bike style shorts are considered exercise apparel; therefore they may be worn only under other clothing.
6. Painted hair only allowed by teacher permission on designated days (homecoming, state athletic competitions, etc...)

While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to have a student change or be sent home if their appearance is a disruption to the school environment.

NEW STUDENTS

In order to provide the classroom teacher adequate time to prepare for a new student, starting the day notice is given is not permissible. New students and parents will be able to register for classes and deposit money in lunch accounts, but will not be able to start school until the following day.

TELEPHONE

1. We have two lines to better facilitate your needs and ours.
2. Teachers and students will not be called from class unless necessary.
3. Please remember that the school phone is a business phone. Students are allowed to use the telephone in cases of absolute necessity after receiving permission from a school staff member. Students will not be allowed to make after school social arrangements using the school phones.

USE OF BICYCLES

Bicycles must be parked in the racks provided. Students should exercise caution going to and from school on their bikes. Bikes should be walked on school property. Skateboards are not allowed. Riding a bicycle to and from school is a privilege- not a right. Students who fail to follow the rules set by the administration will have the privilege of bike riding removed, and may also be subject to additional discipline. The school cannot be held responsible for bicycle damage or theft. Riding a bike on Hwy. 92 is very dangerous. Keep close to the curb and do not swerve into the traffic lanes.

LIBRARY

Students will be allowed to check out library books based on established library procedures. The student will be responsible for lost, destroyed, or abused books. Library books will be returned on or before the due date.

VOLUNTEERS

We encourage and welcome parent volunteers at school. Volunteers can help by reading to children, listening to children read, shelving library books, and making teaching materials. Please make arrangements for your non-school aged children while you are volunteering. If you are interested in volunteering, please contact your child's teacher.

VISITING THE SCHOOL

Parents are welcome and invited to visit the classroom and observe the educational experiences of your child. Please make arrangements with the teacher to determine an appropriate time for a meaningful experience, preferably at least one day in advance. The first and last weeks of school are very hectic and probably not an ideal time for visitors.

A student bringing other students to visit is not encouraged, since visiting students do not have the same motivation, interests and assignments as regular students. This also places an additional responsibility on the classroom teacher. All visitors are required to check in to the office upon arrival.

HEALTH OFFICE POLICY

- Temperature over 100* - child should be at home.
- The temperature should be under 100 for 24 hours (without medication) before returning to school.
- An undiagnosed rash – child may need to be seen by a doctor.
- Vomiting child should be at home – may attend school when they have not vomited for 24 hours.
- Any child with an injury requiring further medical attention will be sent home.
- When a student is found to have live lice or nits at school, the parents will be contacted. The student will be allowed to stay in school.
- Child with a severe cold and a bad cough belongs home in bed even if he has no fever. If their only complaint is a sore throat, they may attend school. If there are white spots on the throat or if the fever persists, a doctor should be consulted.
- If the student's only complaint is a stomachache, but they haven't vomited and are fever-free, they may attend school. If the pain limits their activity, they should be kept home in bed.
- A child with diarrhea within 24 hours should be kept at home.
- A child whose only complaint is a headache is welcome at school.

Please be considerate of others when making decisions about school attendance and illness. If there is a chance that the student may be contagious, it is best for everyone that they stay home.

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:

(If these things occur during the school day, the parent may be notified)

1. Vomiting
2. Fever
3. Undiagnosed rash
4. Communicable diseases
5. Insufficient hygiene
6. Injury requiring further medical treatment
7. Incomplete immunization records (students are not allowed to begin school without 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:

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

Note: A child will be allowed to stay inside during recess with a parent's note for a maximum of two consecutive days. After that, a physician's note may be requested. Please check our website for a weekly health update at www.treynorcardinals.org under the parent tab for health news.

STUDENT BOOK CLUBS

Periodically many classes will participate in monthly paperback book club offerings. When sending payment to school, please make checks payable to the teacher. Send your order in a clearly marked envelope.

STUDENT ASSISTANCE TEAM (SAT)

All students are individuals and some students may need additional support at times during their elementary education. When a student begins to struggle in an academic area or begins to show behavior that is interfering with their learning, a Student Assistance Team (SAT) is formed. The purpose of the SAT team is to engage in a problem solving process to determine appropriate interventions and educational supports to meet an individual student's needs. The goal is to address problems early and promote academic and social-emotional success. SAT meetings may be initiated at any time by a teacher or parent. If you feel your child may benefit from the services of the SAT, please contact your child's classroom teacher or the School Counselor.

GUIDANCE PROGRAM

The elementary guidance program is a developmental and preventative program. The program serves all students, in groups and individually, as part of the educational process.

- Classroom Guidance Classes – All grade levels will have classroom guidance lessons that teach life skills for success.
- Small Group Counseling – Students K-5 can be referred by teachers, parents or self referral to participate in small group counseling sessions. These sessions are designed to meet unique needs of students and are held weekly for approximately 6 weeks.
- Individual Counseling – Students K-5 can be referred by teachers, parents or self referral to participate in individual counseling sessions. These sessions are designed for brief counseling and used for personal problem solving. The counselor also provides a first level of intervention in crisis situations.
- Consultation – The guidance counselor is available to consult with teachers and parents regarding academic, social and emotional concerns for individual students.
- Coordination – The guidance counselor assists in coordination to school specialists and community resources for the welfare of the child. The counselor also initiates in-service activities for the staff and establishes parent education programs to facilitate home and school cooperation in the educational process.

TEXTBOOKS

Textbooks must be properly used, cared for, and returned. Appropriate fines will be assessed for lost, damaged, or destroyed textbooks.

OPEN ENROLLMENT

Parents or guardians considering the use of the open enrollment option to enroll their child in another public school district in the state of Iowa should be aware of the following date:

- March 1, 2018 – the last date for regular open enrollment requests for the 2018-19 school year.
- September 1st, 2017 – the last date for Kindergarten open enrollment requests for 2017-18.

ASBESTOS REMOVAL

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

A certified asbestos inspector as required by AHERA has inspected the school district facilities. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

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

ANTI-BULLYING/ANTI-HARASSMENT/ANTI-SEXUAL 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.

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

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 .

ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES OR AGENTS

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 (487-3414)

Middle School: Jenny Berens – MS Principal (487-3414)
 Alternate: Gary McNeal – HS Principal (487-3804)

High School: Gary McNeal – HS Principal (487-3804)
 Alternate: Jill Kay – Elem. Principal (487-3422)

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.

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 and 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!

DISCRIMINATION POLICY

The school district does 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.

Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The high school 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.

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.

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.

The Compliance Officer is:

Jill Kay

Elementary School Principal

Treynor Middle School

712-487-3422

jkay@treynorcardinals.org

Office Hours: 8:00 – 4:00

Gary McNeal

High School Principal

Treynor High School

712-487-3804

gmcneal@treynorcardinals.org

Office Hours: 8:00 – 4:00

Jenny Berens

Middle School Principal

Treynor Elementary

712-487-3181

jberens@treynorcardinals.org

Office Hours: 8:00– 4:00

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:

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Alternate: Jenny Berens – MS Principal (487-3414)

Middle School: Jenny Berens – MS Principal (487-3414)

Alternate: Gary McNeal – HS Principal (487-3804)

High School: Gary McNeal – HS Principal (487-3804)

Alternate: Jill Kay – Elem. Principal (487-3422)

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.

CONTINUOUS NOTICE OF NONDISCRIMINATION

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:

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NOTICE OF SECTION 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.

Thank you for your continued support of the elementary programs!

Jill Kay, Principal