

BOARD OF DIRECTORS' ELECTIONS

The school election takes place on the second Tuesday in September of odd-numbered years. Each school election is used to elect citizens to the board to maintain a five member board and to address questions that are submitted to the voters.

Citizens of the school district community seeking a seat on the board must file their nomination papers with the board secretary, or the board secretary's designee, between sixty-four and forty days before the school election unless otherwise directed.

If a vacancy occurs on the board it shall be filled in accordance with law and board policy.

It is the responsibility of the county commissioner of elections to conduct school elections.

Policy has been updated due to recent legal or legislative changes. Since the board has no control over the required changes, the policy may be approved at one meeting.

Legal Reference: Iowa Code §§ 39; 45; 63; 69; 274.7; 277; 278.1, 279.7 .

Cross Reference: 202 Board of Directors Members
202.3 Term of Office
202.4 Vacancies
203 Board of Directors' Conflict of Interest

Approved _____ Reviewed 8/8/2016 Revised _____

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

BOARD OF DIRECTORS ELECTIONS

The school election takes place on the second Tuesday in September of odd numbered years. Each school election shall be used to elect at least one citizen to the board to maintain a five member board and to address other questions that must be put before the voters.

Citizens of the school district community seeking a seat on the board must file their nomination papers with the board secretary, or the board secretary's designee, between sixty-five and forty days before the school election unless directed otherwise.

If a vacancy occurs on the board, it may be filled by appointment within ten days of the vacancy, or if necessary, the board secretary may call a special election to fill the vacancy. Candidates must file their nomination papers thirty days before the special election.

It shall be the responsibility of the county commissioner of elections to conduct school elections.

Legal Reference: Iowa Code §§39; 45; 47-53; 56-57; 69; 274.7; 277; 278.1 (1993).

Cross Reference: 202 Board of Directors Members
701.4 Transfer of Funds
704.2 Sale of Bonds

Approved 1/1993 Reviewed 11/12/2007 Revised 11-13-2012

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

TERM OF OFFICE

Board members elected for a full term at a regularly scheduled school election in September, of odd-numbered years, serve for four years. Board members appointed to fill a vacant position will serve until a successor is elected and qualified at the next regular school election, unless there is an intervening special election for the school district, in which event a successor shall be elected at the intervening special election. A board member elected to fill a vacancy will serve out the unexpired term.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Policy has been updated due to recent legal or legislative changes. Since the board has no control over the required changes, the policy may be approved at one meeting.

Legal Reference: Iowa Code §§ 69.12; 274.7; 279.6; 279.7

Cross Reference: 201 Board of Directors' Elections
202 Board of Directors Members
202.4 Vacancies

Approved _____ Reviewed 8/8/2016 Revised _____

TERM OF OFFICE

Board members elected for a full term at a regularly scheduled school election in September serve for *four* years. Board members appointed to fill a vacant position will serve until the next scheduled school election. A board member elected in a special election will serve until the term of office expires.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal Reference: Iowa Code §§ 69.12; 274.7; 279.6 - .7 (1993).

Cross Reference: 201 Board of Directors Elections
202.1 Qualifications
202.4 Vacancies

Approved 1/1993 Reviewed 11/12/2007 Revised 11-13-2012

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

VACANCIES

A vacancy occurs as provided by law, which includes but is not limited to when a board member dies, resigns or leaves office, or fails to reside in the school district or director district.

If a vacancy occurs prior to the expiration of a term of office, the vacancy will be filled by board appointment within 30 days of the vacancy. The board shall publish notice stating that the board intends to fill the vacancy by appointment, but the electors of the school district have the right to file a petition requiring the vacancy be filled by a special election.

A person appointed to fill a vacancy shall hold office until a successor is elected and qualified at the next regular school election, unless there is an intervening special election for the school district, in which event a successor shall be elected at the intervening special election.

If the board is unable to fill a vacancy by appointment within 30 days after the vacancy occurs or if a valid petition is submitted, the board secretary will call a special election to be held no sooner than 60 days and not later than 70 days after the vacancy occurred. A board member elected at the special election will serve the remaining portion of the unexpired term.

NOTE: Special elections called because the board is unable to fill a vacancy by appointment within 30 days or called because a valid petition has been submitted are to be held 60-70 days after the vacancy occurs. These special elections are different than the special school elections (commonly called public measure elections), which are held on four specific dates each year as outlined in Iowa Code. The special elections called to fill a vacancy can be held at any time of the year.

Policy has been updated due to recent legal or legislative changes. Since the board has no control over the required changes, the policy may be approved at one meeting.

Legal Reference: Iowa Code §§ 21.6; 69; 277.29; 279
 Good v. Crouch, 397 N.W.2d 757 (Iowa 1986).
 Board of Directors of Grimes Independent School Dist. v. County Board of Public Instruction of Polk Co., 257 Iowa 106, 131 N.W.2d 802 (1965).
 Board of Directors of Menlo Consol. School Dist. v. Blakesburg, 240 Iowa 910, 36 N.W.2d 751 (1949).
 1944 Op. Att'y Gen. 39.

Cross Reference: 201 Board of Directors' Elections
 202 Board of Directors Members
 202.3 Term of Office

Approved _____ Reviewed 8/8/2016 Revised _____

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

VACANCIES

A vacancy requiring board action occurs when a board member resigns, forfeits or otherwise leaves the office. A vacancy also includes, but is not limited to, the following: failure to be properly elected, failure to qualify within the time fixed by law, failure to reside in the school district or director district, a court order declaring the seat vacant, conviction of an infamous crime, three violations of the open meetings law, or conviction of a public offense in violation of the oath of office.

If a vacancy occurs prior to the expiration of a term of office, the vacancy shall be filled by board appointment within thirty days of the vacancy. The newly-appointed board member shall hold the position until the next scheduled school election. At that time, the appointed board member may run for a four year term, if one is available, or run for the remainder of the unexpired term.

If the board is unable to fill a vacancy by appointment within thirty days after the vacancy occurs, the board secretary shall call a special election to be held no sooner than sixty days and not later than seventy days after the vacancy occurred. The board member elected at the special election shall serve the remaining portion of the unexpired term.

Legal Reference: Good v. Crouch, 397 N.W.2d 757 (Iowa 1986).
 Board of Directors of Grimes Independent School Dist. v. County Board
 of Public Instruction of Polk Co., 257 Iowa 106, 131 N.W.2d 802 (1965).
 Board of Directors of Menlo Consol. School Dist. v. Blakesburg,
 240 Iowa 910, 36 N.W.2d 751 (1949).
 Iowa Code §§21.6(3)(d); 69; 277.28-.29; 279.6-.7 (1993).
 Iowa Code §279.7 (Supp. 1993).
 1944 Op. Att'y Gen. 39.

Cross Reference: 201 Board of Directors Elections
 202.1 Qualifications
 202.3 Term of Office

Approved 1/1993 Reviewed 11/12/2007 Revised 11-13-2012

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

EMPLOYEE PHYSICAL EXAMINATIONS

1st Reading

The Treynor Community School District believes good health is important to job performance. School bus drivers will present evidence of good health upon initial hire and every other year in the form of a physical examination report, unless otherwise required by law or medical opinion. *[All other employees shall present evidence of good health, in the form of a post-offer, pre-employment physical examination report].*

The cost of the initial examination will be paid by the *[employee or school district]*. The form indicating the employee is able to perform the duties, with or without reasonable accommodation, for which the employee was hired, must be returned prior to the performance of duties. The cost of bus driver renewal physicals will be paid by the school district up to a maximum of \$ *[insert amount]*. The school district will provide the standard examination form to be completed by the personal physician of the employee or a certified medical examiner for bus drivers. *\$200.-*

Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations to the extent job-related and consistent with business necessity, when requested to do so, at the expense of the school district.

The district will comply with occupational safety and health requirements as applicable to its employees in accordance with law.

The requirements stated in the master contract between employees in that certified collective bargaining unit and the board regarding physical examinations of such employees are followed.

NOTE: The law no longer requires a district to conduct physical examinations for all employees upon hire. However, a district could decide to continue such practice, but the physicals should only be done post-offer and any employment decisions made based on the results of such physicals should be made in compliance with the Americans with Disabilities Act (ADA). This policy is written to reflect the school district's choice in determining whether they will require post-offer, pre-employment physical examinations and a choice needs to be made for the language in italicized brackets in paragraph one above.

NOTE: Districts need to amend the last line of paragraph two if the district uses a provider selected and paid for by the district and the employee may not self-select who performs the examination.

Legal Reference: 29 C.F.R. § 1910.1030.
49 C.F.R. §§ 391.41 – 391.49.
Iowa Code §§ 20.9; 279.8; 321.376.
281 I.A.C. 43.15; 43.17.

Cross Reference: 403 Employees' Health and Well-Being

Approved _____ Reviewed 8/8/2016 Revised _____

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

EMPLOYEE PHYSICAL EXAMINATIONS

Good health is important to job performance. Employees will present evidence of good health, in the form of a physical examination report, prior to their employment with the school district.

School bus drivers will present evidence of good health every other year in the form of a physical examination report unless otherwise required by law or medical opinion. Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations, when requested to do so, at the expense of the school district.

The cost of the initial examination will be paid by the employee. A physical form indicating the employee is able to perform the duties for which the employee was hired must be returned prior to payment of salary. The cost of bus driver renewal physicals will be paid by the employee. Employees identified as having reasonably anticipated contact with blood or infectious materials will receive the Hepatitis B vaccine or sign a written waiver stating that they will not take the vaccine.

It is the responsibility of the superintendent to write an exposure control plan to eliminate or minimize district occupational exposure to bloodborne pathogens. The plan for designated employees will include, but not be limited to, scope and application, definitions, exposure control, methods of compliance, Hepatitis B vaccination and post-exposure evaluation and follow-up, communication of hazards to employees, and record keeping.

The requirements stated in the master contract between employees in the certified collective bargaining unit and the board regarding physical examinations of such employees will be followed.

Legal Reference: 29 C.F.R. Pt. 1910.1030 (2004).
Iowa Code §§ 20.9; 279.8, 312.376 (2007).
281 I.A.C. 12.4(14); 43.15-.20.

Cross Reference: 403 Employees' Health and Well-Being

Approved 1/1993 Reviewed 11/13/2001 Revised 5/12/2008
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TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



Policy Primer

A Guide to Current Policy Issues

Equal Education Opportunity – 102 Series (#103 in our policy book) Anti-Bullying/Anti-Harassment – 104 Series

On Sept. 1, 2015, the Iowa Department of Education (DE) officially released new equity guidance in the *School Leader Update*, <https://www.educateiowa.gov/>. In this guidance, the DE addressed new changes for the 2015-16 school year based on guidance provided by the Office for Civil Rights (OCR) and the United States Department of Education. While districts should begin aligning their policies and practices with this new guidance as soon as reasonably possible, it should be noted that the DE has stated that “**districts will have up to one year to implement the changes to current policies and procedures**”. By September 1, 2016 districts will be held accountable for implementing new policies and procedures that align with [DE] guidance.”

Due to the nature of the changes, the IASB sample policies implementing these changes have been significantly impacted. In collaboration with the DE, these policies have been reviewed and rewritten to comply with the new guidance. The following is a brief summary of the guidance and the corresponding changes made to IASB documents:

- **Notifications** – Beginning Sept. 1, 2015 the new guidance for publication of the annual and continuous notice of nondiscrimination requires two different notices: one for the annual notification and one for the continuous notification. This change impacted IASB sample policies in the following ways:
 - IASB has divided the notice of nondiscrimination into two separate exhibits: **102.E1** – Annual Notice of Nondiscrimination and **102.E2** – Continuous Notice of Nondiscrimination.
 - Sample **policy 102** – Equal Educational Opportunity and **102.E3** – Notice of Section 504 Student and Parent Rights have been updated to reflect this new language as well.
- **Civil Rights Grievance Procedures** – A number of procedural steps are required by OCR including the identification of “designated and reasonably prompt timeframes for all major stages of the complaint process.” This change impacted sample policies in the following ways:
 - IASB has revised **102.R1** – Grievance Procedures to include the steps required by OCR. This policy and the supporting documents (**102.E4, 102.E5, and 102.E6**) have been rewritten not only to reflect the required changes, but also to more closely mirror the anti-bullying/anti-harassment complaint procedures that can be implicated as a result of the same incident or series of incidents. Please note, that in an effort to help districts understand and better identify when both grievance procedures and anti-bullying/anti-harassment procedures are implicated, IASB (with input from the DE) has created documents that can assist districts through the process applicable to each scenario.
- **Anti-Bullying/Anti-Harassment** – OCR has stated that confrontation of one's harasser is not best practice. As a result, the **104 series** has been updated to ensure that the complaint procedures align more closely with this requirement, as well as other related grievance procedures in the case of discriminatory bullying and/or harassment. Again, please note, that in an effort to help districts understand and better identify when both grievance procedures and anti-bullying/anti-harassment procedures are implicated, IASB (with input from the DE) has created documents that can assist districts through the process applicable to each scenario.

In summary, IASB has amended, revised, and renumbered IASB sample policies, procedures, and exhibits in the 102 and 104 series to reflect changes and clarification in federal and state law. Due to the substantive nature of the changes, the policies, procedures, and exhibits have been rewritten in their entirety and as such unedited, clean copies of all documents have been provided. The impacted documents and the new corresponding numbering system of the sample policies and the supporting documents are detailed in the bulleted list below:

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:

Jill Kay, Elementary Principal, #2 Elementary Drive, 712-487-3422, jkay@treynorcardinals.org
Jenny Berens, Middle School Principal, 102 E. Main, 712-487-3181, jberens@treynorcardinals.org
Gary McNeal, High School Principal, 102 E. Main, 712-487-3804, gmcneal@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.

Legal Reference: 20 U.S.C. §§ 1221 *et seq.*
 20 U.S.C. §§ 1681 *et seq.*
 20 U.S.C. §§ 1701 *et seq.*
 29 U.S.C. § 206 *et seq.*
 29 U.S.C. § 794
 42 U.S.C. §§ 2000d and 2000e.
 42 U.S.C. §§ 12101 *et seq.*
 34 C.F.R. Pt. 100.
 34 C.F.R. Pt. 104.
 Iowa Code §§ 216.6; 216.9; 256.11; 280.3.
 281 I.A.C. 12.

Cross Reference: 101 Educational Philosophy of the School District
 401.1 Equal Employment Opportunity
 500 Objectives for Equal Educational Opportunities for Students
 506.1 Student Records

Approved _____ Reviewed 8/8/2016 Revised _____

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ANNUAL NOTICE OF NONDISCRIMINATION

The Treynor CSD offers career and technical programs in the following areas of study:

- *Business and Marketing Education*
- *Family and Consumer Sciences Education*
- *Industrial Technology*

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Gary McNeal, High School Principal, 102 E. Main, 712-487-3804, gmcneal@treynorcardinals.org

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TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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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Approved _____ Reviewed 8/8/2016 Revised _____

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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.

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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Approved _____ Reviewed 8/8/2016 Revised _____

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

COMPLAINT FORM
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: _____

Name of Complainant: _____

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?

Date and place of alleged incident(s):

Names of any witnesses (if any): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Approved _____ Reviewed 8/8/2016 Revised _____

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

WITNESS DISCLOSURE FORM

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee): _____

Date and place of alleged incident(s): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of incident witnessed: _____

Additional information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Approved _____ Reviewed 8/8/2016 Revised _____

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

DISPOSITION OF COMPLAINT FORM

Date: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee): _____

Date and place of alleged incident(s): _____

_____Name of Respondent (include whether the Respondent is a student or employee): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Summary of Investigation: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Approved _____ Reviewed 8/8/2016 Revised _____

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

GRIEVANCE PROCEDURE

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

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

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 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 equity coordinator(s) shall assist the Complainant as needed.

Investigation

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

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

Approved _____ Reviewed 8/8/2016 Revised _____

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

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

Decision and Appeal

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

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.

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

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

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

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

Approved _____ Reviewed 8/8/2016 Revised _____

ANTI-BULLYING/ANTI-HARASSMENT POLICY

The Treynor CSD 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 or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. 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.
- “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. 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.

Approved _____ Reviewed 8/8/2016 Revised _____

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- (other) _____

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Legal References: 20 U.S.C. §§ 1221-1234i.
29 U.S.C. § 794.
42 U.S.C. §§ 2000d-2000d-7.
42 U.S.C. §§ 12101 *et. seq.*
Iowa Code §§ 216.9; 280.28; 280.3.
281 I.A.C. 12.3(6).
Morse v. Frederick, 551 U.S. 393 (2007)

Cross References: 102 Equal Educational Opportunity
502 Student Rights and Responsibilities
503 Student Discipline
506 Student Records

Approved _____ Reviewed 8/8/2016 Revised _____

COMPLAINT FORM
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: _____

Name of Complainant: _____

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?

Date and place of alleged incident(s):

Names of any witnesses (if any): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Approved _____ Reviewed 8/8/2016 Revised _____

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

WITNESS DISCLOSURE FORM

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee): _____

Date and place of alleged incident(s): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of incident witnessed: _____

Additional information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Approved _____ Reviewed 8/8/2016 Revised _____

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

DISPOSITION OF COMPLAINT FORM

Date: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee): _____

Date and place of alleged incident(s): _____

Name of Respondent (include whether the Respondent is a student or employee): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Summary of Investigation: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Approved _____ Reviewed 8/8/2016 Revised _____

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES

The Treynor CSD 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 or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. 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.
- “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. 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.

Approved _____ Reviewed 8/8/2016 Revised _____

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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.

If the Complainant is under 18 years of age, the Investigator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint (hereinafter “Respondent”) to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings.

Decision

If, after an investigation, a student is found to be in violation of the 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 and/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

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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.

Approved _____ Reviewed 8/8/2016 Revised _____

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

Disaster Recovery Plan

The Treynor Community School District's current disaster recovery plan consists of a Buffalo TeraStation Backup unit that is located in the High School Data room which is behind the Technology Coordinator's Office. That TeraStation is automatically replicated to a Buffalo TeraStation Backup unit located in the Elementary School's East Data Room (which is a small interior room that is surrounded by all cement walls).

The district technology is served by two virtual servers, HV1 and HV2.

HV1 is an HP Proliant DL380 Gen7 Windows 2008 R2 Server, which hosts:

DC01 (The primary domain controller & DHCP server)

Mgmt (A server that holds software, drivers & imaging files)

OmniVista (A server that manages our older Alcatel Lucent switches)

HV2 is an HP Proliant DL380 Gen9 Windows 2008 R2 Server, which hosts:

DC2 (The secondary domain controller)

JMC (Our Student Information Database program)

File-Print (The server that stores any in-house staff files & handles printing for our network printers)

Each of these servers' files is backed up to the High School TeraStation on a nightly basis. The servers' virtual drives are also backed up to the TeraStation. Those backups are then replicated to the TeraStation in the Elementary East Data Closet.

A SQL Server backup is also done each night of the JMC database. That backup is written to a separate file folder on the HS Terastation, which gets replicated to the ES Terastation. This backup is necessary in the event JMC needs to work on a backup copy of our data.

In addition to the nightly backup, the snapshots of files are taken at 7:00 a.m. and 12:00 Noon each day of the files located on the File-Print server user folders. This is not replicated, but is a means of quickly restoring a file that has been deleted.

The accounting software that is used by the school's business office is Software Unlimited. SUI hosts our data and they perform nightly backups and have offsite storage in the event of a disaster at their facility.

Many of our staff uses Google Drive to store their document files, which is offsite. Staff members that have not moved to this method have been advised to store their files on their "U" drive, which is their server folder. This folder is on the File-Print server that gets backed up nightly.

Disaster Recovery Plan

In the event of a disaster, the following plan would be implemented:

The Technology Coordinator, Shelly Bailey, would make an assessment of hardware damage. The servers would receive priority replacement. Thinkspace IT of Harlan, Iowa has provided server install and support to the school since Spring 2015. Thinkspace IT would be consulted in the event of a disaster.

If the entire infrastructure was damaged (network cabling, switches, internet backbone), the servers (currently undamaged or the replacement servers) would be relocated off-site to Green Hills AEA (24997 Highway 92, Council Bluffs, Iowa 712-366-0503), or Thinkspace IT (919 7th Street, Harlan, Iowa 712-566-7208) if Green Hills was unavailable. If hardware replacement is necessary, that should be possible in 2-3 days. Thinkspace IT also has the ability to load the backup of our virtual drives to their servers in Harlan, if hardware replacement was needed sooner.

The first and second priority is our accounting software, SUI, and student information system, JMC.

The accounting software is hosted off-site by SUI, and is accessible from any computer that has internet access. The Business Manager would have the ability to access all accounting functions via an internet-based computer at her home, Green Hills AEA or another temporary office. Checks for vendor payments can be ordered in as little as one week and would be necessary to process vendor payments. All personnel receive direct deposit and electronic paystubs.

JMC is hosted on our own servers, but is backed up two ways, one of which is via the SQL backup function. That SQL file could be uploaded to JMC and temporarily hosted by them. Another option is that the virtual backup of the JMC server could be extracted onto the replacement server, at Green Hills AEA or Thinkspace.

The third priority would be staff files that are housed on our File-Print server. Those would be restored from backup to the replacement server.

Notification to Staff, Students and Parents:

JMC is our primary notification system used for getting emails, texts and phone calls out to staff, parents and students. If this system is out of commission, notices would be placed on the school website, www.treynorschools.org, which is hosted off-site by SOCS of Lincoln, Nebraska. Placing notices on the website would be done whether JMC was in service or not, but would be the primary source of information should our JMC server be damaged. In addition, all staff and students in grades 5th-12th have @treynorcardinals.org email accounts, which are hosted by Google. Email would also be used to relay information to our staff and students should a major disaster occur.

Disaster Recovery Plan

This Disaster Recovery Plan is stored offsite in the Technology Director, Shelly Bailey's Google Drive folder: Network Info. All software required for restoration is available for download from the Microsoft Volume Licensing Center. An entire inventory of network equipment with serial numbers is also located in Mrs. Bailey's Google Drive/Network Info folder.

In the event that the Technology Coordinator is unavailable to implement this Disaster Recovery Plan, Thinkspace IT has administrative access to The Google Domain, treynorcardinals.org, thereby allowing them access to Mrs. Bailey's email & files. Thinkspace IT also has administrative access to the servers allowing them the proper credentials to restore the hardware, software and files.

Approved _____ Reviewed 8/4/2016 Revised _____

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS