*Our school's discipline policies are now outlined in a district discipline handbook which can be downloaded by visiting [www.peoriapublicschools.org/discipline](http://www.peoriapublicschools.org/discipline).
Dear Parents and Students,

Welcome to Trewyn K-8 School and a new school year! The purpose of this Student/Family Handbook is to provide a quick reference guide to our school. It contains essential information about our school, as well as important Board of Education policies. Please read the handbook carefully and put it in a safe place for future reference. Parents, after reading the handbook and discussing it with your child, please sign and return the acknowledgement form (on the last page) to your child’s teacher.

Trewyn K-8 School is a school where ALL children can learn and where each child is valued for his/her own abilities, talents and learning styles. Trewyn K-8 School has a dedicated and talented staff. The staff emphasizes success in the learning process and to fulfill this goal, we incorporate interesting and innovative experiences in our curriculum.

We, at Trewyn K-8, are a team and you are a vital link in your child’s education. Please take every opportunity to volunteer and actively participate in our school.

I am excited about the new year and anticipate many fun-filled and challenging educational opportunities for the children.

Sincerely,
Renee Andrews
Principal
The policies and procedures outlined in this Student Handbook are subject to change for the 2018-19 school year. If any changes are made, they will be posted on the school's and district's websites.

MISSION STATEMENT

Trewyn K-8 School aims to develop lifelong learners that are knowledgeable, skilled, compassionate, principled and action-oriented. Through a rigorous program of inquiry Trewyn students will become internationally minded individuals that help create a better world.

VISION

Success for ALL students!
Readers are Leaders! Read for **20 minutes EVERY night**.
The more you read, the better your grades.

**Important Information**

**HOURS OF OPERATION:**

School Hours 8:30 a.m.-3:30 p.m.
Office Hours 7:30 a.m. – 4:00 p.m.

**NO ADMITTANCE PRIOR TO 8:25 a.m.**
- No supervision will be provided for the children until this time.
ACTIVITY HOURS

- Extra curricular activities, club meetings, practice sessions, and academic assistance may take place as early as 7:00 AM and as late as 6:00 PM.

Some competitive activities may extend well beyond these times. Athletic schedules in the newsletters indicate dates and start times for each.

ENTERING/EXITING SCHOOL *THIS WILL POSSIBLY CHANGE DUE TO COVID-19

- We have designated doors for entering and exiting the building according to grade.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Entry</th>
<th>Exiting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Folkers Side Doors</td>
<td>Lower level front auditorium doors (walkers/pickups)</td>
</tr>
<tr>
<td>2nd</td>
<td>Folkers Side Doors</td>
<td>Lower level front auditorium doors (walkers/pickups)</td>
</tr>
<tr>
<td>3rd</td>
<td>Folkers Side Doors</td>
<td>Lower level front doors (on the right)</td>
</tr>
<tr>
<td>4th</td>
<td>Folkers Side Doors</td>
<td>Lower level front doors (on the right)</td>
</tr>
<tr>
<td>Grade</td>
<td>Entrance</td>
<td>Exit</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>5th</td>
<td>Folkers Side Doors</td>
<td>Lower level front doors (on the left)</td>
</tr>
<tr>
<td>6th</td>
<td>Folkers Side Doors</td>
<td>Lower level front doors (on the left)</td>
</tr>
<tr>
<td>7th</td>
<td>Folkers Side Doors</td>
<td>Exit 18 (on the Latrobe Side)</td>
</tr>
<tr>
<td>8th</td>
<td>Folkers Side Doors</td>
<td>Exit 18 (on the Latrobe Side)</td>
</tr>
</tbody>
</table>

- For safety matters all doors except the front will be locked from the outside after 8:35am.
- **Parents should schedule appointments if they wish to talk to their child(ren)’s teacher.**

**LEAVING SCHOOL**

- Students **are not permitted** to leave school without permission once they have arrived.
- Students are not to leave the school grounds at recess or lunch unless they have permission from the principal/assistant principal.
- In the event a student becomes ill, has forgotten something, or has a “problem,” permission to leave must be obtained from the principal/assistant principal.
- Teachers are instructed to **NOT** allow students to leave their classrooms alone for any reasons except for extreme emergencies or when requested by school office personnel.
- When students are in the hallways, they are away from formal instructional time.
- Permission must first be obtained from the teacher to leave the classroom.
Hallways

- Always walk on the right side of the hallway.
- Always look before you cross the hallway.
- NEVER walk in the middle of the hallway.

PARKING

- We request that all visitors adhere to parking in designated areas.
- Be careful parking on Folkers. Please adhere to the signs posted to avoid getting a parking ticket.
ACCESS TO SCHOOL BUILDING

Under Section 10-22.10 of the Illinois School Code, the Board is charged with the responsibility of control and supervision of school buildings and school grounds. Any person may have access to school buildings and school grounds upon the following conditions:

- Persons other than a student or an employee of the District may enter school buildings and grounds after securing permission of the building principal or person in charge of the school facility. The term “student” is defined as any person of school age, enrolled in the particular school and in good standing.
- Teachers and other employees of the District may request that any person who has entered a school building or is upon school grounds to identify himself/herself and the purpose of entry.
- No person who has entered a school building or grounds with permission shall refuse to depart after being given verbal notice to do so by any employee of the District.
- No person shall enter upon school property or grounds after having received a written notice that he/she is forbidden to do so.
DISRUPTIVE BEHAVIOR

Includes any threats by any person, will not be tolerated and is subject to any or all of the following:

- Removal from the building.
- A notice not to return to the premises except under certain conditions.
- General prosecution.

HIGH SCHOOL STUDENT VISITORS

- All high school student visitors must be accompanied by their parents.

PROCEDURES FOR VISITING

- *THESE PROCEDURES SUBJECT TO CHANGE DUE TO COVID-19*
- These procedures are for all visitors including parents, students, and any other person entering the building.

1. Enter through the front door.
2. Come directly to the office to sign in and receive a visitor’s pass.
3. Display visitor’s pass at all times.
4. Return pass and sign out upon leaving.

CONFIDENTIALITY

- Laws involving privacy and confidentiality prohibit us from sharing names, addresses and telephone numbers with anyone, including parents.
• Open House/Back to school night and other evening functions involving parents is an excellent way to get to know other parents.

**GENERAL STUDENT INFORMATION**

**REPORTING ABSENCES**

• If your child(ren) will be absent from school, please call the school office (672-6500) from 8:00 a.m. -9:00 a.m.
• Parents should also send an excuse note to school upon the child(ren)'s return to school.
• Non-reported absences will result in an automated phone call to your home.
• Three or more days of unreported absences may result in a referral to Project T.A.R.G.E.T or in accumulation to the State’s Attorney’s office.

**TARDINESS**

Students must report to class on time.

• When a student arrives at school after 8:30a.m he/she is considered tardy.

**ILLNESS/ACCIDENTS AT SCHOOL**

Any time an illness or accident occurs with a student, parents/guardians, or any other individuals on the emergency card will be called by the student’s classroom teacher and/or office.

**ADMINISTRATION OF STUDENT MEDICATION**

• Teachers and other non-administrative school employees, except school nurses and non-certified registered professional nurses, shall not be required to administer medication to students.
• Parent(s)/guardian(s) are responsible for administering medication to their children if a medical form has not been completed for a particular medicine.
• Administering medication during school hours or during school related activities are discouraged unless it is necessary for the critical health and well being of the student.

**STUDENT HEALTH & METHODIST MEDICAL CENTER**

It is important for the parent/guardian of students with health problems to contact the school nurse to inform him/her of it. The nurse needs the following:

• Description of the problem.
• The medicine.
• Treatment prescribed.
• Name of the doctor.

This should be done the first week the student attends school or when the medication is prescribed by your doctor.

**EMERGENCY FORMS**

• An emergency form should be filled out during registration (online if applicable).
• Please fill this out completely.
• You should provide at least three working phone numbers at all times. No one will be allowed to remove a child from the school unless listed on the emergency card and presents a picture ID.
• Always have identification available when intending to check a child out of the building.
EMERGENCY NOTIFICATION

- Always have current and accurate information regarding the address and phone numbers of those persons whom you wish for us to call in the event of an emergency.
- It is not unusual for circumstances to arise, which require parent notification (illness, injury, etc.) It is MOST IMPORTANT that we are able to contact you or someone who will attend to your child(ren)’s needs. Your assistance in this matter is essential in order for us to ensure a safe environment for ALL of our students. Please be sure you list three contact numbers on each card.

STUDENT ACCIDENTS

- Accidents should be reported to the teacher and/or office as soon as possible. Accidents in physical education class should be reported to the teacher.

SCHOOL ATTIRE AND UNIFORMS

The Board of Education has adopted a uniform policy for all primary and middle schools. All Trewyn K-8 students are expected to be in full uniform every school day. Student attire should be appropriate for the weather. The following attire is appropriate:

- All grades are able to choose to wear either a red, navy, or black polo shirt to school.
- Khaki, black, or navy blue pants/shorts/skirts must be worn everyday.
- All pants must be worn at the natural waist with no undergarments or skin showing.
- **No denim of any color is allowed.**
- No t-shirts.
- Sweatshirts or jackets with a hood of any color are not to be worn inside the classroom. In the winter months student may wear a hoodless sweater or crewneck sweatshirt and they have to be solid navy blue, red, or black. If a student wears a sweater or sweatshirt,
he/she must have their polo shirt underneath it. There can be no writing, insignias, or logos on the sweatshirt/sweater.

- No chains shall be worn off of any article of clothing.
- Pajamas are never allowed.
- Shoes must always be worn and tied at all times. **No slippers or flip-flops or open toed sandals.**
- **No do-rags, scarves, headbands, caps, or hats.**
- No trench coats.
- No stained or dirty clothing.
- No clothing will display any inappropriate or offensive pictures, slogans, or symbols.
- **No picks, combs, or pencils should be in student’s hair at any time.**
- No clothing should be suggestive or revealing. These items may include shirts, skirts, dresses, shorts, and pants.
- All persons and items are subject to search.
- Any violation of these rules will result in disciplinary action.

**REQUESTING STUDENT WORK**

Occasionally students are required by their parents to miss school for a prolonged length of time due to a death in the family, extended trip, special visits, etc. Students are allowed to make up the work if the following conditions are met:

- Notify the Principal in writing at least 2 days in advance of the day of departure.
- Teachers will provide a list of homework to be completed during the absence.
- All homework must be completed and turned in on the day the student returns to school.
- It is the student’s responsibility to complete the assignments and turn them in.

**EXCUSED ABSENCES**

For a non-attendance day to be an excused absence, a note would be required from the student’s recognized guardian within two (2) attendance days of the student’s return to school. Excused students will be given a zero and the assignment will be labeled as missing. The student will be allowed two (2) days for every one day of excused absence to submit missing assignments. A student who completes the assignments within the time guidelines shall
receive full credit. The grade would then replace the zero. Work not submitted would still be given a zero.

-School board policy 6:280

UNEXCUSED ABSENCES
Students with an unexcused absence, including suspensions, shall be given a zero but they shall be allowed to make up the work for full credit. Students will be allowed one (1) day for every day of unexcused absence, in-school suspension or out-of-school suspension. A student who completes the assignment within the time guidelines shall receive full credit. The grade would then replace the zero given. Work not turned in would still be given a zero. On the tenth (10) day of absence from any course, the student would automatically be given an “F”, in that course, for the semester.

If an absence(s) occur(s) at the end of the grading period, the student will be given a zero. A student who completes the assignment(s) within the time guidelines shall receive full credit. The grade would then replace the zero given and the new grade would be issued. Work not submitted would still be given a zero. Students will have until 10:00 am on the last teacher work day for grading period 4 to turn in missing assignments.

We are looking for 95% or greater daily attendance. We need for EVERY STUDENT to be in school, on time, EVERY DAY!
When students are not in school, they miss out on learning and ultimately get behind.

GENERAL STUDENT RULES

Our school wide expectations are:

- Be respectful
- Be responsible
- Be safe

ALL students are to be respectful of themselves and others. Students are expected to practice responsibility in being safe, cooperative, and
making good choices. Students will be held accountable anytime they choose not to comply with being respectful, responsible, safe, prepared, or cooperative.

- All supplies, textbooks, homework, and any other materials should be brought to class.
- No sleeping allowed.
- No inappropriate language or gestures.
- All students should be in their class rooms and seated by the time class begins.
- No casing is tolerated.
- No sexual/racial/ethnic/drug/gang slurs, inferences, comments, or jokes.
- Any of these will result in disciplinary action.

SERVICE PERSONNEL

In order to serve the students and families in the best way possible, we have the following service personnel:

Principal  Assistant Principal
Secretary  Teachers
Speech Pathologists*  Teacher Assistants
Nurse  Family Core Therapist
Psychologist*  Behavior Support Staff
Social Worker*  Counselors*

Of course, we believe initial problems or concerns should be discussed with the teacher and solved or referred from there. Problems requiring the Pupil Services Team* need to be referred on a referral form. Consult with the office for proper procedure.

FIELDTRIPS

Fieldtrips are provided to enrich the educational program and give children experiences they may not otherwise have. We are often interested in parents
being chaperones. Chaperones that are not parents must be 21 or older. All rules, policies, and procedures apply. Information slips are sent home at least one week prior to the fieldtrip and parental signatures are necessary for a child to attend, unless it is a district fieldtrip.

**EMERGENCY DRILLS**

Several times throughout the year, we will have disaster drill practice for the possibility of tornados or fire. Additionally, we practice Code Red drills, which cover any other emergency in the school. (These emergencies include intruders, violent behaviors, disruptive confrontations, medical emergencies, etc.) In order for school officials, personnel, campus police, and emergency teams to operate effectively, children are expected to cooperate fully with the procedures. Students not cooperating will be disciplined on a level 3 basis.

**LUNCHROOM/RECESS**

- We group children by grade level.
- Primary school children have 30 minutes to eat and then 15 minutes to play outdoors during good weather. Middle school students have 30 minutes to eat.
- Students are expected to exhibit good behavior at lunch and recess time.
- Students may be placed on a time out by the building or fence.
- Children who bring a cold lunch will not have access to a microwave oven.
- Students are **NOT** allowed to bring chips or drinks to accompany their hot lunch.
• All students must use proper manners at all times.
• Students must use the proper eating utensils while eating.
• Students will be taught proper eating habits and etiquette.
• All garbage should be thrown away in the proper trash cans.
• Students are responsible for cleaning up after themselves after eating.
• Any spills should immediately be reported to a teacher or supervisor.
• All eating utensils and trays should be returned to the proper place.
• When socializing in the cafeteria there should be no yelling or screaming.
• Students should only be conversing with neighboring students sitting next to them.
• Students must remain seated at all times. Students will be dismissed and should never leave the cafeteria unless authorized to do so.

RESTROOM RULES

• All students must use assigned restrooms.
• There is to be no rough-housing, inappropriate behavior, or social gatherings in the restroom at any time.
• Students should always flush the toilets, always wash their hands, and throw away trash.
• If you see something that needs to be cleaned or addressed report to the office staff.

INCLEMENT WEATHER

When the outside temperature is below 15° F, we will not send students outside for lunch/recess.

• Each student should have hat, coat, gloves, boots, etc. to wear outside at lunch recess on days when it is snowy, cold, wet, etc.
• These items are also required for regular PE class that may be outside for a short time during inclement weather.
LOST AND FOUND

- Items that are found by students should be put in the “Lost and Found” box or turned into the office. The Lost and Found box is located off the stage. If you have lost clothing articles, look there. If you have lost other types of items (i.e., rings, watches, books, etc.) look there first and then check in the front office. Smaller items are usually turned into the office. The school is NOT responsible for any items brought to school and then lost.

TIGER PAC/PTO

- The Trewyn School Parent Advisory Committee (PAC) welcomes participation by any and all parents/guardians. This organization is of tremendous help throughout the school year. It provides help with dances, special purchases, and other school functions.

PERSONAL ITEMS

- Students ARE NOT to bring electronic equipment (i.e.: headphones, MP3 players, iPods, Walkman radios, hand-held video games, etc.) to school. If a student is caught with electronic equipment, the device(s) will be confiscated. **Repeated offenses will cause the device to be held in the office for the remainder of the school year.** The school will assume NO responsibility for electronic devices that are lost, stolen or damaged at school.
- Students should carry a minimal amount of money with them (i.e.: phone money, lunch money, and snack money). Unless money is needed for a specific purpose, please do not bring excessive cash to school.
• Again, if any item or cash is lost, stolen or damaged, the school accepts NO responsibility or liability for the item.

CELLULAR PHONE USE

• Students that choose to bring cell phones in school MUST turn them off during the school day and the phones MUST be put away and placed in their locker. Students that choose to use cell phones during any part of the school day for phone calls, text messaging, videotaping, etc. will have their phones confiscated. Further disciplinary action may be taken due to misuse of cellular phones. Students who routinely use their cell phones could be suspended from school.

PUBLIC DISPLAYS OF AFFECTION

• Public displays of affection (i.e., holding hands, hugging, kissing, etc.) are not acceptable behavior while at Trewyn. These actions will not be tolerated in the classroom, hallways, playground, lunchroom, etc.

TELEPHONE

• The office phone is for school business only. Students are not to use the office phone for last minute arrangements that should have been made at home that morning or the night before. Emergency use is permissible, with permission of the principal or the secretary. Students are not to be excused from class to make phone calls, unless, of course, it is an emergency.

TRANSFERRING OF STUDENTS

If you find that you will be leaving Trewyn K-8 School, please try to notify the school several days ahead of your departure, as it takes a minimum of several hours to adequately complete the transfer process.

• If your child will be going to another District #150 School, he/she will take his/her books to the new school. If the transfer is to be to a school outside of the city, no books will be sent.
• All student records will be sent directly to the new school immediately following our receiving a release, which you, the parent/guardian, have
signed at the new school. This process will avoid any lost or damaged personal student records.

**LOCKERS/LOCKS**

- All students’ desks and lockers are the property of the Peoria Public Schools and school personnel reserve the right to inspect these lockers at any time. In addition, since the security of each student’s material is always of prime concern, the sharing of locker combinations is prohibited. **Only locks furnished by the school can be used.**

**LOCKER SEARCHES**

- Throughout the year, students’ lockers, desks, book bags, etc. may be searched. Searches of such areas may be based on any reasonable suspicion of illegality, breach of school discipline, or for administrative purposes. If warranted, disciplinary action may be taken as the result of material found in the locker regardless of the reason for conducting the search.

**BOOKBAGS**

- All book bags/purses must be kept in students’ lockers. They are not to be carried between classes or brought to any classroom.

**HONOR ROLL**

The Academic Honor Roll is attainable each grading period by meeting the following criteria:

- Principal’s Honor Roll: All “A’s”
- A – B Honor Roll: All “A’s & B’s”

**PHYSICAL EDUCATION**

- Students are required to participate in physical education class unless a doctor’s request to exclude is presented. (This may be short-term or
long-term exclusion.) PROPER GYM SHOES MUST BE WORN DURING P.E. Students’ grades depend upon participation in PE.

**SNACKS**

- There is to be no food, gum, candy, soda or other foods and/or drinks in the classrooms, gym, library, etc. No gum or food is allowed in the class or hallway unless a teacher has given permission. Food is to be eaten in the cafeteria only. SUNFLOWER SEEDS AND KOOL-AID ARE NEVER PERMITTED IN OUR BUILDING. STUDENTS WHO BRING THEM TO SCHOOL ARE SUBJECT TO DISCIPLINARY ACTION!
- Students are not allowed to bring in large bags of chips, colored water bottles, or sodas.

**SKATEBOARDS/SCOOTERS (ELECTRONIC OR OTHERWISE)**

These are not to be ridden to school or be at school on school days between 8:15 AM and 3:45 PM. Skateboards/scooters must be left at home. Trewyn **will NOT be responsible** for bicycles, ball gloves, radios, watches, etc. if they are brought to school.

**STUDENT DISCIPLINE**

Trewyn follows the district’s discipline handbook in all discipline related matters. The district discipline handbook can be found by visiting www.peoriapublicschools.org/discipline or requesting the document in print by visiting the school office.
COMMUNICATION WITH PARENTS

Your child(ren) will bring home a monthly all school newsletter.

- It will be sent home at the beginning of each month and contains general information important to parents. Special flyers on colored paper may be sent out as reminders of special dates and opportunities.

- We frequently use the Skylert phone system to notify and/or remind families of holidays, parent conferences, and exciting events.

- Teachers will also send home a weekly/monthly classroom/grade level newsletter which provides a great opportunity for parents to know exactly what is going on with their child(ren)’s education.
TRANSPORTATION

All Trewyn students, except those with transportation included in their IEP will be walking to and from school unless parents/guardians decide to drop them off and pick them up. Inquiries should be made to the transportation department. Phone 693-4418.

RULES FOR BUS RIDERS

The following is a list of rules that will help you become a better passenger on the school bus. These rules will aid the driver of your bus
who is striving to transport you safely and comfortably to and from school.

- Be on time at the designated school bus stop – help keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter.
- Be careful in approaching the place where the bus stops.
- Do not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
- Assist in keeping the bus clean and sanitary at all times.
- Never tamper with the bus or any of its equipment.
- Leave no books, lunches or any other articles on the bus.
- Do not bring anything on the bus that cannot be kept in your lap including musical instruments. Keep books, packages, coats, and other objects out of the aisle. At no time are you to bring animals of any kind on the bus.
- Do not leave your seat until the bus arrives at school or at your designated school bus stop, unless the driver instructs you to move to another seat.
- Be absolutely quiet when approaching a railroad-crossing stop.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver’s attention and may results in an accident.
- In case of a road emergency, remain seated until the driver gives instructions.
- Do not ask the driver to stop at places other than the regular bus stop; he is not permitted to do this except by proper authorization from a school official.

_Bus policies are being updated and will be sent home with bus riding students as soon as they are approved._

**SCHOOL BREAKFAST/LUNCH PRICES**

- All Trewyn students will receive breakfast and lunch at no cost to the parents/guardians.
SECURITY

One of our goals is to maintain a safe, responsible learning environment for every child.

- Any person or persons may be asked to leave school property or have security called on them if they in any way disrupt the teaching, learning, and working environments of the school (according to board policy).

USE OF VIDEO CAMERAS ON SCHOOL BUSES/HALLS

- District 150 school buses use video/audio equipment to monitor, conduct, and provide a safe environment for students and employees.
- There will also be cameras in most hallways.

EDUCATIONAL INFORMATION

ASSESSMENTS

Throughout the year, students at all grade levels will participate in a number of assessments/tests. These tests are administered to various grades throughout the school and parents are given notification concerning when these will occur.

HOMEWORK POLICY

We at Trewyn will periodically send homework home to be completed, but the majority of your child’s work will be completed at school. Students are expected to complete all assigned homework. If a child is unable to complete his/her homework due to situations at home, a note should be sent with the child as an excuse.
EXTRA-CURRICULAR ELIGIBILITY

An added incentive to promote improved student accountability, student must make adequate grades (A, B, and C only) to participate in extra-curricular activities and other school sponsored events.

PROGRESS REPORTS

Progress reports are sent home midway through quarters to inform parents of their child(ren)’s progress. Any questions regarding progress should be addressed to the homeroom teacher and may be done by phone or at a special conference. Grades are issued according to the district scale there are no plus or minus grades.

REPORT CARDS

Report cards will be distributed to parents during parent-teacher conferences the 1st and 3rd grading periods of the year. Report cards will be distributed to students at the end of each nine-week grading period for grading periods 2 and 4.

GRADING SCALE
To assure a fair and equitable method of assignment grades, the following guidelines will be adhered to throughout the District:

- Grades awarded on the report card shall be equivalent to the following percentages:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>40-59%</td>
</tr>
</tbody>
</table>

- Kindergarten will utilize a skill-based report card with grade designations as determined by the District.

**STUDENT ORGANIZATIONS & ACTIVITIES: OFFERINGS ARE SUBJECT TO CHANGE DUE TO COVID-19**

The school program is enhanced with many student organizations and activities. Students are encouraged to get involved in these extra-curricular activities to enhance their learning experience.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Student Council</td>
<td>Dances</td>
</tr>
<tr>
<td>BUG: Bringing Up Grades</td>
<td>Student of the Week</td>
<td>Art Club</td>
</tr>
<tr>
<td>Accelerated Reader</td>
<td>Honor Roll</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Book Fairs</td>
<td>Fine Arts</td>
<td>Softball</td>
</tr>
<tr>
<td>Drama/Art</td>
<td>Concerts</td>
<td>Band</td>
</tr>
<tr>
<td>Field Trips</td>
<td>Mentoring</td>
<td>Talent Show</td>
</tr>
<tr>
<td>Chorus</td>
<td>Young Authors</td>
<td>Orchestra</td>
</tr>
</tbody>
</table>

Others may be organized as need, interest and personnel are available and approved.

**AUTHORIZATION FOR INTERNET ACCESS**

All use of the Internet shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and
communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary actions, and/or appropriate legal action.

INTERNET POLICY

We now have the ability to enhance our students’ education through the use of the Internet. The District’s goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

- The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:
  - Limited electronic mail communications with people all over the world.
  - Information from government sources, research institutions and other sources.
  - Discussion groups.
  - Many libraries, including the catalog to the Library of Congress and the Educational Resources *Information Clearinghouse (ERIC).

With this educational opportunity also comes responsibility.

- The user should read carefully this Authorization for Internet Access Procedures.
• The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource.
• Remember also that the user is legally responsible for his/her actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material.

Please read carefully the terms and conditions for the Authorization for Internet Access.
**Acceptable Use**

Access to the District’s Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.

**Privileges**

The use of the District’s Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The principal or his/her designee will make all decisions regarding whether or not a user has violated this **Authorization** and may deny, revoke, or suspend access at any time.

**Unacceptable Use**

The user is responsible for his/her actions and activities involving the Internet network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;
- Using another user’s account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.
**Network Etiquette**

The Internet user is expected to abide by the generally accepted rules or network etiquette. These include, but are not limited to the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal the personal addresses or telephone numbers of other Internet users.
- Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the proper authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

**No Warranties**

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing.

- The district will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user’s errors or omissions.
- Use of any information obtained via the Internet is at the user’s own risk.
- The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification**

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.
Security

Network security is a high priority.

- If one can identify a security problem on the Internet, the user must notify the principal or his/her designee.
- Do not demonstrate the problem to other users.
- Keep one’s account and password confidential.
- Do not use another individual’s account without written permission from that individual. Attempts to log-on to the Internet as another individual will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to the uploading or creation of computer viruses.

Telephone Charges

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Any questions or concerns regarding these procedures should be directed to the Principal or his/her designee.
Thank you, Trewyn families, for your support and cooperation. We look forward to the BEST year YET at Trewyn!
Parent/Guardian Handbook
Acknowledgement Form

Please complete the following form and return to the office by August 31, 2020

From: The Parent/Guardian of:

_____________________________________

To: Trewyn K-8 School

I have reviewed the Student/Parent Handbook with my child in an effort to promote a better understanding of Trewyn K-8 School rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

______________________________________ Date: ____________________

Parent Signature