

Schaller- Crestland

ELEMENTARY SCHOOL

STUDENT-PARENT HANDBOOK

Schaller-Crestland

Elementary School
2016-2017

300 S. Berwick

PO Box 249

Schaller, IA 51053

Phone: 712-275-4266

Fax: 712-275-4269

Mr. Jarod Mozer, Principal

e-mail: jmozer@rvraptors.org

Basic Expectations:

1. Be Safe
2. Be Responsible
3. Be Respectful

The Schaller-Crestland and Galva-Holstein Schools will not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, 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 Programs Contact: Jarod Mozer, 300 S Berwick, Schaller, IA 51053, 712-275-4267, jmozer@rvraptors.org or Employment Contact: Bret Warnke, 519 E Maple Holstein, IA 51025, 712-368-4353, bwarnke@rvraptors.org

*Visitors, including parents, to the school grounds **must check in at the front office** to receive a visitor's pass. If a student wishes to bring a guest to school, the student must receive permission from the office in addition to the principal prior to the guest's visit.*

Dear Parent(s)/Guardian:

We want your child to be happy and successful at school. We believe you as parent(s)/guardian have a major role in your child's education. Your continual interest in your child's progress and success is vital. We hope to create an environment where courtesy and kindness prevail. We want your child to work on five school guidelines. These guidelines are explained on the back of this. Please discuss our guidelines with your child. We ask that you and your child sign the attached Home School Partnership Policy and return it to your child's classroom teacher before Labor Day. We believe that communication between parents, students, and teachers is critical. If problems arise, we will work with you to find solutions. If you have questions or concerns, please feel free to contact your child's teacher and/or the administrative staff. We look forward to working with you and your child.

Sincerely,
The Schaller-Crestland Elementary Administration and Staff

Schaller-Crestland Elementary School Staff:	
Theresa Bailey - Administrative Assistant	Jessica Biede - First Grade
Brian Bode - Fifth Grade	Monica Bloyer - Third Grade
Nancy Currie - Special Education	Melissa Dean - Art
Sherrie Grieme - Second Grade	Cassie Hartwell - Third Grade
Katie Johnson - Special Education	Susan Kalin - Counselor
Susan Ketcham - Preschool (4 yr. old)	Sara Kreutz - Preschool (3 yr. old)/Special Ed.
Angie Lussman - Physical Education	Julie McClintic - School Board Sec./Business Manager
Jarod Mozer - Principal	Mary Nehring - Librarian
Robin Parkhurst - First Grade	Tracy Pickhinke - Title/At Risk Reading
Kris Salmon - Kindergarten	Amanda Schnuckel - Vocal Music
Dennis Freking - Fifth Grade Band	Kate Struchen - Fifth Grade
Tami Weber - Nurse	Brenda Williamson - Fourth Grade
Lynn Wunschel - Title/At Risk Reading/Inst. Coach	Dan Conover - Custodian
Jon Wiebers - Superintendent	Julie Evans - Food Service Director

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VISION STATEMENT: Schaller-Crestland Community School, students and staff demonstrate respectfulness, responsibility, caring, citizenship, trustworthiness, fairness and promote school pride.

MISSION STATEMENT: To provide educational opportunities to become responsible, productive citizens and life-long learners.

BELIEF STATEMENTS: To help accomplish our mission, we believe:

- ❖ Education is a shared responsibility of students, parents, guardians, school, community
- ❖ All students are accountable for their behavior and academic progress
- ❖ Teaching and learning require a healthy, safe and orderly environment
- ❖ Students shall be challenged to use a variety of positive thinking and decision making skills

STUDENT LEARNING GOALS

COMMUNICATION: Students will communicate effectively through the exchange of information and ideas and utilization of listening, reading, writing and speaking skills.

PROBLEM SOLVING/CRITICAL THINKING: Students will identify problems, gather information, make a timely, informed decision, evaluate conclusions and accept consequences.

TECHNOLOGY: Students will demonstrate a basic knowledge and practical application of current technology.

WORK ETHIC: Students will develop the skills of dependability, honesty, responsibility, flexibility, collaboration and cooperation.

School Contact Information:			
Building:	Grades:	Phone Number:	Address:
Middle School	6th-8th Grade	712-273-5185	310 W. Main St. Early, IA 50535
High School	9th-12th Grade	712-368-4353	519 East Maple St. Holstein, IA 51025

Holstein Elementary	Pre-2nd Grade	712-368-4353	519 East Maple St. Holstein, IA 51025
Galva Elementary	3rd-5th Grade	712-282-4213	207 Noll St. Galva, IA 51020
Schaller Elementary	Pre-5th Grade	712-275-4266	300 S. Berwick Schaller, IA 51053

Educational Philosophy of the Schaller-Crestland School District:

As a school corporation of Iowa, the Schaller-Crestland Community School District, acting through its Board of Directors, is dedicated to promoting an equal opportunity for a quality public education to its students within the limitations of the school district’s ability and willingness to furnish financial support to provide for students in cooperation with their parents and the school district community, the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The Board endeavors through the dedication of the school district’s resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the Board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem solving skills that will assist the students’ preparation for life shall be instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

Jurisdictional Statement

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

Jurisdiction

All staff members have and are expected to assume jurisdiction over all students on school property, school transportation or at all school activities (whether or not the activities are on school property).

Students

Students at Schaller-Crestland Elementary School will take pride in their efforts to follow our motto, “Be safe, responsible, and respectful.” Throughout the day, our students will put the school-wide guidelines into action. These are:

- Be responsible and trustworthy
- Always try
- Do your best
- Cooperate with others
- Care and be kind
- Show dignity and respect.

In the classroom, students will follow the teacher’s classroom rules as each teacher structures activities differently. Therefore, teachers will clearly communicate their expectations for each activity.

Students with Special Needs and Accommodations

All students are encouraged and expected to develop responsibility. Though we will do our best to teach students how to assume responsibility, we recognize that there are special cases where a disability (or condition) will require that adaptations be made and additional training required. Students with disabilities will be assisted by appropriate staff to meet the expectations of a student’s specific plan to include but not limited to: Individualized Education Plan (IEP), 504, Behavioral Plan, Health Care Plan, etc. In some cases, expectations will be modified to allow for student success. A student confined to a wheelchair would not be expected to follow a guideline such as, “Walk in the hallways.” In the same manner, a student who has severe behavioral disorders may not be expected to follow through with STP (Stop, Think, Plan) without staff member assistance. Consequences for violations will include choices so that a student’s unique disability may be taken into account the discretion of the school’s staff or as required by his/her plan. Discipline procedures for students on specific plans may be individualized

and unique to district policy. Staff are aware that suspensions for students IEPs fall under specific special education regulations compliant with federal special education laws.

Parents

Parents are strongly encouraged to participate in the educational process. We need the support and cooperation of parents to effectively help each student reach his/her fullest potential. The major role of parents in assisting us with school discipline and responsibility is to consistently demonstrate interest and support in how their child is doing in school. When students see that parents support their best efforts, they are given a real incentive to strive for excellence. We will keep parents informed of student responsibility and efforts through conferences, report cards, phone calls, newsletters and notes. Parents are encouraged to keep the teacher informed of concerns involving their child such as medical needs/medications, peer relationships, schedule changes, etc. Parents may be asked to help teach their child specific skills such as remembering homework, learning to be more independent, or managing anger in a mature way. If parents are asked to assist staff, specific information will be provided on ways to help the student. If there is a severe or recurring problem, parents will be asked to help staff teach the student an alternative set of behaviors. In such a case, everyone must recognize that teaching a student to get along in the school environment will make it possible for the student to be successful when attending middle school and high school. By working together, parents and staff can help the student learn behaviors that will increase opportunities for success and improve self-concept.

Lines of Communication

When you have questions about your child or a problem you wish to discuss, the following is an appropriate line of communication.

- 1) **The Teacher-** If your concern involves a teacher or your child's progress in school, request a meeting with the teacher.
- 2) **The Principal-** If you feel the teacher was unable to help you, talk to the Elementary Principal.
- 3) **The Superintendent-** If your problem is not handled to your satisfaction by the above persons, you may call and request a conference with the Superintendent.
- 4) **The Board of Directors-** Parents/Guardians may request to address the School Board by submitting a written request to the Superintendent stating the problem and details.

SCHOOL DAY

School Hours

The school day begins with students arriving between 8:00 a.m. and 8:15 a.m. and the school day ending at 3:30.

Town students will be dismissed at 3:30 p.m., prior to any bus departing from the school. Arrival and dismissals at times other than normal established times will follow

in a similar manner. An hour late start will move all times back by one hour.

Town students that are not riding the bus should not arrive at school prior to 7:45 a.m. Staff is not available to supervise students on school grounds until 7:45 a.m. or after the school day ends. Therefore, we appreciate parent cooperation in sending or receiving your children from school during the respected times. Only when they are under the supervision of an employee or an extracurricular activity sponsor, should these times differ. If school is dismissed early, students are expected to leave the school grounds as soon as possible.

A student wishing to be dismissed early (or to leave/ride home) outside of their daily routine must bring a signed note from the parent/guardian. (Parent/guardian may also call.) Students must sign out when they leave.

Phone Use During the School Day

Parents needing to contact their student during the school hours are welcome to call and leave a message with the office. The message will be given to the student during non-instructional time. Only in emergency situations are students notified to receive a telephone call.

Students who need to make long distance calls will either make them collect. There is a phone located in the main office that students may use. The phones located in the classroom are not to be used without permission from the classroom teacher. These phones are primarily for teacher communications.

Early Childhood Care:

Wee Wildcat Daycare operates in the Schaller-Crestland Elementary School building. They provide a safe, reliable and nurturing environment for infants to school aged children. For more information you may contact Supervisor Jackie Wandrey, 275-4266.

Classroom Saddlebags

Parent-Staff communication is very important to the education of these youngsters. Classroom newsletters will be sent home weekly in our school saddlebag (yellow folders) as well as other monthly information such as: report cards, conference notes, class books, and useful parenting information.

Parents are encouraged to discuss any interests or concerns with teachers as the need arises. If parents have information that needs to reach the school the saddlebag is checked by staff as they return. If you have any other messages, especially regarding after school arrangements, please notify the office.

Wednesday Night

Wednesday night is designated as family night in the communities. Any elementary school activities are usually suspended on family night.

ROLES AND RESPONSIBILITIES OF STAFF

All Staff

(This includes Administrators, Classroom Teachers, Nurse, Counselor, Paraprofessionals, Bus Drivers, Office, Custodial, Cafeteria, Coaches, Substitute Teachers and Volunteers)

Through consistency, our staff accepts the responsibility to encourage all students to develop the skills and attitudes necessary to gain the self-confidence needed to become lifelong learners.

Administrative Staff

The role of the Administrative Staff in responsibility and discipline is to respectfully guide staff and students in their efforts to achieve the school's mission-student success.

- a. The Administrative Staff will be responsible for appointing a Elementary Leadership Team that will meet on a regular basis. The Administrative Staff and the Team will examine records of office referrals, referrals to Principal's Office, suggestions from staff, and any other relevant information to continually evaluate the efficiency of current procedures. The Administrative Staff and the Team will guide the staff through a yearly review and update of this policy manual.
- b. The Administrative Staff will have a thorough working knowledge of this manual and provide assistance to staff in implementing the classroom management and school-wide management procedures. In this capacity, the administrative staff will provide training and continued support to teachers as they strive to teach students to follow the guidelines for success.
- c. The Administrative Staff will assist staff with severe misbehavior such as physically dangerous situations, illegal acts, insubordination and any chronic or recurring problems. As indicated on a case-by-case basis, the Administrative Staff will initiate time-out, parental conferences, in-school suspension, out-of-school suspension, contacting the appropriate authorities or other severe consequences. If the principal is not available to assist with a crisis situation, the secretary will direct referrals to the designated personnel.

Classroom Teachers

The classroom teachers are the center of our school responsibility and discipline policy. Teachers will continually emphasize to both students and parents the importance

of “Be responsible, do your best and help the rest.”

Teachers will focus on teaching and encouraging responsible behavior. This will be accomplished by helping students see how their behavior relates to our school-wide guidelines emphasizing the need to be responsible and trustworthy, always try, do your best, cooperate with others, care and be kind, and show dignity and respect.

a. Three basic principles of management and discipline will be implemented by all teachers.

- Students will be taught how to behave responsibly.
- Teachers will strive to interact frequently with each student when the student is behaving appropriately and retrain with students who are not displaying the behaviors already taught.
- If misbehavior occurs, teachers will consistently give choices and implement consequences. The focus of interactions with each student will continue to be primarily positive.
- When chronic misbehavior occurs, staff will work collaboratively to assist a student in learning to behave responsibly. When working with a challenging student, staff will follow the guidelines found in this plan.

Though these principles will guide teachers in their classroom management, each teacher, each student and each situation is unique. Teachers will use professional discretion to select the specific procedures that fit student needs, the situation and the principles described. The following represents a menu of possible classroom management techniques for encouraging responsible behavior thus reducing irresponsible behavior.

Nurse, Counselor and District AEA Team

The above staff is available to assist us with instruction that may prevent problems and with solving special problems that may occur.

The Elementary has the services of a nurse. She is available to staff and student(s) to provide health education, including safety in various settings. She is responsible for carrying out screenings, for consultations on matters related to growth and development, and/or the achievement and maintenance of optimal wellness. The nurse will be available to help ill or injured students. In her absence, office personnel will assist students and determine whether parents should be contacted and/or make arrangements for the transportation of the ill or injured student home, to the doctor, or other care provider. This will allow the classroom teacher to remain in their classroom with the other students for which they are responsible.

The Elementary has the services of a guidance counselor. The counselor will teach classes on such topics as self-esteem, conflict resolution and developing social skills. These classes will be scheduled in cooperation with each grade level. The counselor will be available to consult with staff on chronic behavior problems, suspected drug abuse, child abuse or neglect, depression, threats of suicide, teacher stress, etc.

Students should not be sent to the counselor as an immediate consequence for misbehavior. However, counselors will meet on a prearranged schedule with individual students who would benefit from counseling. The needs of the students involved in special counseling programs and those not currently involved should be evaluated biannually. This would include programs such as “Changing Families” and “Social Skills”.

The District’s AEA Team is available to the Elementary School. The role of the AEA Team is to assess all students referred for problem solving and/or special education. The AEA consult with staff on interventions for students with behavioral and/or learning problems as well as other special needs. If observations of students are done by AEA, the school will notify parents. If a specialized plan for learning or behavioral problems is developed, parents will be notified and invited to a formal meeting.

Teacher Assistants, Paraprofessionals, Playground Supervisors, Bus Drivers, Office Staff, Custodial

All Staff, including, cafeteria staff and supervisors have an equal and contributing part in the teaching of responsibility and discipline. Our guidelines of cooperation and mutual respect includes all students and all staff. Through positive interactions with students, our noncertified staff members will emphasize the need to be responsible and trustworthy, always try, do your best, cooperate with others, care and be kind, and show dignity and respect. Each staff member should be knowledgeable of the rules and guidelines specified for school-wide areas and implement the procedures outlined in this policy manual if misbehavior occurs.

STUDENT EXPECTATIONS

As students leave Schaller-Crestland Elementary we expect:

- That they will feel good about themselves and their school
- That they will be respectful of the property of others
- That they will use appropriate behavior in school and on the playground
- That students will be responsible for being at school on time & for having the necessary materials throughout the year
- That students will exhibit expected behavior at school-sponsored events.

Encouraging Positive Behavior

Responsible behavior will be encouraged by teachers. Suggestions for reinforcing positive behavior include the following: verbal praise for successful and mature behavior, written feedback to a student, written feedback to a parent(s)/guardian, postcards, call the student and/or parents(s)/guardian at home, give the student an additional responsibility, let the class have five minutes at the end of the class period as free time, allow music to be played during an independent work period, have the student run an errand, compliment the student in front of another staff member, ask the

principal or another staff member to tell the student you mentioned how well he/she is doing. More structured rewards such as student of the week/month, pencils, certificates and other school supplies are available when deemed appropriate by a staff member.

Classroom Consequences for Misbehavior

Consequences for classroom misbehavior will be most effective if implemented consistently and immediately. Students should be informed in advance that certain behaviors are unacceptable and will lead to consequences. Consequences that can be used by teachers other than removing students from the room may include (but not limited to) the following: verbal reprimand, keep a student in from recess, in class time-out, contact parent(s)/guardian, assign the student to sit in a different section of the room, have student fill out a Behavioral Plan, assign the student to a Time-Out Period.

Office Referral

1. Most misbehavior will be dealt with by discussion or mild consequences as indicated throughout this policy manual. However, three categories of severe misbehavior will result in the student being sent immediately to the office.
 - a. Physically dangerous behavior: fighting, assault, physical intimidation. Staff should firmly inform students to stop a physical altercation. If students do not respond, staff should use professional judgement to determine whether or not to intervene physically. Staff is not required to take action that could be physically dangerous. Another student should be sent immediately for assistance.
 - b. Illegal Acts. If a staff member is aware that a student has done or is doing something illegal, the staff member is obligated to refer the situation to the office. The principal must make all decisions regarding whether or not to contact any relevant authorities.
 - c. Insubordination behavior. Insubordinate behavior is defined as the direct and immediate refusal to comply with a responsible staff instruction within a specified period of time. A student forgetting homework or being disruptive in class are not examples of insubordinate behavior.
2. Office referrals are to be reserved for severe and chronic misbehavior. The office staff is unable to accept referrals for minor problems, as students soon learn that being referred to the office is “no big deal.” To maintain effectiveness, office referrals must be used only for severe or recurring problems.
3. When making an office referral, the referring staff member will complete a Student Discipline Form as soon as possible.
4. Records will be kept by the principal and office staff on all office referrals. These records will be compiled and shared with the Problem-Solving team at least four times

during the year. Using these records, the team will determine whether there is a need to revise policies, or whether there is a need for further staff development to ensure more consistent implementation of the current policies.

5. When the principal is in the building, office referrals will be handled by the principal. When the principal is not in the building, an acting principal will be designated. The school secretary will always know who is the acting disciplinarian in the event of a crisis situation.

6. Student Removal. If students are threatening or hurting themselves or others, it may be necessary to remove them from the situation. The principal's office will be designated as a time-out area. If the student cooperates s/he will be escorted to the office. If s/he refused to go or is causing immediate danger, the teacher will call the office secretary. She will locate the administrator. The administration will be notified following this chain of command: Elementary Principal, Administrative Assistant, Special Education Teacher, and Superintendent. Consequences will be determined by administration. Parent(s)/guardian(s) will be contacted by the primary adult involved in the situation. The teacher will then document the events as they occurred. A copy of the documentation will be sent to the elementary principal to be reviewed and placed in the student's cumulative file.

- a. If a suspension is given it can mean in-school or an out-of-school suspension, a restriction from activities. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The student may not attend school activities or may not participate in a contest of extra-curricular activities. An in-school suspension will not exceed ten days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days.
- b. When students are on suspensions, they must get their assignments from teachers, and have them completed by the time they return to their classes.
- c. Students are entitled to **due process** which is a hearing or legal assistance in case of suspension from school or from an extra-curricular school activity.
- d. In extreme cases, referral to the superintendent and school board for expulsion from school.

ATTENDANCE

Daily Attendance

Whenever it is not possible for a student to be in attendance, the school needs to be notified of the absence along with the reason before 8:30 a.m. The office number is 712-275-4266 or email tbailey@rvraptors.org The reason for the absence must be reported within one day of the absence to be considered excused. Students should bring a written excuse from the parents/guardians giving the reason for the absence the day after the occurrence. The office will then validate that absence. Absences will be categorized as either excused or unexcused at that time.

Acceptable reasons for a student's excused absences may be for illness, funerals, school activities, special business transactions, civic or youth competition/participation and medical/dental visits. (Working for your parents/guardians will be considered as an excused absence as long as the privilege is not abused).

Examples of unexcused absences are vacations, oversleeping, haircuts, hunting or fishing, driver's license exam, and shopping. There is no way to list all types of absences; therefore, the administration may have to make decisions when necessary.

Reporting Absences

Students with doctor appointments or similar appointments may be dismissed for a maximum of one and one-half (1 1/2) hours per day and not be counted absent or tardy for that half day.

To be excused, absences must be cleared before the student returns to school. Parents are required to report absences by telephone by 8:30 am. If this is done, the student's name will be approved on the daily attendance list. If the absence has not been cleared by telephone, the student must present a written excuse from a parent (specifying the reason for the absence) to the homeroom or classroom teacher before re-entering school. We ask that as many appointments as possible be scheduled for non-school days. If a student knows in advance that they will be missing, they will be expected to bring notification from home and complete the work before leaving. Students who miss school because of school sponsored activities should make up their work in advance. A "field trip" permit must be secured, signed by parent/guardian, and the work made up prior to being allowed to attend the activity.

As a general rule any absence longer than three days will be submitted to the school nurse. A home visit may follow depending upon circumstances. Any absences more than five consecutive days will mandate a physical assessment by the school nurse and/or a doctor's excuse. Students missing more than 10 days may be turned into the District County Attorney for review.

ATTENDANCE AT STATE FAIR OR SIMILAR FUNCTIONS Any student attending the State Fair or similar function will not be counted absent subject to the following conditions: 1) Student must enter competition at the local level through the County Fairs, local scout or similar civic youth organization. 2) Student must be awarded a place at the Ida or Sac County Fair, scout, or civic youth competition that provides for a means of advancing to the next level of competition at the district, state, or national level. 3) Policy will not apply in situations where voluntary participation is allowed but not required as a means of advancing to the district, state, or national level. 4) Policy will only cover the day of the presentation.

An elementary student must be in school by noon to participate in activities, such as the Christmas Program, Track and Field Day, and field trips. Please note: The elementary principal will make the decision on any special situations.

Tardiness

Tardiness is defined as not being present in the classroom by the start of the program, unless excused with a pass from a staff member or the office. Tardiness will be documented and teachers will deal with students on an individual basis. Disciplinary action may include but not limited to: calling parents, DHS notification, sent to principal's office or contact may be made with County officials. If a student is tardy in arriving at school, they must report to the office to sign in.

Truancy

Truancy is defined as having an unexcused absence from school. An excessive unexcused absence is any unexcused absence beyond three days. Parents may be asked to come to a meeting to discuss absenteeism. Student attendance may be turned over to the district attorney (truant officer).

Additional School Policies

Cafeteria

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase breakfast and/or lunch. Each child has their own account. This account number is to be kept private and not shared. If a student uses another student's account it is considered theft and will be turned over to administration. Administration may put students in private dining, spend time together after school hours and could be turned over to law enforcement.

We currently use the Power School computerized system for lunch accounting. It is a computerized system which credits and debits each student's account. Students should bring their lunch money to the office and receive a receipt crediting their account. Every time a student purchases breakfast or lunch, their account is debited. Account balances may be seen by parents on a daily basis after receiving a password for Power School. Please contact the office Administrative Assistant, if you need assistance.

All students must have money in their own account or cash to pay for their food. When a child's account reaches a balance of \$10.00, a slip will be sent home with the student and the parents will be reminded by phone or email of their current balance. If an account reaches a negative \$10.00, a phone call or letter will be sent by our Food Service Director and after a negative \$25.00 our Principal or Administrative Assistant will call to discuss further options for payment.

Prices are as follows: Breakfast - \$1.50

Lunch - \$2.25

Reduced Breakfast - \$.30

Reduced Lunch - \$.40

Students bringing cold lunch are encouraged to pack a nutritional meal. Students may not bring pop and is highly recommended that they drink water or milk under guidance of our wellness policy.

Birthdays/Parties

Invitations to birthday parties or other parties will NOT be handed out or distributed at school. These invitations will be expected to be handled through the mail. Balloons, flowers, or other items of a similar nature should not be sent to the school. Please select PRE-PACKAGED snacks or treats that do not require refrigeration. In order to meet Health and safety requirements, students are not allowed to use the refrigerators in the kitchen area.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, and lockers and school equipment. Vandalism is not tolerated. Students found to have deliberately destroyed or otherwise harmed school property will be required to reimburse the school district at replacement cost or this will be reported to law enforcement officials.

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. Locker inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept.

A student's locker can be searched whenever an administrator or teacher has reasonable suspicion that a violation has occurred. School officials may conduct locker inspections (without prior notification) with reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation. This search will be reasonable in relation to the suspicion. Items in violation that are found in student lockers will be confiscated. Illegal items will be turned over to law enforcement officials.

Gum and candy are an interference to the classroom and generally become a maintenance problem in the school. Gum and candy should not be brought to school. The staff will enforce its nonuse. Students who pose a disruption with gum and candy will be disciplined.

All school books and materials are expected to be returned at year's end. Books not returned or damaged books in excess of normal wear will be assessed repair/replacement fees.

Bicycles

Bicycles are to be kept in the rack on the north side of the school. Bicycles are not to be moved during the school day. Students should not tamper with bicycles in the rack! All students are encouraged to wear protective headgear and/or clothing. Roller

blades and skateboards are not allowed on school sidewalks at any time. Heely shoes are not permitted in the school building.

Buses

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to listen to the driver while on the bus or in another school vehicle. The driver has the ability to discipline a student and will notify the parent of a student's inappropriate bus conduct through a bus discipline slip. Should problems continue after parents have been notified, assigned seats or suspension of riding privileges will occur. Suspension from riding the bus may be immediate if deemed necessary. We need parents/students cooperation to make the bus trips safe for everyone each and every day.

Bus Safety Expectations Include (But are not limited to):

1. Students must be seated while on the bus.
2. Hands, arms, or head may not extend through the window.
3. Do not throw objects inside the bus or out the bus window.
4. Avoid playing on the road while waiting for the bus.
5. Cross the road according to instructions from the bus driver.
6. Emergency exits may only be used in case of emergency.

Bus Behavior Expectations Include (But are not limited to):

1. Students are under the authority of the bus driver.
2. Loud, vulgar language is prohibited.
3. Keep your feet off the seats.
4. Be on time. The bus will not wait.
5. Please deposit trash in the receptacle provided.

Electronic Devices

Any form of these should not be used during class. The administration or designee may confiscate electronic devices, which are used inappropriately. Cell phones and other devices that are able to take pictures or record video are not allowed in the locker rooms or bathrooms. Students in violation may also be subject to disciplinary action.

Cell phones **should be turned off while in the school. Cell phones may be used to call home – but only from the office. Electronic devices may only be used with the consent of the classroom teacher.** Students in violation of this policy may be subject to disciplinary action, including, but not limited to:

1st Offense: The cell phone/electronic device is confiscated – **turned into the office by the teacher** – the student may pick up the phone from the office at the end of the day.

2nd Offense: The cell phone/electronic device is confiscated – **turned into the office by the teacher** – the student’s parent/guardian may pick up the phone from the office at the end of the school day (parents/guardians may also call approving the phone goes home with student)

3rd Offense: The cell phone/electronic device will be confiscated – **turned into the office by the teacher** – the student’s parent/guardian may pick up the phone from the office at the end of the school day. Further disciplinary action such as a detention and/or phone check-in system may be put in place to assist the student.

Illegal items

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes which must be approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Lost and Found

All personal items found at school, regardless of value, will be placed in a box in the main office. Clothing items are hung by the nurse’s office. Any articles of value will be turned into the Principal’s Office and may be claimed after proper identification can be made. To avoid lost items please label your children’s belongings. Personal items, such as iPods, cell phones, or other electronic devices that are lost or stolen are not the responsibility of the school. **THE SCHOOL CANNOT BE RESPONSIBLE FOR THE CARE OR LOSS OF MONEY OR VALUABLES.** Check valuables in the office if necessary for safekeeping.

Grades

Students will receive progress reports in the form of report cards at the end of each quarter/9 weeks. Students who have concerns about their grades should talk to their teachers at any time to determine how they can improve their performance. Student’s grades are put in our grade book on a weekly basis. Grades/assignments can be monitored by the parents through Power School. Access will be given to parents by calling the school.

Incomplete work is extended only to those students showing extenuating circumstances or prolonged absences. Teachers will grant incomplete grades and turn

final grades into the office upon completion. An extension may be granted by the teacher with the permission of the principal. Failure to finish an incomplete within 10 school days may result in a failing grade and loss of credit.

Students are expected to do their own schoolwork. Cheating by looking at another student's school work, copying others' work, copying from other sources or similar cheating is not tolerated.

Dress or Appearance

(Reference to Board Policy 502.1)

We take great pride in the appearance of our school and our students. Students will be allowed to choose their own styles and dress as long as it is appropriate for a learning environment.

For reasons of both physical and mental health, students shall be clean in body and clothing. Dresses, shorts, shirts or skirts which are worn to school must not cause undue attention or cause disruptions in the instructional process. The school day is a student work day and attire should be suitable. *If a student's appearance causes undue attention or disruptions in the instructional process, there will be recommendations made as to change of attire. Schaller-Crestland Faculty will be involved in the process of helping administration determine what attire is acceptable or unacceptable and the enforcement of the guidelines.*

Guidelines:

- Headgear (hat, bandanna, etc.) is not to be worn during the school day or at school sponsored activities and should be removed upon entering the building. The principal may grant exceptions on such an event as homecoming or religious purposes.
 - Clothing advertising alcoholic symbols, illegal substances, gang affiliation items, negative behavior phrases or obscene messages are not considered in good taste for a learning environment.
 - As a general rule, the area from shoulders to mid-thigh should be covered.
 - Any article of clothing which exposes a bare midriff is unsuitable classroom attire. If midriff is exposed when arms are raised, the shirt should not be worn.
 - Tank tops or spaghetti strap tops should not be worn unless:
 - (1) sleeved t-shirt is worn underneath; (2) the straps are about 2 inches in width.
 - Halter style tops are not suitable school attire.
 - Shorts of acceptable length will be allowed. Shorts (dresses/skirts) of acceptable length must reach the middle of the thigh.
 - Any undergarment that shows from the outer garment is unacceptable.
- ***Students may be sent home to change into appropriate clothing, turn the shirt inside out or asked to put on alternative clothing, which may be provided by the office.***

Inclement Weather

When school is cancelled because of inclement weather prior to the start of the school day, students and parents are notified over **KAYL 990 AM, KAYL 101.7 FM, KCHE 92.1 radios stations.**

Other stations carrying reports are **KTLB 105.9 FM and KKIA 92.9 FM.** The missed day may have to be made up at a later date. Local television will be contacted if possible.

When school begins two hours late because of weather, breakfast will not be served and there will be NO three year old preschool classes. If school is dismissed because of inclement weather after the school day has begun, radio and television stations will be notified as well as the information being posted on the website.

The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

Extracurricular activities or practices scheduled for the day or evening of a day when school is cancelled or dismissed early are generally cancelled and re-scheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

Dress for the Weather

Fall/Spring: During these seasons temperatures are changing. Tennis shoes are the preferred footwear. Sandals with heel straps are acceptable, flip flops should not be worn due to safety concerns.

Winter: Dress should include snow boots, snow pants, hats, gloves/mittens, and coats. All students are **expected** to participate in recess **unless** they have a **doctor's excuse**. So they must have appropriate outdoor clothing. We use 0 degree/0 wind chill to determine outdoor recess.

Children who walk home and are exposed to the elements should have proper winter attire. Students riding buses should have all their winter gear in case there is a bus emergency and they must be out in the winter weather.

The following guidelines are used for outside play:

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

Comfortable for out door play
 Caution
 Danger

Heat Index Chart (in Fahrenheit %)														
		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Air Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	105	109	113	117	122	127	132
	94	97	100	103	106	110	114	119	124	129	135			
	100	109	114	118	124	129	130							
	104	119	124	131	137									

Educational Records

Student records containing personal identifiable information, except for directory information, are confidential. Only persons, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may also file a complaint with the Superintendent or the United States Department of Education if they feel their rights regarding their child's records has been deliberately violated.

Emergency Drills/Security Policy

As part of the public school system, we share the same requirements that the Department of Education requires of the school system. We have all emergency information posted where it is easily accessible to the staff. We also have tornado/fire drills to practice good techniques that promote confidence in the children as well as the staff.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Fire drills are designated with a continuous blast of the alarm. The tornado siren emits an intermittent blast of the same alarm.

Each room has signs designating the proper exit or shelter for each emergency.

Hearing impaired or physically disabled children will have an adult designee responsible for their safety in each instance.

The school has an emergency plan that takes into account different emergency scenarios. All staff will use these as their guide when confronted with emergency situations.

In the case of a serious injury and/or loss of a student the school CRISIS team will be notified and an action plan will be followed.

We will require picture identification for people we do not know. We will not release your child to anyone that we feel is incapacitated due to alcohol or drugs at any time. In that situation we would contact you for alternative arrangements.

*** In the case of an emergency,**

Fires: When a fire emergency is detected, we will evacuate according to fire drill instructions posted in the rooms. Attendance will be taken to account for all children. Emergency contact information will be taken if possible. Once outside to our designated area, all kids will be accounted for again. Fire drills are practiced every month and a monthly record log is kept.

Tornado: When the tornado alarm is sounded or other determination of danger is verified, children will move to our designated area posted in each room. Children will be instructed to cover their heads in a crouching position as practiced. Daily attendance sheets will be taken in order to account for all children. All emergency forms will be taken if possible when leaving the classroom. Tornado drills are practiced every month and a monthly record log is kept.

Power Failure: During a power failure, all children will remain in their classrooms. They will continue with their daily activities, if possible. The school will notify the parents/guardians to pick up their children if an early closing is necessary.

Blizzard/Ice Storms: The school will close due to weather if the following conditions exist: public transportation shuts down, if the Highway Patrol and Sheriff's department ask people to stay off roads, or if several inches of snow have fallen and they are predicting several more inches and threatening conditions during the day. Any late starts, early dismissals, or closings can be heard in 101.7 KAYL or 92.9.

Bombs: Any staff informed of a bomb threat will contact the school officials and we will evacuate according to the instructions posted in the rooms. The emergency

forms will be taken when leaving the building. Parents/Guardians will be contacted as soon as possible to pick up their children.

Chemical Spills: Staff and students will leave the area immediately. The school will contact the Schaller Fire Department and follow their directions. Staff and children will evacuate the building according to fire department instructions. If leaving the building is necessary, the staff will take the emergency forms. Parent/Guardians will be notified as soon as possible.

Intoxicated Parents/Guardians: Staff members will attempt to detain the parent. Another staff member will contact a person from the emergency list and request pick up. The intoxicated parent will be informed of the pickup plan. If unable to contact another pick up person, the child will be allowed to attend our daycare free of charge until a contact can pick up the child. The intoxicated parent will be informed that the Law Enforcement will be called. Staff will notify the Law Enforcement right away of the situation.

Intruder: If it is determined that an intruder may be harmful, the school officials will instruct staff to use information in emergency packet. The Principal will attempt to assist the intruder. Another staff member will contact the Law Enforcement depending on the situation. The staff will proceed as instructed by the Law Enforcement. Parents/Guardians will be contacted as soon as possible.

Lost or Abducted Children: One staff person will remain with the children. A second staff member will alert others in the building to assist in the search. Law Enforcement will be contacted immediately as well as the parents/guardians. The staff will proceed as directed by the Law Enforcement.

PBIS (Positive Behavioral Interventions and Supports)

All students and staff are trained to use PBIS throughout the school day. We begin our school year teaching the expectations to ALL students. These expectations are modeled and expected throughout the school year. ALL staff use the same language and have the same expectations for ALL students, including: bus, before school recess, hallways and bathroom, lunchroom, recess, after school dismissal, classrooms and throughout the school.

We do our best to keep it simple.

Be Safe. Be Responsible. Be Respectful.

Playground

To ensure the safety of student's outdoor recess periods staff members are equipped with first aid supplies and a two way radio in case of an emergency. Students will stay on the playground and not use neighboring yards. Children must get permission from the duty teacher to leave the playground, this includes bathrooms, nurse or getting equipment. All equipment taken from the building should be returned at the end of the recess by the person taking it out.

Students will be expected to wear appropriate clothing for recess. The duty teacher will send in any students who do not comply, or provide them with a designated area to play.

TOYS: We discourage children to bring toys from home (unless it is Show & Tell Day). We especially encourage your child to leave hero action figures or any weapon look-alikes at home.

HARD SURFACE: There are to be no ball games played on the hard surface area of the playground. Students may toss and catch a football on the hard surface, but kicking the football is only allowed on the grassy area.

Field Trips/Assemblies

Field trips are taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. Students are expected to attend these educational field trips and excursions. If students are not in attendance they will be counted absent. Prior to attending a field trip, students must return the permission form with a parent signature.

Assemblies may be done within the building or district to provide to enhance the education of your child. This will be treated as an extension of your classroom and your child may be transported within the district without written permission.

Counseling Program

The school counselor is available during normal school hours for guidance service. Counseling services include individual counseling, small group counseling, classroom guidance instruction, coordination of standardized testing, parent communications, and working with outside agencies. The focus is to enhance those things that increase the ability of the student to achieve.

Social Skills are the skills that will help children make friendships and learn good work habits. They include such skills as:

1. Greeting someone
2. Following directions
3. Giving & receiving compliments
4. Getting teachers & others attention
5. Accepting no for an answer
6. How to handle teasing
7. How to make a request
8. How to line up appropriately (line basics)
9. How to sit and listen appropriately (body basics)

Throughout the course of the year social skills are taught. The importance of the skill at school, at home, and at play is discussed. The children are asked to use this skill at school and at home so that it will become a good habit. Frequent communication with parents is important so the skills are maintained.

An important component of social skills is the teaching interaction. Teaching interactions are a set of procedures for dealing with appropriate and inappropriate behaviors. Unless a positive approach is taken in working with children, the system will fail. A complete teaching interaction, begins with an expression of affection, which can include smiles, physical contact, using the student's name, and using a calm voice.

Health Services and School Nurse

The Schaller-Crestland Elementary has the services of a nurse. She is available to staff and students to provide health education, including safety in various settings. She is responsible for carrying out screenings, for consultations on matters related to growth and development, and/or the achievement and maintenance of optimal wellness. The nurse will be available to help ill or injured students. In her absence, office or trained personnel will assist students and determine whether parents should be contacted and/or make arrangements for the transportation of the ill or injured student home, to the doctor, or other care provider. This will allow the classroom teacher to remain in her/his classroom with the other students for which she/he is responsible.

Students who may require special health care or emergency care, will be assisted with a written plan and documentation. They can include but are not limited to, asthma, bee stings, diabetes, food allergies, or other health issues. This information will be reviewed annually and more as needed or as changes occur. Any child requiring special health related procedures will be accommodated by our school nurse or as directed by the parents/physician and/or health care plan.

Throughout the year, we do health screenings for vision, hearing, height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening.

Medication

Most medication can be given effectively in the home. (Example: 3 times/day medication: before and after school, bedtime.) If it becomes necessary for a student to receive a medication during school hours, the following policy is in effect: Medication will be administered from the original prescription container only, the amount brought to school will be the dosage given times the number of times given. Please take out and keep at home the amount of dosages your child will be taking at home so that he/she will not have to carry medication back and forth to school each day. All medication is kept in a locked area. The school nurse will administer all medication. In her absence, designated persons have received instructions and will administer the medication.

Students taking non-prescribed or over-the-counter medication must comply with the following:

- a. A signed authorization from the parent/guardian with written instructions on file with the school nurse.
- b. Aspirin and vitamins will not be administered without written authorization from the parent or guardian.

Medication at school authorization form must be completed and signed by a parent.

Student Illness or Injury at School

If a student becomes ill or is injured at school, the students' parent or emergency contact will be notified as soon as possible. Emergency and/or minor first aid will be administered by qualified personnel. In any event, ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form

providing necessary information to be used in the case of illness or injury. A student will not be sent home until a parent or emergency contact can be notified. Dental emergencies will be handled the same.

Students with communicable disease such as ringworm, pinkeye and strep throat need to be medically treated for **24 hours before returning to school**. To prevent the spread of communicable disease the Schaller-Crestland School Health Department follows the guidelines of the Iowa Department of Health. We would also like to suggest the following as a guideline for our schools in determining when you should send your child to school and when to keep him/her home.

When your child has vomited or had a temperature of 100 degrees or above, he/she should remain home for 24 hours after the temperature has returned to normal. A temperature is not the only criteria that should be used to determine the length of time your child should remain at home. Children without temperatures but having a cold, severe cough or sore and infected throats should also remain at home. Often a day or two at home in the early stages of a cold will mean a quicker recovery and protection from the other pupils.

Head lice, a case that involves live lice, parents/guardians will be notified of current condition and how to treat. Repeated cases of head lice may be referred to county health officials.

Fresh air and daily exercise are part of our scheduled day. Students who are healthy enough to attend school will be expected to participate in all activities, including physical education and recess.

Immunizations

The Schaller-Crestland School District is required by the Iowa Department of Public Health to maintain current up to date immunization records on all students. This includes home school students. Those without the proper certificate requirements may not be allowed to attend school until requirements are met. Only for specific medical or religious purposes are students exempted from the immunization requirements. Proper documentation must be on file with the school. Students may also be/are required to pass a TB test prior to attending school. Parents who have questions should contact the nurse.

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. Legal documentation must be provided by the parent and will be put in our cumulative file. The school district needs to know when these changes occur to ensure safety of your child and to maintain student records.

Parent/Teacher Conferences

(Reference to Board Policy 505.2)

Formal conferences occur in the fall and spring. These conference dates are listed on our school calendar. Additional conferences may be scheduled at any time the parent and/or teacher feels it is necessary. When there has been a divorce or separation

in a family, the family may request separate P-T conferences. Although we understand, we believe the interest of the student is best served when both parents attend the same conference. Therefore, we will only schedule one conference for each child and trust that all parties will communicate to arrive at the mutual time requested. If for any reason this cannot be done for the best of child the principal may grant exceptions or will attend the conference as well due to time constraints of the staff.

Standardized Tests

Students are given standardized tests annually. Assessments used to determine students academic progress as well as for the entire school district include: Iowa Assessments, STAR, MAP, FAST, and other classroom assessments. Results of these tests are shared with parents.

As determined by the Department of Education any student in grades K-3rd grade who are below proficient in the area of reading for two testing periods will be declared substantially deficient. FAST is the state assessment used to determine this growth. If a child is deficient parent letters and notification will be sent home and contact will be made with the family to determine a plan of action. As a district we are dedicated to the well being and academic success of all students.

Computer/Network Use Guidelines

Students and parents will be required to sign and agree to the District's Network Use Policy before any student will be allowed to use the school's computers, network systems, internet, or student email account set by the school. Students using a non-school account, using Messenger or a similar program, or downloading unauthorized programs, etc., will be asked to immediately log off and will lose network privileges. Continued violations will result in the extended loss of computer privileges. The use of the network is a privilege and may be taken away for violation of board policy or regulations. Students may be subject to additional disciplinary measures.

Even if students have not been given access to and/or use of the District's computers, computer network systems, and the internet, they may still be exposed to information from the District's computers, computer network systems, and/or the internet in guided curricular activities at the discretion of their teachers.

Social Media

When attending a school event, we are asking that if you take pictures to post to social media like Facebook and Instagram that you only include pictures of your own child. Parents sign a technology consent form, which protects the students, their information, and their photos from being shared on the internet and in print. The district is responsible for complying with individual parental permission requests regarding each child's work, picture, or name.

Student Photographs

Student photos are usually taken at the beginning of the year. All students will

have their photos taken. The photos are used on student cumulative record folders. At certain times during the year our students may have pictures taken at events that will also appear in the newsletter, website and local newspaper. Students are not obligated to purchase photographs.

Dual Enrollment Students

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

Student Promotion and Retention

Promotion and retention practices in the Schaller-Crestland School District shall have as their objective the placing of the student in an environment where the student's maximum development will take place (within the scope of the resources available to the district). It shall be the policy of the Schaller-Crestland School to provide an education for each child that is commensurate with that child's abilities and needs.

Grade placement and promotion or retention shall be the responsibility of the principal based upon the recommendation submitted in writing by the classroom teacher and/or parent or guardian. However, if the situation does arise that retention needs to be discussed Schaller-Crestland Schools will use the following set of guidelines.

Guidelines:

- Parents will be notified by the teacher that their child is having difficulties.
- Teacher must review data and information and give parents updates on the child's progress.
- If/when parents and or the teachers involved need further conversation about placement, a meeting will be lined up with the administration.
- After or during that meeting a recommendation may be made about retention.
- If retention is recommended, a parent will have until the end of the school year to finalize their decision.
- The parent will be requested, to sign for the student file, a letter that either affirms or disagrees with the teacher's recommendation.
- The first time the school, on record, recommends retention, the parent will have the authority to deny that retention. They then must sign the denial of retention letter and it will be filed.
- The second time retention is recommended, on record, the school system will have the final word about promotion or retention.

These guidelines are designed to help make decisions consistent for the teachers, students, and the parents of the district. Since the elementary school system operates on a quarter reporting system, it is recommended that all mandatory courses be accounted for. The third and fourth quarter report cards must have passing marks or have an

average passing mark for both quarters as determined by the instructor at the end of the school year.

Through this process of regular quarter report cards and mid quarter reports the students, parents, teachers, counselors, and administration will be given a chance to review their progress. A meeting will be set up at mid-term of the fourth quarter if retention (due to grades) is recommended.

Threats of Violence

All threats of violence to include (but not limited to): oral, written, symbolic, against students, staff or to school facilities are prohibited. All threats will be promptly investigated and assessed by school administration or a counselor. Law enforcement may be contacted if needed. Any threats away from school may be grounds for disciplinary action if it impacts any portion of the school day.

Students engaging in these behaviors will face disciplinary consequences such as (but not limited to): meeting with school officials and/or law enforcement, in-school suspension, required mental health evaluation, and possible expulsion.

Factors to be considered in determining disciplinary action towards a student for threatening behaviors:

- Background of student (including history or violence/threatening behavior)
- Student's access to weapons of any kind
- Mental/emotional maturity of the student
- Cooperation of student/parent (guardian) during investigation
- Student's discipline/juvenile/criminal history
- Degree of legitimate alarm/concern in the school and/or community created by threat
- Other relevant information administration may know/gather from credible sources

Any student portraying this type of behavior will be escorted by an adult to the office immediately. Any information relating to the type of behavior will be promptly given to the building principal.

Anti-Bullying/Harassment Policy:

Code No.: 104.0

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of

students, based on any of the following actual or perceived traits or characteristics: Age, Color, Creed, National Origin, Race, Religion, Marital Status, Sex, Sexual Orientation, Gender Identity, Physical Attributes, Physical or Mental Ability, Ancestry, Political Party Preference, Political Belief, Socio-Economic Status, Familial Status. Harassment against employees based upon 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 actual or perceived is also prohibited.

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, 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 up to, and including, 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 up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical, or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as a basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted/participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures

up to, and including, exclusion from school grounds.

The school district will promptly and reasonably investigate allegations of bullying or harassment. The investigator or designee will be responsible for handling all complaints by students alleging bullying or harassment. The investigator or designee will be responsible for handling all complaints by employees alleging bullying or harassment. It is also the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

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; and
- A copy shall be made to any person at the central administrative office at 300 S. Berwick, Schaller, IA 51053.

Weapons

(Reference to Board Policy 502.9)

The Schaller-Crestland School District believes weapons and other dangerous objects and look-a-likes in the school district facilities cause substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the premises or property within the jurisdiction of the school district. Students who choose to bring weapons or other dangerous objects and look-a-likes on school premises shall have the object confiscated and parent notified.

Students bringing firearms to school or knowingly possessing firearms at school shall be referred to law enforcement authorities and may be expelled for not less than one year.

***The Schaller-Crestland School District will not discriminate on the basis of: race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, socioeconomic status (for programs).*

SUPPLEMENTARY INFORMATION

Included in the handbook are the following required school board policies and information that patrons of our school district need to be aware of.

Asbestos Management Plan Availability

(Reference to Board Policy 804.7)

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection revealed that all materials containing asbestos have been encapsulated or removed from all district facilities.

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

Child Abuse Reporting

(Reference to Board Policy 402.2)

The law requires certified employees to report to the State Department of Human Services within twenty-four hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the superintendent immediately. The superintendent or his designee shall be the investigator.

Equal Employment Opportunity

(Reference to Board Policy 401.2)

The Schaller-Crestland School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and Affirmative Action laws, directives and regulation of federal, state and local governing bodies and opportunity to all employees and applicants for employment including hiring, placement, upgrading, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and State Department of Education for the class or position for which they apply. In employing school district personnel, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, marital status, national origin, religion, age or disability. In keeping with the law, the board shall consider the veteran status of applicants.

The Schaller-Crestland CSD will not discriminate on the bases of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, socioeconomic status (for programs).

This policy shall be reviewed by the administration at least one time per year. Employees shall be given notice of the policy annually.

Inquires by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to Affirmative Action Coordinator, Schaller-Crestland School District, 300 S. Berwick, Schaller, Iowa, 51053, or by telephoning at (712) 275-4266.

Inquiries by employees or applicants or employment regarding compliance with equal employment opportunity, including but not limited to complaints of discrimination, may also be directed, in writing, to

the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Such inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a grievance are available in the district's central administrative office and the administrative office in the district's attendance center.

Hazardous Chemicals

Various chemicals are used at school in the cleaning or sanitizing process. These chemicals are stored in safe areas and clearly marked so that children are not allowed in these designated areas.

Health Education

(Reference to Board Policy 603.5)

Students in grade levels one (1) through twelve (12) shall receive, as part of their health education, instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, substance use and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body, human sexuality, self-esteem, stress management, and interpersonal relationships, emotional and social health, health resources, prevention and control of disease, including characteristics of communicable disease.

While the areas stated above should be included in health education, the instruction shall be adapted at each grade level to aid in understanding by the students. Beginning no later than in grade seven (7), characteristics of communicable disease shall include information about sexually transmitted diseases.

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

Harassment, Hazing or Initiations

(Reference to Board Policy 403.7)

The school district does not tolerate physically or sexually abusing or harassing students or staff. Individuals who are physically or sexually abused or harassed should notify an adult of authority such as their parents, teacher, counselor, principal or another employee. The district has a procedure for investigating allegation of physical or sexual abuse. That procedure requires the school district to designate an independent investigator to look into the allegations. Additional information is available by notifying the school administration

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

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

Harassment is the constant, continual teasing, name calling, or degrading of another individual by others. The district has a procedure that is to be followed. Students begin by telling the harasser to stop the unacceptable behavior. For additional information or clarification of district procedures, contact the

school counselor. Harassment on the basis of race, color, religion, national origin, sex, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble a person.

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

Students who feel they have been harassed should communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal for help. If the harassment does not stop, or the student does not feel comfortable, he/she should report the infractions to a teacher, counselor or principal. Write down exactly what happened including what, when and where it happened, who was involved, exactly what was said or what the harasser did, any witnesses to the harassment, what the student said or did either at the time or later, how the student felt, and how the harasser responded. Keep a copy and give another copy to the teacher, counselor or principal.

Non-Discrimination Policy
(Reference to Board Policy 603.4)

Students, parents, employees and others doing business with or performing services for the Schaller-Crestland Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, disability, age (for employment), religion, creed, sexual orientation, gender identity socioeconomic status (for programs) and marital status (for programs) in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 504 or Iowa Code 280.3 is directed to contact Jarod Mozer, Elementary School Principal, 300 S. Berwick, Schaller, IA 51053, 712-275-4267 who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

It is also the policy of the district that the curriculum content and instructional materials utilized, reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, non-sexist society.

Open Enrollment

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

OPEN ENROLLMENT NOTIFICATION

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

March 01 - Last date for regular open enrollment requests for the following school year

Sept. 01 - Last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definitions for the following school year.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty

guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of cash stipend.

Parents should be aware that open enrollment may result in the loss of athletic eligibility.

RADON

The school district has been tested for RADON. No threat is present and we continue to monitor our facilities.

Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Schaller-Crestland Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Schaller-Crestland School District has the responsibilities under Section 504 which include the obligations to identify, evaluate and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent/guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records (the school may request copy fee); 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's right; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the building Principal, Section 504 Contact Person, from the Schaller-Crestland School District at 712-275-4266.

Student Complaints

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

- If an employee is involved, discuss the complaint with the employee within reasonable and prompt time of the incident
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within reasonable and prompt time of the employee's response to the incident.
- If unsatisfied with the principal's response, talk to the superintendent within reasonable and prompt time of the principal's response.
- If unsatisfied with the superintendent's response, students may request to speak to the board within reasonable and prompt time of the superintendent's response. The board determines whether it will address the complaint.

Student Records Access

(Reference to Board Policy 506.1)

The board recognizes the importance of maintaining student records and preserving their confidentiality. A student's parents/guardians may access the student's educational records. Other than the parents/guardians, only authorized certificated personnel, the student, authorized government officials from the U.S. Comptroller General, the Secretary of Health, Education and Welfare, the Commissioner and Director of the National Institute of Education, the Assistant Secretary for Education and State Education Department, and authorities in a health or safety emergency may access the student's educational records without the prior approval or the notification of the student's parents/guardians. Parents/guardians may not access records without the student's permission (unless the student still resides with parents) if the student has reached the age of majority or is attending a post-secondary educational institution. (If an approved party has accessed the student's records, it shall be noted, in writing, when such access to the student's records occurred, why it occurred, and who accessed the

records of the student.)