

Schaller-Crestland

Elementary School



STUDENT-PARENT HANDBOOK

2018-2019

Schaller-Crestland

Elementary School

2018-2019

300 S. Berwick

PO Box 249

Schaller, IA 51053

Phone: 712-275-4266

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Mr. Sevond Cole, Principal

e-mail: scole@rvraptors.org

Basic Expectations:

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

Dear Parents/Guardians:

Welcome to the 2018-2019 school year! As a staff, we are very excited for the year to begin and are looking forward to the many learning opportunities and activities that will take place throughout the academic year. At Schaller-Crestland Elementary, we believe that all students can be successful and continually develop as learners. We also believe that having a positive home/school partnership is critical towards the success of all students. To assist in establishing a meaningful partnership, Schaller-Crestland Elementary staff will work to maintain open lines of communication related to your child’s progress. Additionally, please make sure to take time throughout the year to ask your child about their school day and classwork. By working together, we will truly be able to help all students grow academically, physically, socially and emotionally.

To help the year start as positively as possible for students, we ask that you and your child read through this handbook and sign the attached Home/School Partnership Policy. Please return the signed policy form to your child’s classroom teacher in saddlebags by Sept. 10th. Again, we are looking forward to a great year. 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 Faculty:	
Jesse Barnett - Food Service Director	Jessica Biede - Second Grade
Brian Bode - Fifth Grade	Monica Brandhorst - Third Grade
Sevond Cole - Principal	Dan Conover - Custodian
Dennis Freking - Fifth Grade Band	Sherrie Grieme – Third Grade
Rebecca Grote - Fifth Grade	Angelic Henningson - Library Assistant
Susan Kalin - Counselor	Sara Kreutz - Preschool (3 yr. old)/Special Ed.
Susan Ketcham - Preschool (4 yr. old)	Angie Lussman - Physical Education

Lindsay Miller - Special Education	Robin Parkhurst - First Grade
Tracy Pickhinke - Title/At Risk Reading	Melanie Pyle - Administrative Assistant
Kris Salmon - Kindergarten	Amanda Schnuckel - Vocal Music
Kristen Tripp - Art	Steph Wandrey - School Board Sec./Business Manager
Jon Wiebers - Superintendent	Brenda Williamson - Fourth Grade
Brianna Witzke - Nurse	Lynn Wunschel - Title/At Risk Reading/Inst. Coach

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MISSION:

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

Ridge View Shared School District Belief Statements:

Individuals in the Ridge View Shared School District will reflect these core values.

We Believe:

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

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.

School Contact Information:

Building:	Grades:	Phone Number:	Address:
Middle School	6th-8th Grade S-C 5th 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-4th Grade	712-275-4266	300 S. Berwick Schaller, IA 51053

Lines of Communication:

When you have questions about your child or a problem you wish to discuss, please contact school personnel in the following order to attempt to resolve the issue

- 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 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.

Hours & Operations:

Area Education Agency (AEA):

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.

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.

Birthdays/Parties:

Invitations to birthday parties or other parties are not allowed to 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.

Cafeteria:

Code No.: 710.4

Payment of Meals:

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than 10 meals to this account. When an account reaches this limit, a student shall not be allowed to charge further meals until the negative account balance is paid. Families may add money to student accounts by making payments at the school office. Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. The school district may provide an alternate meal that meets federal and state requirements to students who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal.

Negative Account Balances:

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications

with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$0.00. Families will be notified by letters/emails sent home and/or a phone call. Negative balances of more than \$30.00 not paid prior to the end of the month will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Prices are as follows: Breakfast - \$1.50
Elementary School Lunch -\$2.40
Reduced Breakfast -\$.30
Reduced Lunch - \$.40
Adult Lunch -\$3.63
Additional carton of milk - \$.40

Classroom Saddlebags:

Home/School communication is very important to the success of all students. Due to this fact, classroom teachers will send home messages and letters weekly in "Classroom Saddlebags" (yellow folders) as well as other information pertaining to school (ie. - report cards, conference notes, class books, etc.). Classroom Saddlebags are typically sent on the last school day of the week. Students are then expected to return the Classroom Saddlebags at the beginning of the following week.

If parents/guardians have any questions about the materials received, please contact your child's classroom teacher. Parents/Guardians may also use the Classroom Saddlebags to send any notes, letters or other information to school. Classroom teachers will check the Saddlebags when they are returned and look for any items that may have been sent from home. If you have any other messages, especially regarding after school arrangements, please notify the office.

Counseling Program:

Schaller-Crestland Elementary has the services of a guidance counselor. 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.

The guidance counselor will also teach classes on such topics as self-esteem, conflict resolution and developing social skills. These classes will be scheduled for each grade level. The guidance counselor will also be available to consult with staff on chronic behavior problems, suspected drug abuse, child abuse or neglect, depression, threats of suicide, etc. Students will not be sent to the counselor as an immediate consequence for misbehaviors. However, the guidance counselor may meet on a prearranged schedule with individual students who would benefit from counseling.

Dressing for the Outdoors:

Fall/Spring: Temperatures typically change drastically during these seasons. To ensure students are ready to be comfortable and safe during these changes, tennis shoes are the preferred footwear. Sandals with heel straps are acceptable, flip flops should not be worn due to safety concerns.

Winter: During winter months, all students must have snow boots, snow pants, hats, gloves/mittens, and coats available. All students are expected to participate in recess unless they have a doctor's excuse. Schaller-Crestland Elementary staff utilizes a 0 degree/0 wind chill policy to determine if students will be outdoors during 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)										
Air Temperature	Wind Speed in mph									
	Calm	5	10	15	20	25	30	35	40	
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 %)													
Air Temperature (F)	Relative Humidity (Percent)												
	40	45	50	55	60	65	70	75	80	85	90	95	100
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									

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, (712)275-4266.

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.

Emergency Procedures:

- 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 Parent/Guardian - 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 hinder the activity of 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.

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.

Illness or Injury at School:

If a student becomes ill or is injured at school, the student's 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.

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.

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. 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).

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.

Lost and Found:

All personal items found at school, regardless of value, will be placed in a box in the main office. Any articles of value will be turned into the Principal's Office and may be claimed after proper identification can be made. 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.

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.

Parent/Teacher Conferences:

Code No.: 505.1

Formal conferences occur in the fall and spring. Conference dates are listed on the 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 Parent/Teacher 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.

Parents/Guardians:

Parents and guardians are an essential part of a child's education. Due to this important role, parents/guardians are strongly encouraged to participate in the educational process throughout the year. Schaller-Crestland Elementary staff believes that a positive home/school partnership must exist to help all students reach their full potential. The most important way to support your child throughout the year is to consistently demonstrate interest in what they are doing at school. To assist in fostering this partnership, Schaller-Crestland Elementary staff will communicate consistently with parents/guardians through conferences, report cards, phone calls, newsletters and notes. Parents/Guardians are also encouraged to keep staff members informed of concerns they may have involving their child. Concerns may include medical needs/medications, peer relationships, schedule changes, etc.

To best meet the needs of all students, parents/guardians may also be asked at times to help work with their child on a specific skill at home such as remembering homework, utilizing specific literacy strategies, learning to be more independent, assisting with a school check-out plan, managing anger in a mature way, etc. If parents/guardians are asked to assist staff, specific information and/or strategies will be provided on ways to help the student. Collectively, we can make a difference and promote the intellectual, social, emotional, and behavioral growth of all students in the building.

Phone Use During the School Day:

Code No.: 508.3

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.

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.

Playground:

To ensure the safety of student's, outdoor recess 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.

Roles & Responsibilities of Staff Members:

All staff (ie. - Administrators, Classroom Teachers, Nurse, Counselor, Paraprofessionals, Bus Drivers, Office, Custodians, Cafeteria, Coaches, Substitute Teachers, etc.) at Schaller-Crestland Elementary believe students can learn. However, staff members also recognize that students learn differently from one another. Due to these differences, all staff members will adapt their instruction to meet the needs of all students.

All staff members also accept the responsibility to encourage all students to develop the skills and attitudes necessary to gain the self-confidence needed to become lifelong learners.

School Hours:

The school day begins at 8:15 a.m. and the school day ends 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.

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.

Six Day Cycle:

Schaller-Crestland Elementary observes a six-day cycle. Rather than using Monday through Friday, we designate each day by "Day 1...Day 2" etc. For example, if a student's class has Art on Day 2, it may be on a different day of the week each week (Monday, Tuesday etc.)

but it will always fall on Day 2 of the cycle. School days missed due to inclement weather, holidays, teacher workdays etc. do not get counted in the six day cycle. For example, in the event that a Monday is Day 2, and Tuesday is missed due to inclement weather, then Wednesday is Day 3.

Transportation:

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.

Wednesday Night:

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

Academic Policies & Procedures:

Additional Academic Support for Students (Interventions):

Schaller-Crestland Elementary staff believes that all students can learn. Staff members also realize that students learn differently and at different rates. To ensure the success of all students, staff members at Schaller-Crestland Elementary will regularly analyze classroom data, statewide assessment/screening data, grades, etc. While analyzing this data, staff members will collaboratively work to track student progress and determine student academic growth. Staff members will also work to identify additional supports and/or learning opportunities to benefit student learning. If students are struggling, staff members may provide re-teaching, additional instruction during the daily intervention block, preferential options in the classroom, alternate classwork, etc. As a staff, we will continuously work to meet the individual needs of all students.

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.

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.

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.

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 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.

Literacy Block:

Schaller-Crestland Elementary has designated a building-wide time (ie. - Literacy Block) for all students to be receiving literacy instruction. The literacy block will occur between 8:20 a.m. - 10:00 a.m. everyday. Having students in attendance during this time will be critical towards their development as readers. Additionally, due to the entire building receiving literacy instruction at the same time, students will be able to work with various staff members on the specific skills they need to grow and develop.

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, 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.

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 midterm of the fourth quarter if retention (due to grades) is recommended.

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.

Summer School Program:

Schaller-Crestland Elementary will offer a summer school literacy-based program for students in grades kindergarten through fourth. Invitations will be sent to students who qualify based on screening data. Parents/guardians will receive information about the program through

the invitation and will need to sign a permission form indicating if they wish to have their child participate.

Attendance Policies & Procedures:

Daily Attendance:

Code No.: 501

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 mpyle@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, as either excused or unexcused.

Acceptable reasons for a student's excused absences may be 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 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 they will be absent, they are 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 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 Winter Music 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:

Code No.: 501.10

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).

Discipline & Behavior Policies:

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.

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.

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.

Computer/Network Use Guidelines:

Code No.: 605.6 & 605.6R1

Because technology is a vital part of the school district curriculum, the Internet will be made available to students. Appropriate and equitable use of the Internet will allow students to access resources unavailable through traditional means. The Internet can provide a vast collection of educational resources for students. It is a global network which makes it impossible to control all available information. The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response.

Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. Students should adhere to on-line protocol and etiquette including, but not limited to:

- 1) Respecting all copyright and license agreements
- 2) Citing all quotes, references and sources
- 3) Remaining on the system long enough to get needed information and then exiting the system.
- 4) Using technology for educational purposes only
- 5) Not intentionally accessing or downloading restricted materials

Additionally, if a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs. Again, any violation of this policy may result in technology privileges being revoked.

Dress or Appearance:

Code No.: 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. Ridge View 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 top should not be worn unless:
 - (1) a 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.***

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.

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.

- 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.
- 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.
- 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 through Power School 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 disciplinarian 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.

- 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.
- When students are on suspensions, they must get their assignments from teachers, and have them completed by the time they return to their classes.
- Students are entitled to due process which is a hearing or legal assistance in case of suspension from school or from an extracurricular school activity.
- In extreme cases, referral to the superintendent and school board for expulsion from school.

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.

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.

Weapons:

Code No.: 502.6

The Board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or look-a-likes will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent may develop an administrative process or procedures to implement the policy.

Positive Behavior Interventions & Supports (PBIS):

PBIS (Positive Behavioral Interventions and Supports)

Throughout the year, Schaller-Crestland will be utilizing a behavior management system known as Positive Behavioral Interventions and Supports (PBIS). This behavior management system will be used in all classrooms and all locations throughout the building. PBIS is aimed at promoting positive student behavior in all places of the school learning environment including classrooms, hallways, gym, restrooms, lunchrooms, buses, and assemblies.

Through PBIS, students will be taught about school-wide behavioral expectations at the beginning of the school year. These expectations will also be re-taught in all classrooms and reinforced throughout the year. All expectations have been collaboratively developed by the staff as an effective way to be proactive in managing behaviors. To make this information easy for students to understand and remember, staff members have developed three core expectations to be followed in all times throughout the building. These expectations are for students to:

- 1) Be Safe
- 2) Be Responsible
- 3) Be Respectful

Utilizing PBIS is also a positive way to manage behaviors. Students are acknowledged for exhibiting desirable behaviors by receiving a “PBIS Ticket”. These tickets are turned into the office and the students are entered into a drawing to become their class’ weekly champion for good behavior. Additionally, class champions are recognized at a monthly assembly for their good behavior, positive choices and their ability to follow the three school expectations. Throughout the year, there will also be building-wide PBIS goals and activities/special events to celebrate students reaching a specific number of tickets. Please take this opportunity to talk to your child about the three core expectations at school and the importance of continuing to demonstrate positive behavior.

PBIS for Students:

Students will take pride in their efforts to follow the three school expectations, “Be safe, responsible, and respectful.” Throughout the day, students will follow school-wide expectations that have been established. To ensure students are following expectations at all times, students should:

- Be responsible and trustworthy
- Always try their best
- Cooperate with others
- Care and be kind to others
- Show dignity and respect

PBIS Expectations by Setting:

The following lists detail the expectations for students to follow in order to stay safe, respectful and responsible. Expectations will be taught/reviewed at the beginning of each quarter in all classrooms.

Expectations:	Safe:	Responsible:	Respectful:
Hallways	<ul style="list-style-type: none"> - Walk at all times - Face forward - Hands and feet to self 	<ul style="list-style-type: none"> - Follow directions - Go directly to your destination 	<ul style="list-style-type: none"> - Use inside voice - Walk on the right side
Restroom & Drinking Fountain	<ul style="list-style-type: none"> - Walk at all times 	<ul style="list-style-type: none"> - Use, flush, wash, leave - Leave no trace 	<ul style="list-style-type: none"> - At fountain: 1, 2, 3 go - Respect the privacy of others
Outdoor Recess	<ul style="list-style-type: none"> - Stay in playground area designated for your grade - Play safely: Follow game and equipment rules - Only 3-5 graders on football field 	<ul style="list-style-type: none"> - Follow adult directions - Wear appropriate clothing for weather 	<ul style="list-style-type: none"> - Keep hands and feet to self - Use kind word - Solve problems peacefully
Inside Recess	<ul style="list-style-type: none"> - Watch out for others - Stay in your designated area - Walk at all times 	<ul style="list-style-type: none"> - Return equipment to the proper place - Pick up when whistle blows - Remain seated and follow adult directions - Ask adult before leaving designated area 	<ul style="list-style-type: none"> - Keep hands and feet to self - Use inside voices - Use kind words - Solve problems peacefully
7:45 a.m. Recess	<ul style="list-style-type: none"> - K-2 is on north side of gym - 3-5 is on south side of gym - Students not participating in 	<ul style="list-style-type: none"> - Line up when whistle blows - Walk next to the 	<ul style="list-style-type: none"> - Keep hands and feet to self - Use kind words

	<p>group activity will be around perimeter.</p> <ul style="list-style-type: none"> - Doors remain closed - Teachers will blow whistle at 8:08, out of gym at 8:10, and in classroom at 8:15 	<p>bleachers to get to your area.</p> <ul style="list-style-type: none"> - Use right side of doors to enter. 	<ul style="list-style-type: none"> - Solve problems peacefully
Lunchroom	<ul style="list-style-type: none"> - Hands and feet to self - Remain seated while at the table - Sit still 	<ul style="list-style-type: none"> - Ask permission to go to the bathroom - K-2 must ask permission to dump tray 	<ul style="list-style-type: none"> - Eat with mouth closed - Keep table area clean - Use table manners (Please, thank you)
Assembly	<ul style="list-style-type: none"> - Hands and feet to self - Quiet feet 	<ul style="list-style-type: none"> - Sit next to people you can handle - Follow adult directions - Use aisles when in bleachers 	<ul style="list-style-type: none"> - Remain quiet when others speak - Show appropriate appreciation
Classroom	<ul style="list-style-type: none"> - Hands and feet to self - Sit in chair correctly - Walk in room 	<ul style="list-style-type: none"> - Pick up after self - Be ready for class 	<ul style="list-style-type: none"> - Treat others with kindness - Get teacher's attention appropriately - Use inside voice

***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)

Friable and nonfriable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with non-asbestos containing materials. Each school building will maintain a copy of the asbestos management plan.

The school district will appoint and train appropriate employees as necessary.

Child Abuse Reporting

(Reference to Board Policy 402.2)

In compliance with state law and to provide protection to victims of child abuse, the Board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties. The definition of child abuse is in the accompanying regulation.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall orally or in writing notify the Iowa Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency shall also be notified. Within forty-eight hours of the oral report, the mandatory reporter shall file a written report with the Iowa Department of Human Services.

Within six months of their initial employment, mandatory reporters shall take a two-hour training course involving the identification and reporting of child abuse. The course shall be re-taken at least every five years.

Equal Employment Opportunity

(Reference to Board Policy 401.2)

The Schaller-Crestland Community School District shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district shall take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees shall be given notice of this policy annually.

The Board shall appoint an affirmative action coordinator. The affirmative action coordinator shall have the responsibility for drafting the affirmative action plan. The affirmative action plan shall be reviewed by the Board at least every two years.

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 Iowa Department of Education for the position for which they apply. In employing individuals, the Board shall consider the qualifications, credentials, and records of the applicants without regard to Race, Color, National Origin, Sex, Disability, Age, Religion, Creed, Sexual Orientation, Gender Identity. In keeping with the law, the Board shall consider the veteran status of applicants.

Advertisements and notices for vacancies within the district shall contain the following statement: "The Schaller-Crestland Community School District is an equal employment opportunity/affirmative action employer." The statement shall also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Schaller-Crestland Community School District, 300 S. Berwick, Schaller, Iowa 51053, or by telephoning 712-275-4267.

Health Education

(Reference to Board Policy 603.5)

Students in grade levels one through twelve 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; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases, including acquired immune deficiency syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well being.

The areas stated above shall be included in health education and the instruction shall be adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student 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.

Multicultural Non-Sexist Policy

(Reference to Board Policy 603.4)

Students shall have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, color, sex, marital status, national origin, disability, gender identity, and sexual orientation.

The education program shall be free of discrimination and provides equal opportunity for the students. The education program shall foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis shall be placed on Asian Americans, African Americans, Hispanic Americans, American Indians, European-Americans, and persons with disabilities. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Student Complaints

(Reference to Board Policy 502.4)

Student complaints and grievances regarding Board policy or administrative regulations and other matters should be addressed to the student's teacher or other licensed employee, other than the administration, for resolution of the complaint. It is the goal of the Board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within five (5) days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five (5) days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the Board agenda of a regularly scheduled Board meeting in compliance with Board policy.

Student Records Access

(Reference to Board Policy 506.1)

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. The Board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student shall be provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student record may contain information on more than one student. Parents shall have the right to access the information relating to their student or to be informed of the information. Eligible students shall also have the right to access the information relating to themselves or be informed of the information.

Parents and eligible students shall have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents shall have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records shall be waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

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

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment shall be made to the student record, the school district shall make the amendment and inform the parents or the eligible student of the decision in writing. If the school district determines that amendment of the student's record is not appropriate, it shall inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student shall be informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records shall become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents shall also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, Board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;

- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- consistent with an interagency agreement between the school district and juvenile justice agencies
- in connection with a health or safety emergency; or,
- as directory information.

The superintendent will keep a list of the individuals and their positions that are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student shall be notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes.

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved. The purpose of the agreement shall be to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record that is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings that take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Confidential information shared between the school district and the agencies shall remain confidential and shall not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 10 business days of the request.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees shall also be informed about the procedures for carrying out this policy.

It shall be the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice shall be given in a parent's' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice shall include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints shall be forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

Continuous Notice of Non-Discrimination:

(Reference to Board Policy 103.E2)

It is the policy of the Galva-Holstein and Schaller-Crestland Community School Districts not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact: Schaller-Crestland Programs Contact: Jarod Mozer, 300 S. Berwick, Schaller, IA 51053, 712-275-4266, jmozer@rvraptors.org or Employment Contact: Bret Warnke, 519 E Maple Holstein, IA 51025, 712-368-4353, bwarnke@rvraptors.org