

# SCHALLER-CRESTLAND EARLY CHILDHOOD STUDENT-PARENT HANDBOOK



2020 – 2021

## Three and Four-Year-Old Preschool

**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: Adam Brand, 300 S Berwick, Schaller, IA 51053, 712-275-4266, [abrand@rvraptors.org](mailto:abrand@rvraptors.org) or  
Employment Contact: Josh Sussman, 519 E Maple Holstein, IA 51025, 712-368-4353, [jsussman@rvraptors.org](mailto:jsussman@rvraptors.org)

# Schaller-Crestland

Preschool  
2020-2021

PO Box 249  
300 S. Berwick  
Schaller, IA 51053  
Phone: 712-275-4266  
Fax: 712-275-4269  
Mr. Adam Brand, Principal  
e-mail: [abrand@rvraptors.org](mailto:abrand@rvraptors.org)

## Basic Expectations:

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

Dear Parents/Guardians:

Welcome to the 2020-2021 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. 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

<b>Schaller-Crestland Preschool Staff:</b>	
Susan Ketcham - 4 Yr. Old Preschool Teacher	Melissa Stamp - Instructional Aide
Sharmin Grundmeier- 4 Yr. Old Preschool Teacher	Ashley Sackett/ Renee Anson – Instructional Aide
Jennifer Mayes - 3 Yr. Old Preschool Teacher	Renee Anson - Classroom Aide
Adam Brand - Principal	Melanie Pyle - Administrative Assistant

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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.

## School Contact Information:

Building:	Grades:	Phone Number:	Address:
Middle School	6th-8th Grade	712-273-5185	310 W. Main St. Early, IA 50535
High School	9th-12th Grade	712-368-4353	519 East Maple St. Holstein, IA 51025
Holstein Elementary	Pre-2nd Grade	712-368-4353	519 East Maple St. Holstein, IA 51025
Galva Elementary	3rd-5th Grade	712-282-4213	207 Noll St. Galva, IA 51020
Schaller Elementary	Pre-5th Grade	712-275-4266	300 S. Berwick Schaller, IA 51053

### 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.

## **Daily Schedules:**

<b>3 Year Old Schedule:</b>	
7:45-8:10	Arrival, Check in, Morning Meeting
8:10-8:40	Washing Hands- Breakfast - Brushing Teeth- Bathroom Time
8:45-9:45	Free Play
9:45-9:50	Clean Up and Return to Carpet
9:50-10:00	Small Group  Focus on academic, small motor, large motor, and social emotional skills
10:00-10:15	Large Group: Story Time Weather Helper Social Skills Review Small Group Skills
10:15-10:30	Wash Hands and Snack
10:30-10:45	Dance and Music Break
10:45-11:00	Prepare for outdoor play and Bathroom Break
11:00-11:20	Outdoor Play
11:30	Dismissal

### **Playtime Centers**

- Art
- Books
- Blocks and Transportation
- Dramatic Play / House
- Sensory area
- Small Manipulatives (puzzles, buttons)
- Science
- Math

<b>4 Year Old Schedule:</b>	
8:00-8:15	Arrival/Washing Hands
8:15-8:45	Breakfast/Brushing Teeth
8:45-9:30	Literacy Block/ Letter Work/Vocabulary/Read Aloud
9:30-10:30	Interest Centers/Small Group Work
10:30-10:45	Clean Up/Group Meeting/
10:45	Bathroom Break/Getting Ready To Go Outside
11:00	Recess
11:30-11:45	Math/ Read Aloud
11:45-12:00	Washing Hands For Lunch
12:00-12:20	Lunch
12:20-12:30	Bathroom Break
12:40-1:40	Rest Time
1:40-2:00	Specials or Small Group Activity
2:00 -2:20	Free Reading/Large Group Activity
2:20-2:40	Snack/Mighty Minutes/Wrapping up our day
2:40	Getting ready for recess
2:50	Recess
3:25	Dismissal



### **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.

### **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.

### **3 & 4 Yr. Old Communication Applications:**

Preschool teachers will communicate with parents through Class Dojo, private Facebook Pages, or Remind. Weekly newsletters, program information, classroom pictures and videos will be shared on these applications. Please ask the teacher for information and ensure that you are connected to your child’s classroom to receive updates and communication. These applications will be used for direct communication between you and the classroom teacher.

### **Visitors/Guests:**

We encourage visitors to our classrooms and encourage parents to line up visits prior to the date with classroom teachers. Visitors are asked to check in at the front office. Yearly activities to include parents are scheduled and notes are sent home well in advance as we know many have to re-arrange daily schedules to attend these events such as: dining with dads, mom and muffins, field trips, concerts, and other special events. These events are important to us and your child.

### **School Hours:**

3-year-old sessions begin at 8:00 a.m. and conclude at 11:30 a.m.

4-year-old sessions begin at 8:00 a.m. and conclude at 3:30 p.m.

Any student not picked up within 5 minutes at the conclusion of the program will be sent

to the office where they will be supervised until a parent can pick them up.

**Before Entering Our School:**

We encourage all 3 and 4 year olds to attend our Early Childhood Program. To ensure your child receives a safe and healthy education, please refer to the Schaller-Crestland Early Childhood 3-year-old and 4-year-old checklist. Any questions or clarifications may be referred to our school nurse phone (712) 275-4266.

**3-year-old and 4-year-old school supply list:**

Students need to have a school-sized backpack for carrying papers to and from school. An extra change of clothes: pants, shirt, socks, underwear. Label each clothing item with student's name. Please remember that if your child brings an article of clothing home, you will need to replace it for the next day. A supply list is provided below. A materials fee of \$48.00 is due at registration.

**SUPPLY LIST 2020-2021:**

**3 year old:**

- 1 family size box of Kleenex
- 1 (3 prong) pocket folder
- 3 glue sticks
- Winter outdoor clothing (as weather requires): snow pants, boots, hat, mittens

Backpack or book bag

Extra clothes to keep at school: shirt, pants, socks, underpants

**4 year old:**

- 1 family size box of Kleenex
- 2 boxes 8 count Crayola markers, broad line, washable
- 1 package of black fine tip expo markers
- 2 packages of Large glue sticks
- 1 bottle of glue
- 1 box quart Ziploc baggies
- 2 Wide Ruled Notebook (optional)

Backpack for carrying to and from school

Extra clothes to keep at school: pants, shirt, socks, underpants

Winter outdoor clothing (as weather requires) snow pants, boots, hat, mittens

Please label all supplies with your child's name

**When to keep your child home from school:**

The Schaller-Crestland Early Childhood programs **work best when everyone is healthy.** Therefore, for the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she should remain home. This is to ensure the health and safety of your child and all other children.

- Fever greater than 100.4 degrees F. **without** over-the-counter medication
- Vomiting

- Diarrhea
- Pink eyes with drainage
- Cough with congestion and excessive nasal discharge

The established policy for ill child's return:

- Fever free for 24 hours, without over-the-counter medication
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage

When a child develops signs of an illness during their day at the 3-year-old and 4-year-old programs, parents, legal guardians, or other person authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician. In the meantime, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under the supervision of someone familiar with the child. Temporary exclusion from the normal routine will be provided by the nurse's office as needed for upset stomachs, colds, coughs, etc. Students will be returned to normal programming or sent home as deemed by the nurse. Documentation of illness, symptoms and pick up information is kept in the nurse's office. If the child is suspected of having a contagious disease, then until she or he can be picked up, the child is located where new individuals will not be exposed.

**COVID-19:** We will work to follow the guidelines set by local public health and the CDC. If your child has a temperature of 100.4 degrees or experiencing symptoms, please have them stay home. A child should not return to school until they are **48 hours fever free** and/or follow the guidelines stated by local public health and the CDC. Please ensure that your child follows good hygiene.

### **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](mailto: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. Absences will be categorized as either excused or unexcused at that time.

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

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

### Reporting Absences:

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

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

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

### Attendance at State Fair or Similar Functions:

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

An elementary student must be in school by noon to participate in activities, such as the 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. 8:00 a.m. Tardiness will be documented and teachers will deal with students on an individual basis. Disciplinary action may include but is not limited to: calling parents, DHS notification, sent to principal's office or contact maybe made with Sac county officials.

### Truancy:

Code No.: 501.10

Truancy is defined as having an unexcused absence from school. Excessive unexcused absence is any unexcused absence beyond 3 days. Letters and/or phone calls will be made to parents concerning any absences on or about the 3<sup>rd</sup>, 6<sup>th</sup> and 10<sup>th</sup> absences from school. Parents may be asked to come to a meeting to discuss absenteeism. Student attendance may be turned

over to the District Attorney (truant officer) after 6 unexcused or 10 total absences for the semester. Steps to avoid truancy are outlined in our attendance section.

**School Day:**

All children are greeted by staff when they enter the school and again when they enter the classroom. It is important that they understand how important they are in our day and for staff to observe any unusual condition or behavior that may affect the child or others.

Classroom agendas are posted for everyone to see. It is our goal to provide an educationally structured environment to promote each child’s social/emotional, physical, and cognitive development. We try to do this throughout the schedule of our programming. We also allow 30 minutes of uninterrupted play inside and outside to promote creativity through appropriate play experiences. Teacher/Assistance to Teacher to Child Ratio is 1:8 in the 3-year-old rooms and 1:10 in the 4-year-old rooms to ensure safety and a quality learning experience.

The following guidelines are used for outside play:

# Child Care Weather Watch

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

Comfortable for out door play
  Caution
  Danger

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

**Dress for the Weather:**

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

- Sun Screen: SPF of 15 or higher with UVB-ray and UVA-ray protection will be applied 30 min. prior to outdoor recess on days as needed.
- Drinking Water: Drinking water will be taken out at recess on days as needed.

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

Children will play outdoors when the conditions do not pose a safety risk, individual child health risk, or significant health risk of frostbite or of heat related illness. Staff will use the Child Care Weather Watch charts to determine if outdoor play is safe. On days when conditions pose a safety/health risk, alternative play in the indoor motor lab will take place. The same amount of time that would be spent on outdoor play will be given in the motor lab.

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.

**Dress or Appearance:**

Code No.: 502.1

Neatness and appropriateness of dress are good health practices. We encourage appropriate dress and grooming at all times. As activities can be messy, we strongly encourage you to dress your child in shoes for active play and washable play clothes every day. We will not be responsible for clothing that is stained due to play activities.

For reasons of both physical and mental health, students shall be clean in hair, body and clothing. 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. Students may be sent home to change into appropriate clothing. The principal may grant exceptions on such an event as homecoming or religious purposes. If you are needing assistance and do not have appropriate attire, please contact our school nurse or our school counselor. 712-275-4266.

**Child to Staff Ratio:**

The following Child to Staff ratio set by the Department of Human Services is implemented within our program throughout the duration of the program.

<u>Age</u>	<u>Child: Staff</u>
3 years	8:1
4/5 years	10:1

**Toileting:**

Bathroom reminders are done routinely. Children are encouraged to wipe, flush, and wash hands independently. Those children wearing pull-ups are encouraged to change themselves with staff assistance. If more assistance is needed a changing area is available.

**Hand Washing:**

Upon entering the room children are asked to wash hands as best practice to a clean learning environment. All staff and visitors are asked to do the same. The same handwashing procedures are done before/after eating, conducting food activities, sand/water table activities, after restroom breaks, contact with any bodily fluids, and as directed by staff.

**Tooth Brushing:**

The staff will assist all children in daily tooth brushing. All the necessary supplies will be provided by the school. All toothbrushes will be labeled with the child’s name and used only by that specific child. We will use fluoride toothpaste. Only a pea size amount will be given to each child.

**Meals:**

All staff and children will participate in family-style eating. Eating together promotes self-help and socializing skills along with good manners. At least one adult is seated at each table during the meal. Each child serves their own food as it is passed around the table and meal time will last between 20-30 minutes. Children will not be forced to eat certain amounts of food. We will encourage children to try new foods before seconds.

We will be eating at the following times:

3 yr. Old:	Breakfast	8:00 a.m.	4 yr. Old:	Breakfast 8:00 a.m.
	A.M. Snack	10:00 a.m.		Lunch 11:15 p.m.
				P.M. Snack 2:30 p.m.

We will follow the nutritious menus established by the school kitchen. (We participate in the CACFP food program as well as the USDA guidelines. All food preparation, temperatures, storage and sanitation are required to meet the USDA and servsafe guidelines. Documentation is maintained by kitchen staff and overseen by the director of food services.) PowerSchool keeps a daily balance of all meal accounts available for you to check. If you need your password, please contact the school office. When a child’s account reaches a balance of \$5.00, a slip will be sent home with the student and the parents will be reminded by phone or email of their current balance. In the event that a student reaches a negative \$5.00, notification by mail will occur.

Parents are encouraged to fill out free/reduced lunch forms at registration.

**Treats/Classroom Parties/Student Wellness Policy:**

Celebrations which are acknowledged are birthdays, Halloween, Christmas, and Valentine’s Day and some other occasions. Due to our school Wellness Policy (Reference to Board Policy section 800) we have a large emphasis on nutrition. We will celebrate all birthdays and celebrations with snacks from the kitchen. No snacks from home please. Please contact the classroom teacher for more information and clarification.

Invitations to parties may be given out at school if all students are invited. These invitations will go home in saddle bags each week as deemed by the classroom teacher. If invitations are not given to all students in the class, the school administration prefers that distribution of invitations not take place at school. The school cannot release addresses and parent names for the safety of the child.

### **Transportation:**

The school is committed to providing an education to 3- and 4- year old children. All 4- year olds who live in the Schaller-Crestland District are offered transportation. District guidelines are used to determine pick up, drop off, shuttle services, etc. 3- year olds are able to ride the bus if we are making a stop at the same location for 4- year olds or older siblings. (We do not transport all 3- year olds as the route becomes too long for this age group to ride the amount of time it takes us to complete a route.) All families using transportation must physically assist in putting the child on the bus and must be available to help them off as well. No child will be dropped off without an adult present.

Buses are most commonly used for routes, but when another type of district vehicle must be used, the following shall apply: A child shall be transported only if the child is restrained in an approved developmentally appropriate car safety seat, booster seat, seat belt, or harness that is suited to the child's weight, age, and/or psychological development in accordance with state and federal laws and regulations and the child is securely fastened, according to the manufacturer's instructions indicated on the safety restraint device. Each child must have an individual seat belt or developmentally appropriate child passenger restraint system and be positioned in the vehicle in accordance with the requirements for the safe use of air bags in the back seat.

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 parent's/student's cooperation to make the bus trips safe for everyone each and every day. Bus drivers are hired and are required to meet district policy and state guidelines to ensure safety for all involved.

### **Safety of Pedestrians:**

Since safety is preventative in nature, emphasis is always on keeping our buildings and grounds in a safe condition. The school strives to develop habits of carefulness and safety to continue at home, on the streets, on a farm, at the park, etc.

### **Pick Up and Drop Off:**

When picking up and dropping off children safety for all students is a concern. Students will only be released to those listed on the Pickup Permission Form or a phone call made to the office prior to pick up.

Please park on the west side or north side of building when picking up your child. We do not want children to have to cross the street. If you are parked adjacent to our parking spaces provided you will need to come, get your child from the teacher. All children, according to Iowa Law, must wear a seatbelt while the car is in motion.



Please do not keep your car running while picking up or dropping as other parents and busses are trying to load/unload as well. Your child will need to be dropped off at the main entrance. Once he or she enters the building, he or she will go straight to his or her classroom.

### **Inclement Weather Policy:**

#### **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.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. There is no 3-year-old preschool or breakfast if school is 2 hours late or canceled. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed.

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 canceled or dismissed early are generally canceled 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.

#### **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.

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 purchased 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.

#### **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.

**Toys:**

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

**Phone Use During the School Day:**

Code No.: 508.3

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. 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 or with a phone card. 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 any previous permission from a staff or faculty member. These phones are for teacher communications, not students to have home contacts.

**Health Services and School Nurse:**

The Schaller-Crestland Early Childhood Programs are committed to promoting wellness and to safeguard the health and safety of children and adults who participate in our programs. In order to provide a safe and secure environment for every child and adult, we follow guidelines required by the Quality Preschool Program Standards, regulatory agencies and pediatric authorities in the field.

Our school nurse assists to ensure these policies and guidelines are followed by verifying documents, addressing health concerns, administering prescription/non-prescription medications, assists in health program management, verifying attendance, files all accident reports, and administers first aid both in minor and emergency situations. The school nurse or a health associate is available from 8:00 a.m. to 3:30 p.m. daily while students are in attendance during the school year.

**Health Screening:**

Throughout the year, the school district sponsors health screenings for vision, dental and hearing, and height/ weight measurements. Fluoride paintings are also provided three times during the year. Students are automatically screened unless the parent submits a request asking the student to be excused from the screening or agency requires written consent from the parent.

**Injuries Including Dental Injuries:**

A student who becomes injured or has a dental injury at school must notify his/her teacher or another staff member as soon as possible.

All injuries will be assessed by staff and/or nurse. The following guidelines will be used as protocol:

The parent will always be notified first unless the injury or dental injury is deemed serious then EMS will be notified first.

Minor Injury – Injury will be assessed by staff and/or nurse. They will treat the injury as needed according to basic first aid. Parent will be notified of minor injury at pick-up.

Serious Injury – Injury will be assessed by school nurse/EMT on staff or building administration. In case of serious non-life threatening injury, parents will be notified first.

Parents will be given option to transport or have EMS called. In the case of a serious and possible life threatening injury, EMS will be called first. Parents will be notified immediately thereafter. Every effort will be made to use your hospital of choice. However, if the injury is life threatening, your child will be taken to the closest medical/dental facility. Someone on staff will accompany the student or will follow with a vehicle to be with the child until the parent is able to be with the child. While the school district is not responsible for treating medical emergencies, employees may administer emergency aid. It will be the nurse's responsibility to contact the building principal and follow up with injuries that occur at school. Please complete the Early Childhood Information Sheet with emergency numbers.

### **Immunizations:**

Early Childhood and Transfer students will have 30 days from the first day of school or arrival to present an approved Iowa Department of Public Health Immunization Certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate after the 30-day period may not be allowed to attend school until they receive the immunizations or the student makes arrangements with the nurse. Only for specific medical or religious purposes are students exempted from the immunizations. Parents who have questions should contact the nurse.

### **Physical Examinations and Dental Examinations:**

Students entering the 3-year-old and 4-year-old programs are required to provide a school district physical examination form signed by the student's healthcare provider annually. They will be good for the term of one year from date of exam. Physical Examination forms are due prior to the first day of school or student will not be able to attend until received. Date of last leading screening should also be provided on the form. Physical and Dental Examinations are required.

### **Administration of Medicine to Students:**

Students may be required to take medication during the school day. When possible, student medications should be given at home, rather than during school hours. However, in some cases, administration of medications during school hours is unavoidable.

Medication includes prescription and non-prescription/over the counter medications such as: Tylenol, Ibuprofen, Cough and Cold Medicines, etc. Medication shall be administered only by the school nurse or a designee who has completed the guide to giving medications at school course offered by PLAEA and completed the skills check supervised by the school nurse.

All medications given during the school hours:

- Must be in the original container with the student's name on it
- Date prescription was filled with name of health official who prescribed medication as well as prescription label with specific instructions for administration, storage, and disposal.
- Must be accompanied by a consent form signed by a parent/guardian, with details to amount, time of day etc.
- Must be age appropriate

No medication will be administered without all requirements met.

A written record of medication administration will be kept for each medication. Medication on school premises shall be kept in a locked container in a limited access storage space. Only appropriate personnel shall have access to the locked container.

**Special Health Care/Emergency Care Plans:**

Children, 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 and/or health care plan.

**Communicable Diseases:**

Children with a communicable disease will be allowed to attend our early childhood program provided their presence does not create a substantial risk of illness or transmission to other students or employees. The health risk to immunosuppressed students is determined by their personal physician. It is required that children who are infected or are carriers of the HBV infection notify the school nurse. Children who carry HBV chronically and who have no behavioral or medical risk factors, such as aggressive behavior (biting and frequent scratching), generalized dermatitis (weeping skin lesions), or bleeding problems shall be admitted without restrictions. Testing of children for HBV shall not be a prerequisite for admission to the Schaller-Crestland Early Childhood Programs. The health risk to others in the center environment from the presence of a student with a communicable disease is determined on a case-by-case basis by the student's personal physician, a physician chosen by the center, or a public health official. With regard to infection control measures, every person shall be assumed to be an HBV carrier and all staff shall use their training in Universal Precautions when exposed to blood. All communicable diseases are required and will be reported to the public health department by the nurse.

**Discipline Procedures:**

The administration believes in using the problem solving at the lowest level approach to discipline. The administration has the right to modify the consequence depending upon the situation. Consequences assigned by the staff can include (but is not limited to) re-teaching, detentions, assignment of additional work, conference with the student and parents, referral to the counselor, loss of free time, and loss of privileges.

**Jurisdiction:**

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

**Discipline Referral and Tracking:**

Discipline isn't always about punishment. We wish to view discipline as teaching. By teaching, we hope to train for correction, maturity and self-discipline. With discipline, we wish to instill a caring and stable environment for our children to learn.

All parents or guardians as well as students, look for fairness and consistency. Our goal is to accomplish this with the following guidelines. Student expectations will be covered on a routine basis with classroom teachers and homeroom advisors.

As stated in our Lines of Communication section in the beginning of the handbook, we like to solve problems and discipline at the lowest level.

Each Classroom Teacher is in charge of tracking those students assigned to them each school year.

We use a discipline referral and tracking system, in which incidents of misconduct are recorded for purposes of behavior retraining, discipline action, and record keeping. One copy of the discipline slip is given to the office to be entered into our data system, one copy is sent to the classroom or supervising teacher, and the other is sent home to the parents.

It is up to the individual teachers to monitor each of their students and make contact with the parents and/or the principal when they feel that an unacceptable pattern or frequency of events is occurring. Severity of the situation is also taken into account. An immediate response to the safety of the misbehaving student or other students is taken into account with immediate parent contact when applicable.

These referrals are not exclusive to discipline. Absentees, tardiness, and truancy issues are also monitored by assigned staff members and the office. When absentee concerns present themselves, notices may be sent. Parents are encouraged to call and discuss recorded events for clarification.

### **Problem Solving:**

Schaller-Crestland CSD is committed to providing all students with the best education possible. Some students may encounter difficulties, including but not limited to: physical, emotional, social and academic/behavioral problems. When problems occur and interfere with classroom learning or students are not developing to the fullest our Problem Solving Team is put in place.

The Problem solving team is composed of classroom teachers, title 1 teacher, special education teacher(s), school principal, and sometimes can include school nurse, guidance counselor, and an AEA representatives to help teachers determine ways at increasing students learning potential or to curb behaviors and/or problems that are interfering. Our teams meet on an as needed basis. Parents will be notified of issues or concerns after the team has met. Parents will also be informed of any intervention plans and progress.

### **Grade Reports:**

Students will receive progress reports in the form of report cards at least twice a year. Parents who have concerns about their child's grades should talk to their teachers at any time to determine how they can improve their performance. Students are assessed on an ongoing basis. If any concerns arise the teacher can assist in answering your questions and provide any additional information in a variety of forms including: translators, interpreters of written print, etc.

### **Parent/Teacher Conferences:**

Code No.: 505.1

Formal conferences occur in the fall and spring. These conference dates are listed on our school calendar. Additional conferences may be scheduled at any time that either the parent or teacher feel it is necessary. When there has been a divorce or separation in a family, the family may request separate P-T conferences. Although we understand, we believe the interest of the student is best served when both parents attend the same conference. Therefore, we will only schedule one conference for each child and trust that all parties will communicate to arrive at the mutual time requested. If for any reason this cannot be done for the best of child the principal may grant exceptions or will attend the conference as well due to time constraints of the staff.

### **Individualized Educational Plans & Due Process:**

All students who are considered for and after problem solving may be recommended for further testing. After completion of testing/data and the team's collaboration, a recommendation may be made to continue with an Individualized Educational Plan or 504.

Students are entitled to a hearing or legal assistance in case of suspension from school or from an extra-curricular school activity.

### **Student Promotion and Retention:**

Promotion and retention practices in the 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 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 we 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.

### **Educational Records:**

Student records containing personally 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.

### **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.

### **Inspection of Educational Materials:**

Parents and other members of the school district community may view the instructional materials used by students. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the Principal. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal.

### **Student Photographs:**

Student photos are usually taken in September. All students will have their photos taken. The photos are used on student cumulative records folders. Students may but are not required to purchase photo packages offered by the photographer.

### **Field Trips:**

Field trips and excursions 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.

### **Counseling Program:**

The School Counselor is available during normal school hours for guidance service. Counseling services include individual counseling, small group counseling, classroom guidance

instruction, coordination of standardized testing, parent communications, and working with outside agencies. The focus is to enhance the ability of the student in a variety of different settings.

**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.

**Emergency/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 monthly tornado/fire drills to practice good techniques that promote confidence in the children as well as the staff. In addition, all of our staff is required to have current Child/Adult CPR and First Aid Certificates, as well as other additional training. For any and all unusual occurrences that may be threatening to staff or students we will maintain the proper staff to child ratio. 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 I.D. 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 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 assist the intruder. Another staff member will contact the Law Enforcement depending on the situation. The staff will proceed as instructed by the Law Enforcement. Parents/Guardians will be contacted as soon as possible.
- Lost or Abducted Children - One staff person will remain with the children. A second staff member will alert others in the building to assist in the search. Law Enforcement will be contacted immediately as well as the parents/guardians. The staff will proceed as directed by the Law Enforcement.

### **Employee Expectations:**

The Schaller-Crestland CSD completes background checks prior to employment with our district. All staff members are required to complete a physical before employment and every 3 years after.

As a quality early childhood department, we are required by law to have current CPR and First Aid certification, mandatory reporting of child abuse, Universal Precautions training, TB skin test. Certified staff must also have completed the Iowa School Medication Administration Course as well as updating our early childhood training every 5 years as required by the board of educational examiners.

We provide an orientation to all employees. Orientation includes staff expectations, center policies, and daily schedules/routines of both our children and staff, expected behavior, and review of all policies relating to the program.

Staff is responsible to complete daily/weekly checklists for playground and classroom to ensure children's safety and cleanliness. Staff is responsible to complete weekly cleaning and sanitation and/or disinfection of toys and materials used in the classroom. This is done more frequently as requested by school nurse.

### **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 another 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 parents' 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: Adam Brand, 300 S Berwick, Schaller, IA 51053, 712-275-4266, [abrand@rvraptors.org](mailto:abrand@rvraptors.org) or  
Employment Contact: Josh Sussman, 519 E Maple Holstein, IA 51025, 712-368-4353, [jsussman@rvraptors.org](mailto:jsussman@rvraptors.org)