

*MISSION STATEMENT*

*The Schleswig Community School will provide a learning climate where each student has the opportunity to realize and achieve their potential through the mastery of relevant skills.*

*SHARED VISION*

*The Schleswig Community School will be a district in which parents, staff, students, and communities see as a model of continued excellence. We will nurture a climate of respect and accountability. All children will have the opportunity to learn without distraction and accept responsibility for achievement.*

**BELLS**

- 1<sup>st</sup> Bell - 7:35 a.m. Breakfast Bell**  
Only those students eating breakfast may enter the building and proceed only to the cafeteria and must remain there until the 2<sup>nd</sup> bell.
- 2<sup>nd</sup> Bell - 7:55 a.m. All students may enter the building and proceed to their lockers and classrooms.**
- 3<sup>rd</sup> Bell - 8:05 a.m. Morning Tardy Bell**  
Any students not in the classroom by this bell must go to the main office for a tardy slip.  
  
Students may enter the West door and wait in the hall by the main office during inclement weather. This entry will be determined by the hall monitor on duty at the time.
- 3:00 p.m. Bus Dismissal Bell**  
Students riding the bus may be dismissed at this time.
- 3:07 p.m. Town Dismissal Bell – Buses Leave**  
Students not riding the bus will be dismissed by their teachers at this time.

## **Attendance**

We cannot stress too greatly the importance of your child being in school every day, on time, to achieve the greatest success possible and a positive attitude toward school. **Regular attendance is expected of all students.** It is impossible to completely make up all the work missed on the day of an absence; if so, there would be no reason for conducting daily classes. A typical school day is filled with learning that is not limited to books, i.e. group projects, cooperative learning, and/or discussions. Paper work can be made up, but the valuable learning opportunities cannot. Ultimately, retentions may be considered if the student, due to poor attendance, is unable to meet academic expectations. However, when your children are sick, they should stay home. If your child is going to be absent, please call the school between 6:30-9:00 AM.

If your child is too sick to come to school, the school insists that your child not attend/participate after school/night functions to help prevent others from being infected. If a student is absent from school and would like to attend school events and functions the same day, **IT MUST BE AUTHORIZED BY THE PRINCIPAL.** In order to participate or attend school sponsored events or functions, students must be in school at least the last half day of that day.

Families planning to be gone should notify the school several days in advance so work can be prepared and completed. Parents/Guardians should make arrangements to get schoolwork for ill students at the end of the day of their absence.

The school will call/text to verify your absence if we do not hear from your parents. For all classes missed at school, students are to make arrangements with the teacher for the make-up of missed work.

## **Doctor's Appointments**

Whenever possible, your parents are encouraged to make doctor or dental appointments when school is not in session.

## **COMMUNICABLE DISEASES**

The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Students with a communicable disease will be allowed to attend school as long as they are physically able to do so, and so long as their presence does not create a substantial risk that others will catch the disease (cold). Once it has been decided that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school.

## **Schleswig School Attendance Policy**

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Families planning to be gone should notify the school several days in advance so work can be prepared and completed. Parents/Guardians should make arrangements to get schoolwork for ill students at the end of the day of their absence.

### **Level One Absence (Excused)**

- **Illness** (must be accompanied with a Dr.'s excuse. Doctor's note must be brought to school within 3 calendar days of the last excused day.)
- **Funeral**
- **Medical Appointment** (must be accompanied with a Dr.'s excuse. Doctor's note must be brought to school within 3 calendar days of the last excused day.)
- **Court Appearance**
- **Religious Holiday** (must have written explanation by a parent 3 days prior to the absence)
- **Other excused absences may be granted at the administrations' discretion**

### **Level Two Absence**

- Students that are out of town, caring for a sick relative, on vacation, called in sick by a parent or absent for any reason other than listed above, will be considered level two absences.

### **Steps in Attendance and Tardy Procedures**

1. After 6 level two absences or 6 days tardy per year, the school will contact the parent via letter with a copy of the student's attendance record, a copy of the school's attendance policy, and a request for the parents to contact the school to discuss how the situation will be addressed.
2. After 10 level two absences or 10 days tardy per year, the school will contact the parent via letter with a copy of the student's attendance record, a copy of the school's attendance policy, and a request for the parents to contact the school to set up an attendance cooperation meeting.
3. After 15 level two absences or 15 days tardy per year, a letter will be sent to the parents informing them that the matter will be referred to the county attorney's office for a determination of whether there has been a violation of Iowa's compulsory education law. Agencies not limited to, the following may also be contacted: Department of Human Services, Public Health, Area Education Agencies, and Juvenile Court Services.

## **Courtesy Notes**

Please notify the school office of any change in your child's ordinary routine. These would include doctor appointments, riding the bus or staying in town overnight, change in babysitting routine, etc. This will enable the office personnel and staff to ensure your child gets to where he/she belongs after school hours.

## **Leaving the Building Early**

Students needing to leave the building during school hours are required to have a note signed by a parent or guardian. The note should be taken to the office secretary before school starts. The student will receive a pass to be shown to the teacher who will release the student at the appropriate time.

## **Head Lice**

Head Lice are tiny insects that can be found on the head and neck. Lice are spread most commonly by close person-to-person contact, and less frequently by clothing or hair care items. Lice move by crawling, they CANNOT hop or fly. Lice can affect anybody, personal hygiene or cleanliness has nothing to do with getting head lice. Head lice are not known to spread disease.

If lice are found during school, the parent or guardian will be contacted. Parents will be asked to pick up the student to begin treatment. Treatment information will be sent home with the student. Exposure notices may be sent home with students in the identified class at the discretion of the administration.

## **Medication**

Parents are encouraged to administer medication before school when possible. When medication is needed under special circumstances, parents must contact the school office for procedures to follow. Any medication that is to be administered in school must be brought by parents and given to the office secretary in the central office. Medication must be in proper container, be labeled, and instructions with the medication.

## **Emergency Procedures for Emergency Closing of School**

If for reasons of road conditions or other emergencies it becomes necessary to postpone opening or cancel school for the day, an announcement to that effect will be made from radio station KDSN (FM 107.1) and each family should receive a phone call, email, and text via Blackboard Connect. The announcement will be made by 6:00 a.m. in most cases.

## **Emergency Drills**

Emergency drills will be held in accordance with state rules and regulations. These may include but are not limited to, fire drills, tornado drills, and emergency lockdown drills.

## **Bus Rules**



The bus driver is, at all times, in full charge of their bus. The school bus is an extension of the school day. We expect the same rules of behavior, pride in school property, and actions of citizenship that are expected in the school building.

The following disciplinary procedure applies to classroom, bus, activity trips and any other school functions.

## **Breakfast/Lunch**

The cafeteria period is designed to provide a balanced diet and proper nutrition, opportunities for socialization, and relaxation.

1. The cafeteria is a place to eat. Please help make it a pleasant place by following simple rules of courtesy and showing respect for the rights of others.
2. Breakfast begins at 7:35 a.m. for town students or those available to eat at that time. **Town students should be leaving the lunchroom by 8:00 a.m.** Bus students should go directly to the lunchroom after their bus arrives and eat breakfast if they choose to eat. Time will be given for students to eat breakfast without being tardy, but we expect students to eat in a businesslike manner and not waste time during the meal.
3. Meal prices are as follows: Breakfast is \$2.00 and lunch is \$2.75 for students. All guests (adult/student) lunches are \$4.00.
4. Students in grades TK-4 are not offered extra entrées or milks. Students grades 5-8 may purchase additional entrées for \$1.00 and extra milk for \$0.30.
5. All parents will be offered free/reduced lunch applications. If parents choose to return the application, it should be given to Robin in the office.

\*\*\*\*Meal account balances can be accessed daily on the Internet at <https://schleswig.powerschool.com/public/>. See Renee or Robin for you parental user ID and password.\*\*\*\*

## **Schleswig Community Schools Nutrition Account Policy**

The purpose of this policy is to establish consistent meal account procedures for the Schleswig Community School District to help ensure proper nutritional intake which is essential for adequate learning to occur. It is the policy of Schleswig Schools to offer breakfast and lunch. The Food Service Department strives to produce quality meals at a reasonable cost. Students may purchase meals when funds have been deposited into their family meal account. Ala carte items and second helpings may be purchased from the meal account if there is a positive balance by students in grades 5-8. Such purchases will be denied if funds are inadequate. The school must be notified if a parent/guardian does not wish for their child to be able to purchase ala carte or second helpings.

Households may apply for free/reduced meals anytime during the school year. Applications are included in enrollment packets. In addition, applications are available in the school offices. A downloadable form can be obtained on the Schleswig School website: (**[www.Schleswig.k12.ia.us](http://www.Schleswig.k12.ia.us)**) Student lunch accounts are posted on the Schleswig web site: (**[www.Schleswig.powerschool.com/public](http://www.Schleswig.powerschool.com/public)**) under the \$ Balance Tab. A login and password must be assigned to each family for this program. Parents may obtain their user name and password by contacting Renee at school. We strongly recommend using this program as an essential tool in keeping track of your family meal account balance.

### **Procedures for Notifying Family of Account Status:**

The parent/guardian will be notified weekly when an individual account is at \$5.00 or less; a text will be sent to parents. The account can be paid at school or online by creating a PaySchool account.

Charging of meals is strongly discouraged as we strive to operate a fiscally responsible program. Once an account reaches a negative balance a reminder text will be sent to the parent/guardian. When an individual account reaches -\$25.00 or more the student will receive no breakfast and a courtesy lunch consisting of a serving of fruit, a serving of vegetables, and a carton of milk. Courtesy meals will be allowed for a period of five days. If payment is not received by the sixth day the student will be responsible for bringing their own lunch and will be refused a school lunch. The parents of the account holder may also be subject to Small Claims Court.

When money is received, it is at the school's discretion how the money will be separated into family accounts.

## **Homework**

Completing homework on time is an expectation for all students. Homework allows for a student to practice academic and responsibility skills that are required for them to be successful in the future. **All students are expected to complete their homework on time.** If an elementary student fails to complete their homework on time, they are still expected to complete it. If the homework is not completed and handed in when it is due the student may be expected to meet with the teacher either after school that day, the following morning, or after the following school day to complete it. It is expected that the student will meet with the teacher until the work is complete (no matter if the student misses extra-curricular activities). If a Middle School student does not complete homework when due, the student may be assigned a "working lunch" to complete their work. If more work for the same class is late, the student will be assigned to a "Study Table" time from immediately after school until 5pm on dates to be determined (no matter if the student misses extra-curricular activities). In all cases, a phone call will be made home by the student to inform the parents of the late work.

### **Extra Academic Help**

Students desiring help in any subject should not hesitate to see their teachers. This is a two-way arrangement. Students may also be requested by their teachers to attend tutoring if they are falling behind or having difficulty with an assignment.

\*\*\*\*Grades can be accessed periodically on the Internet at <https://schleswig.powerschool.com/public/>. See Renee or Robin for you parental user ID and password.\*\*\*\*

### **Schleswig Middle School Remediation Policy**

As a district we have as our mission the mandate to give every student "the opportunity to realize and achieve their potential through the mastery of relevant skills". We also have specific student learning goals, two of which are: "self-directed learners", and "quality producers".

We are aware that for some students, the traditional school year may not be enough time to "master relevant skills". We also recognize that some students do not have the maturity to independently be self-directed learners in their goals toward learning. We also realize that the goal of producing quality work is an ongoing goal for all students and that some need more time to produce quality work at their grade level.

We, therefore, have implemented a middle school remediation policy that will give the opportunity for these students to succeed.

1. Any student who does not acquire the needed skills to be successful in the next grade will be offered the opportunity to attend summer classes in the content area that has not yet been mastered.

2. Summer remediation will be offered to students that fail to demonstrate grade level skills, students that have incomplete work, or students that have produced non-quality work.
3. Students may be required to pay a nominal fee to help cover the cost of teacher and materials.
4. Teachers will communicate with students and parents if academic problems arise. If summer remediation is recommended, teachers will provide a list of skills that are deficient and need to be improved.
5. If a student has not mastered the grade level outcomes of a class, the student and parents will be notified. Summer remediation will be then made available. If the parents choose not to accept the additional time and help offered, the parents will be asked to sign a statement that will be placed in the students permanent file that states the student did not master specific outcome(s) of a class and that additional time and tutoring were made available to the student, but the parental decision was made not to have their child attend summer classes.

### **Testing and Assessment Guidelines**

All schools in Iowa are required to give standardized tests to chart student progress and show improvement. The standardized testing requirements are not well defined. It is a difficult balancing act to meet the needs of all students and still work within the guidelines of standardized testing requirements. The Schleswig School has been in contact with the Department of Education and representatives from the Iowa Tests of Basic Skills to develop guidelines to accommodate all students and to put a plan in place that gives an accurate picture of what areas our students excel in and what areas of weaknesses might exist within the curriculum.

### **School Board Affirmation of Discipline Policy**

The Schleswig Community School Board affirms its intent to support the school discipline policies, its intent to support school staff that enforces the discipline policies, and its intent to hold school staff accountable for implementing the discipline policies.

This affirmation is in accordance with Iowa Code 12.3(8) and is published annually.

### **Disciplinary Procedures**

We expect the highest standards of citizenship for all students in the Schleswig School. The staff will model, teach and reinforce these standards. Students are expected to be courteous, use proper language, and treat all persons in school in the same manner that they would like to be treated. Any behavior that is determined by the classroom teacher as being unacceptable will result in the following disciplinary procedures:



1. Inappropriate behavior in the classroom will be handled by the classroom teacher. Disciplinary action for minor disciplinary problems will be determined by the classroom teacher. An assigned detention will be carried out by the teacher that gave the detention either after school the day of the detention, the following morning, or after the following school day. In all cases, a phone call will be made home by the student to inform the parents of the detention and when it will be served. It is expected that if the student does not arrive promptly on time and carry out the entire detention that they will serve another detention. If a student does not serve a detention as assigned during a regular school day, they will be issued a Saturday detention.
2. If a student is referred to the office by any staff member for disciplinary problems in the classroom, hall, recess, bus, or in any other school setting, the following actions will be taken:

**1st Referral in a Quarter: Talk with principal: appropriate discipline issued.**

**2nd Referral in a Quarter: Meet with principal; appropriate discipline issued and mandatory call to parents explaining disciplinary problem and action to be taken and what will happen on third referral.**

**3rd Referral in a Quarter: Mandatory meeting with parents, student, staff members and principal. At that time a corrective plan of action will be made by the members present, and what will happen if another referral occurs.**

### **Saturday Detention**

1. Saturday Detention will result from inappropriate behavior as defined in the student handbooks and/or as determined by the principal in any cases not covered in the handbook.
2. Saturday Detention will go from 7:00 a.m. until 12:00 p.m. on the Saturday following notification of the parents by phone and/or letter.
3. The Detention room will be determined by the Saturday Detention monitor.
4. The monitor will be determined by the principal and will be a certified teacher of the school district.
5. Students will work and/or read from 7:00 a.m. until 12:00 p.m. with a 10 minute break between 9:00 and 9:30 a.m. If there are multiple students, each student will be given a break independently of the others. There will be no talking without permission.

6. Failure to obey any part of these rules will result in the student being sent home with a referral to the Principal.
7. Failure to appear for Saturday detention will result in the student serving 2 consecutive Saturday detentions.

### **Athletic Bus Referral**

- 1<sup>st</sup> Referral – 1 practice suspension
- 2<sup>nd</sup> Referral – 1 practice suspension and 1 game/meet suspension
- 3<sup>rd</sup> Referral – Permanent suspension from athletic bus activity for remainder of season
- 4<sup>th</sup> Referral – Permanent suspension from athletics for remainder of year. If any act warrants additional disciplinary punishment the principal has the discretion to impose such punishment.

### **Bicycles/Mopeds**

1. The parking lot, bus loading areas, and playgrounds are off limits to bicycles.
2. When leaving school, walk your bicycle to the street before getting on to proceed home.
3. Your bicycle should be locked for your own protection against others riding it. (This is not mandatory but a suggestion for safeguarding your property.)
4. Obey all traffic rules.
5. All bikes and mopeds are to go directly to the bike rack when arriving at school and should remain in the rack until the student leaves for the day. The school is not responsible for bikes left in the rack after school hours.

### **Care of School Property**

1. We expect students to be responsible and take care of the books and materials issued to them. If lost or damaged, the student will pay for the replacement or repair. If the book is found, please return it and we will refund the money.
2. We expect the highest standards of citizenship for Schleswig students. If any student vandalizes school property, the parents will be assessed a bill for the damages. There will be imposed a mandatory of a minimum of 1 (one) Saturday detention.
3. We take great pride in the education facility in Schleswig, and we expect students to reflect that same pride. Students should keep the inside and outside of the building and surrounding areas as neat and clean as possible. The tidiness and appearance of the

school building during the day depends on each student's cooperation in keeping locker areas in order and keeping individual desks in each classroom neat and clean.

### **Use of Technology and Internet**

It is a goal of the Schleswig Community School that all students become technologically literate and have the skills to use the latest in modern technology. Computers/iPads that are connected to the Internet are available to teachers/students as part of their regular classroom curriculum. Students using a computer will do so only under supervision of a school employee.

Usage of the school district's technology resources is a privilege, not a right, and that entails responsibility. All information on school district equipment is considered a public record, this includes school issued email addresses. The school reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network.

Use of computer resources in ways that violate acceptable use may be subject to suspension or revocation of technology privileges. (Please see school board policies 401.13 and 401.13R1.)

### **Endangering Health and Safety**

Any student action or threat of action (i.e., death threat, bomb threat, personal safety threat, etc.) which is of such a nature that it threatens or endangers the safety of students or staff of the Schleswig Community School may result in long-term suspension by the administration or expulsion by the Board of Education.

### **Video Taping in School**

It is common practice in most schools to use videotapes as instructional tools. Schleswig Community School is no exception, and videotaping is used on a regular basis in our district. If parents have any objections to having their students video-taped while in school, please contact Mr. Galvin at 676-3314.

### **Cell Phones**

The number of students with cell phones is on the rise. Although this advance in technology can be extremely convenient, it also becomes a problem in the school setting when phones ring during class, students are text messaging instead of paying attention, or picture phones are used at inappropriate times, etc.

Schleswig school has the following expectations for cell phones.

- Cell phones need to remain in your locker/bag or given to a teacher or principal. Since the school still has traditional telephones, any emergencies can be handled by calling the school.
- Cell phones should remain in the locker/bag, with a teacher or principal for the entire school day except times expressly allowed.

Students that choose to ignore the expectations may have their cell phone taken and it can be picked up from the principal's office at the end of the school day on the first offense. On a second offense only a parent of the student can pick up the phone.

It is understood that the student at one time or another may need to use the phone. A "traditional" phone will be available for the students to use if needed. However, to help teach responsibility and accountability, student calls for forgotten homework, PE clothes, lunches, band instruments, etc. will be limited and at the discretion of the principal.

### **Dressing and Grooming**

We take pride in the appearance of our school, staff and students. We expect all students and staff to come to school in neat and suitable attire. Clothing should be appropriate for the school setting and not distracting to other students. A general rule of thumb is that tank tops straps should be at least an inch wide and shorts should be long enough that the student's palm does not touch the skin of a person's legs when standing straight with arms down at his/her side. Clothing will not reflect inappropriate topics such as: alcohol and tobacco products, inappropriate language, actions or gestures. Undergarments will be fully covered at all times. We feel this is a reflection of the positive outcomes we expect in the Schleswig Community School.

Please dress your student according to the current day's weather forecast.

### **Anti-Bullying/Harassment Policy**

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, including but not limited to, age, color,

creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability 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 the 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 any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including,

suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

## **Anti-Bullying/Harassment Investigation Procedures**

### **Resolution of the Complaint**

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

### **Points to Remember in the Investigation**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

### **Conflicts**

If the investigator is a witness to the incident, the alternate investigator shall investigate.

### **Field Trips**

As part of the educational program, teachers will periodically schedule field trips to enhance their curriculum. Notification will be given to parents on the date of the field trip, what will be learned, and what the student needs to bring. If any parent does not want their child to attend the field trip, they must notify the teacher in charge.

### **Food/Treats to School**

Due to the growing number of students within our school population with severe food allergies, all food/treats that are brought need to be pre-packaged. The food packages should contain all ingredients so that the teacher may inspect the product to make sure that food is allergen free.

## **Eligibility Requirements**

The staff will be checking students' progress weekly to determine whether or not they will be participating in sports. This allows students to academically redeem themselves the following week. Every effort will be made by the staff to promote student success. To be able to participate in sports for any single day, the student must be in school the last half of a school day unless the principal grants permission prior to that day the excuse is requested.

## **Guidance Services**

Guidance services are available to all students. A student may be referred for services from administration, teachers or parents.

## **Health Education**

Students in grades TK-8 shall receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety, human growth and development; substance abuse and nonuse, including the effects of alcohol, tobacco, drugs and poisons on the human body; self-esteem; interpersonal relationships; emotional and social health; prevention and control of disease; and current health issues.

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 propose an alternate activity or study acceptable to the building administrator. The building administrator shall have the final authority to determine the alternate activity or study.



## **We Want You to Know Your Rights**

Parents and students have a right to review a student's educational record, including the student's cumulative file. Parents who inspect their child's records and feel they are inaccurate are entitled to challenge the record.

Parents and students who feel that they have been mistreated or who feel a District policy has not been properly followed, may file a grievance by contacting Michael Pardun, Superintendent (676-3313) for information about the procedures to be followed. If you have concerns, please contact us.



Your child may be eligible for a free or reduced price lunch. The forms necessary to make application, including eligibility requirements, are available in Robin's office. Robin will provide you with them.

If you have a concern about any part of our school district's curriculum, you may file for an exemption. If this is a concern, please call the superintendent's office.

A parent or student has many rights and responsibilities in today's schools. The student has the responsibility to come to school to learn, to conduct themselves as ladies and gentlemen, to respect others, and not interfere with others right to learn. In turn, the school has the responsibility to have rules that ensure an orderly learning atmosphere, to treat people as they would like to be treated, to make rules known, to enforce the rules as evenly as possible, and to provide everyone with due process. If everyone accepts their responsibilities, everyone will feel better about their school. Feel free to communicate with us.

### **Drug and Alcohol Education**

Federal Law (P.L. 101-226) requires that all school districts submit a certification that they have adopted and implemented a drug prevention program.

The major focus of this legislation is to ensure that all school districts throughout the United States communicate to their students, employees, and parents that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Drug and Alcohol Education is an important part of the Schleswig Community School District's health curriculum. If you have questions about our drug and alcohol curriculum, please contact the school counselor.

### **Child Abuse Reporting Within the School Context**

In an effort to comply with Chapter 102 of the Iowa State Code, the Schleswig Community School District has appointed David Galvin as the Level I child abuse investigator and Andrea Gurney as the district's alternate. This code specifies that the Level I investigators may be school district employees: however, the subsequent investigation phase (Level II) must have a non-school district employee being designated. The Crawford County Sheriff's Department has agreed to act as our district's Level II investigator.

This rule governs only alleged violations by school district employees in a school-related context.

The Schleswig Community School District continues to be committed to ensuring only the best possible educational climate for all of the students being served throughout the system. Inquiries or questions may be directed to:

David Galvin, Principal	676-3314
Andrea Gurney, TK-8 Teacher	676-3314
Crawford County Sheriff's Department	263-2146

## **Schleswig School Strives for Equality for Students and Families**

The Schleswig Community School District acknowledges that all students must learn to live and work in a multi-cultural, gender-fair environment. Furthermore, it recognizes the need for an educational program designed to help students acquire a realistic basis for understanding the culture and life styles of people of different racial, ethnic and socioeconomic backgrounds.

Our goal will be to provide an atmosphere for learning, which is devoid of sexist, racism and ethnic prejudices, discrimination, and separatism. No student shall be denied enrollment in a class because of race, culture, sex, or developmental disability.

It is also the policy of this district that curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to all regardless of sex, race, or developmental disability.

Anyone with inquiries regarding compliance with Title 9, Title 6, or Section 504, should contact the Superintendent of Schools.

Any student or parent who feels they have been discriminated against, denied a benefit or excluded from participation in any district program unfairly may file a grievance. Grievance forms may be picked up in the counselor's office.

### **Asbestos Update**

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted recently by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

The Management Planner has developed an asbestos management plan for our facilities which includes: a notification letter, education and training of our employees and a set of plans and procedures designed to minimize the disturbance of the asbestos-containing materials, and plans for regular surveillance of the asbestos-containing materials.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. Dave Drees is our Asbestos Program Manager and all inquiries regarding the plan should be directed to him (676-3313).

We have begun implementing the asbestos management plan. We are intent on not only complying with, but also exceeding federal, state, and local regulation in this area. We plan on taking whatever steps are necessary to insure our students and employees have a healthy, safe environment in which to learn and work.

### **Parent Notification for ESSA**

Parents/guardians in the Schleswig Community School have the right to learn about the following qualifications of their child's teachers: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teachers, and baccalaureate/graduate certification degrees. Parents or guardians may request this information from the Office of the Superintendent by calling 712-676-3313 or by sending a letter request to Office of the Superintendent, PO 250, Schleswig, Iowa 51461.

### **Open Enrollment Announcement**

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

1. **March 1, 2018** -Last date for regular open enrollment requests for the 2018-2019 school year.
2. **September 1, 2017**-Last date for open enrollment requests for entering kindergarten students for the 2017-2018 school year.
3. Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.
4. Applications need to be sent to both districts.
5. Parents should be aware that open enrollment may result in the loss of athletic eligibility.
6. For further details, contact the school superintendent at 676-3313.

**Schleswig Faculty and Staff  
2017-2018**

**Superintendent's Office .....676-3313**  
**Principal's Office .....676-3314**

Administration

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Darla Rios

Kim Espinoza

Bus Drivers

Neal Nahnsen

Glenn Wigg

Barb Quandt

Richard Preul

Board of Education

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Cindy March .....676-3324

Jerrold Reimer .....679-2433

Jake Schneider.....676-2194

Lisa Westphalen.....676-3374

Julia Mogensen, Secretary .....676-3313