

# **SCHLESWIG SCHOOL AUGUST HAPPENINGS**

## **SCHOOL REGISTRATION**

Registration packets have been emailed out. Registration packets need to be returned to the school by August 2. If you do not receive your packet, please call the school at 676-3313.

We will be open for registration on Monday, July 29 from 7:00-2:00 and Tuesday, July 30 from 10:00-6:00 if you would like to fill out registration packets or if you have any questions. We strongly encourage all the new families in our district to register their children on these dates. If you know of any new families in the district, please call the school at 676-3313.

The school menus and calendars will be available on the school's website. We will not serve breakfast on the first day of school. Lunch on August 15 will be WG Nacho Grande or Breaded Chicken Fingers, WW Cookie, Corn and Milk.

## **OPEN HOUSE**

Please mark your calendars for the school Open House. Food and beverage will be provided for this event.

**MONDAY, AUGUST 12, 2013  
5:30-7:00 PM**

Students are encouraged to bring their supplies, find their rooms and desks, meet the teachers, and be ready for the opening day of school on Thursday, August 15.

## **HIGH SCHOOL TRANSPORTATION**

We need your help! If you are expecting the bus to stop at your house, please call Robin at 676-3313 to verify that we have you on our 2013-2014 high school bus route. Bus routes will be finalized and mailed to you prior to the start of school. **If you do not call by August 2, the bus will not stop!** The bus will leave Schleswig at 7:40AM for town students.

## **HELP NEEDED!**

The Schleswig Calf Show Days School Food Stand helps raise money to support our activity fund which is used for field trips, music and sports. We are in need of 3 couples or 6 individuals who would be willing to be on a planning/operating committee for the Food Stand. Currently one couple organizes and is in charge of the stand. If a committee could be formed it would make it less work for all involved. If you would be willing and would like more information please contact Brian Johnson at 676-3313.

Remember to look for the Food Stand work sign-up sheet for all 5<sup>th</sup> grade thru 8<sup>th</sup> grade students/parent at the School Open House on August 12<sup>th</sup>.

## **2013-2014 MAGAZINE SALES**

The Schleswig Middle School will again participate in the annual magazine sales fundraisers. The sale will begin shortly after school begins. The money raised by the sale helps defray expenses for the school's extra-curricular activities and field trips.

Magazine companies usually send "renewal notices" to the subscribers on magazines the students sold the prior year. The school can renew your magazine for the same price as any promotion by publishing companies. The only difference is the school is allowed to keep 40% of the sales price when sold through our campaign. Please hold renewals for the students who will be contacting you in September. Remember, we can renew your magazines at anytime during the year. If you are not contacted, please call Robin at 676-3313 and a student will contact you. **Thanks to everyone for your support of our magazine fundraiser.**

## **MIDDLE SCHOOL ATHLETES**

All students going out for football and volleyball will need to have their physicals before the start of school. Physical forms may be picked up at the school. **A physical, health and injury information card and insurance waiver must be turned in before a student may practice.**

## **EMERGENCY CLOSINGS**

For emergency announcements this year, the school will be using a program called Black Board. Once an emergency announcement has been made, parents will receive a voice recording, a text message, and email. (These numbers and addresses will be used from the information you provide at registration.) Announcements will also be given to Denison radio KDSN (AM 1530, FM 107.1). Please do not call the school.

## **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 objections to having their students video taped while in school, please contact Superintendent Brian Johnson at 676-3313.

## **SCHOOL ABSENTEEISM**

Just a reminder that if students are ill or need to miss school for other reasons, please call the school by 8:45 AM at 676-3314. If you know in advance that a student will be gone, it is extremely helpful to the school if we know in advance so we can plan for his/her absence. If a student is absent from school, our policy requires us to call the home so we can account for all our students. It is a great help to us if parents call and inform us of students who are absent. Your help is greatly appreciated.

## **SCHOOL HOURS**

The school will open its doors to the students at 7:35 AM. At this time we would like to have town students who will be eating breakfast go to the multi-purpose room for breakfast. Students are not allowed in the classrooms unless they have permission from the teacher.

Classes begin at 8:00 AM and end at 3:00 PM. Buses will leave at 3:05 PM with town students being dismissed after buses leave.

## **HEAD LICE AND CONTAGIOUS DISEASES**

Board policy 507.3 states "Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students...". A list of communicable diseases is located in our central office and also in Board policy 507.3E1.

Head lice is very common in public schools, and is something each district struggles with every school year. Our health policy now states that a student must be excluded from school a minimum of 24 hours after adequate treatment to kill lice and nits. Nits sometimes remain more than 24 hours after treatment. Several students have had cases of reoccurring head lice problems, and we know the nits are still active after treatment. To assure that head lice are not "...transmitted to other students...", the Schleswig Community School will ask each parent to keep their child home until all nits are gone after treatment for head lice. If nits are discovered at school, the parents will be called and the parents will pick the student up from school. If help is needed with outbreaks of head lice in school, we will work with the Crawford County Public Health Department and with parents to advise families on how to resolve the situation.

## **IMPORTANT NOTICES**

### ➤ **WE WANT YOU TO KNOW YOUR RIGHTS**

Your child may be eligible for free or reduced price meals. The forms necessary to make application, including eligibility requirements, are included in the registration packet or may be picked up at the superintendent's office.

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 Brian Johnson, Superintendent (676-3313) for information about the procedures to be followed. 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, call the superintendent for a conference.

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 schools. Feel free to communicate with us.

### ➤ **DRUG AND ALCOHOL EDUCATION**

A new 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 new 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 and curriculum. If you have any questions about 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 Andrea Gurney as the Level I child abuse investigator and Jenn Bower 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 will serve 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:

\*Andrea Gurney, Middle School Teacher, 676-3314

\*Jenn Bower, Counselor, 676-3314

\*Crawford County Sheriff's Dept., (712)263-2146

➤ **EDUCATION OF HOMELESS CHILDREN AND YOUTH**

Education is important to everyone. It is important that all eligible students are enrolled in school. If you are aware of any homeless children residing in the area, please contact Brian Johnson, Superintendent of the Schleswig Community School, at 712-676-3313. The Schleswig Community School District is committed to making the necessary accommodations (transportation and/or financial waivers) to insure all eligible students are attending school.

Chapter 33 of Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason: is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter, is abandoned in a hospital, or is awaiting foster care placement.
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.
- 5.

➤ **SCHLESWIG SCHOOLS STRIVE 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 that is devoid of sexist, racism and ethnic prejudices, discrimination, and separatism. Equal opportunity in programs is provided to all students regardless of race, color, national origin, gender (sex), sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed (EQ5). 281—IAC 12.1(1), Iowa Code 280.3

No students shall be denied enrollment in a class because of race, color, age (except students), religion, national origin, sexual orientation, marital status, sexual orientation, gender identity, socioeconomic status, creed or 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.

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

➤ **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: this 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.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. Brian Johnson is our Asbestos Program Manager and all inquiries regarding the plan should be directed to him (676-3314).

We have begun implementing the asbestos management plan. We are intent on not only complying with, but 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.

➤ **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.

➤ **NOTICE OF NONDISCRIMINATION**

Students, parents, employees and others doing business with or performing services for the Schleswig Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sexual orientation, marital status, sexual orientation, gender identity, socioeconomic status, creed or disability in admissions or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sexual orientation, marital status, sexual orientation, gender identity, socioeconomic status, creed or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), & 504 or Iowa & 280.3 is directed to contact:

Superintendent of Schools, Schleswig Community School District, 714 Date Street, Schleswig, IA 51461 (712) 676-3313.

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, & 504 and Iowa Code & 280.3 (2007).

➤ **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 date and rules:

1. **September 1, 2013** – Last date for open enrollment requests for entering kindergarten students for the 2013-2014 school year.
2. **March 1, 2014** – Last date for regular open enrollment requests for the 2014-2015 school year.
3. Applications must be sent to both districts.
4. 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.
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.

## **ANNUAL NOTICE**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202

## Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Schleswig Community School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Schleswig CSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. 1

If you do not want the district to disclose directory information for your child, please notify the school in writing.

These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

## Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Schleswig Community School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The school district will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, D.C. 20202

## ***PARENT NOTIFICATION FOR NCLB***

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.