

**Waverly-Shell Rock
K-4 Elementary
Parent & Student Handbook
wsr.k12.ia.us
2021 - 2022**

Southeast



Margareta Carey

West Cedar



Shell Rock

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Mrs. Stacy Carignan, 4th

SPECIAL AREA TEACHERS

Art -	Mrs. Angie Steuer
Elementary Counselors -	Mrs. Tonya Poppe - Southeast, West Cedar
	Mrs. Amber Kuntz - Carey, Shell Rock
Elementary Social Worker -	Mrs. Jenna Haglund
K-4 Media -	Mrs. Lyndsi Luck
Physical Education-	Mrs. Nikki Wilkinson - Shell Rock, WC
	Mr. Cal Twait - Carey, Southeast
School Nurse -	Mrs. Jaime Robbins, R.N.
Title I Reading -	Mrs. Christina Steiert - Shell Rock
	Mrs. Allison Frazell - Carey, St. Paul's
	Mrs. Kelly Goeke – Southeast
Remedial Reading -	Mrs. Angie Van Kley - West Cedar
Vocal Music -	Mrs. Erika Benschoter, Mrs. Rachael Nelson
TAG Program -	Mrs. Jennifer Rewerts, Mrs. Angie Van Kley
Special Education -	Mrs. Jessica Davis- Carey
	Miss Abbi Staack - Carey
	Miss Lydia Smith - Carey
	Mrs. LeAnna Vincent - Shell Rock
	Mrs. Hillary Smith - Shell Rock
	Mrs. Hailey Molstead - Shell Rock
	Miss Jordan Scribner - Southeast
	Mrs. Jillian Zaputil-Erickson - Southeast
	Mrs. Heather Obermier -West Cedar
	Mrs. Deb Sand - West Cedar

W-SR COMMUNITY SCHOOLS MISSION STATEMENT

Our mission is to create a passion for learning that will sustain students for a lifetime.

ELEMENTARY CURRICULUM

WSR has adopted the Iowa Core Curriculum. Details may be found at

<https://www.educateiowa.gov/iowacore>.

Homeless Youth and Children

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations,
or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

For more information, please contact:

Katie Johnston, Mckinney Vitro/Homeless Coordinator

katie.johnston@wsr.k12.ia.us

319-352-3630

Activity Classes

All elementary students are involved in art, music, and physical education classes. These classes help the child develop into a well-rounded individual. Sensitivity and creativity are encouraged during art and music classes, and physical education classes work on everything from motor skills to group activities. **All PK-4 students must have gym shoes for use in physical education classes at all elementary buildings. All K-4 students should wear appropriate clothing for physical activity.**



Title I and Special Education Classes

The Title I Program is available in qualifying schools for students having difficulty with reading. Title I teachers provide additional instruction that is coordinated with the regular classroom reading program. The main goal of special education classes is to place students in the least restrictive environment to meet the educational needs of the student.

WHAT ARE THEY TALKING ABOUT?

If you are a sports fanatic, you know that a RBI means runs batted in, TD means touchdown and KO means knock out. You might have dealt with the IRS at some point in your life, or maybe you've had a CBC done at a hospital lab. Several professions often use initials to describe programs or procedures used on a frequent basis. Education is no exception. As a matter of fact, it seems that educators use more than their fair share of abbreviations during conversations. Rest assured, we aren't talking a different language, but we are talking about school programs. Below is a listing of some things teachers might talk about during parent-teacher-student conferences. Sometimes we take for granted that parents know what we are talking about, but if you don't understand something, please don't hesitate to have us clarify!

TEACHER TALK GLOSSARY:

- IEP** - Individualized Education Program, given to students with specific learning needs
- FAST** - Formative Assessment System for Teachers
- ESSA** - Every Student Succeeds Act, a set of Federal laws and regulations that schools need to follow intended to improve student achievement.
- AEA** - Area Education Agencies, regional centers in the state that support local school districts.
- TAG** - Talented and Gifted
- ELI** - Early Learning Initiative
- EDM** - Every Day Math
- PLC** - Professional Learning Community
- CCC** - Center for the Collaborative Classroom - Literacy Curriculum

The list could go on and on. Just remember that there is no way that we expect you to know all of these, but if we mention them at conferences, make sure you have us explain what we are talking about!

STUDENT DRESS

We take pride in the appearance of our students. Our students' dress reflects the quality of this school. Pupils are expected to come to school looking neat and clean and dressed in a manner that is accepted as being in good taste.

Clothing, which exposes the stomach, back, or any undergarments, will not be allowed. Students wearing shorts or skirts shorter than fingertip in length may be asked to change to something more suitable for school. The inseam on shorts can vary greatly, therefore, we ask parents to use "fingertip length" as a guideline for school wear.

Clothing promoting alcohol, drugs, violence, or gangs is not allowed. Pupils may be asked to return home to make necessary changes in their appearance or attire. Hats, ball caps, and handkerchief style bandanas (full or head-band) may not be worn

inside the school by any students. Chains clipped to wallets or belt loops can damage or get hooked on furniture and are therefore not allowed in our building.

INVITATIONS/BALLOON/FLOWER DELIVERY

We ask that party invitations, balloons, flowers and other special deliveries are not made to students at school during the school day. These items may be distracting in the classroom; may cause hurt feelings, and they may also be difficult for students to manage when trying to take them home. Special consideration should also be given when students are attending an after school party. Gifts should be such that they can be kept discreetly in a locker or book bag. Thank you for your cooperation.

SUPPLIES - Teachers may send home lists of additional supplies needed in their specific classrooms.

All students, PK-4, need boots, caps, snow pants, and gloves for winter recess. All belongings should be labeled with your child's first and last name. Please check the lost and found department occasionally at your child's school.

SCHOOL HOURS

Waverly Elementary Schools: K-4th 8:25 a.m. - 3:10 p.m. (Wed. 8:25-2:00)
Shell Rock Elementary: PK-4th 8:05 a.m. - 2:50 p.m. (Wed. 8:05-1:45)

Students are counted tardy if they arrive at school five minutes after school starts. For safety reasons all children should go home immediately after school.

It is important that all K-4 Students arrive at school on time.

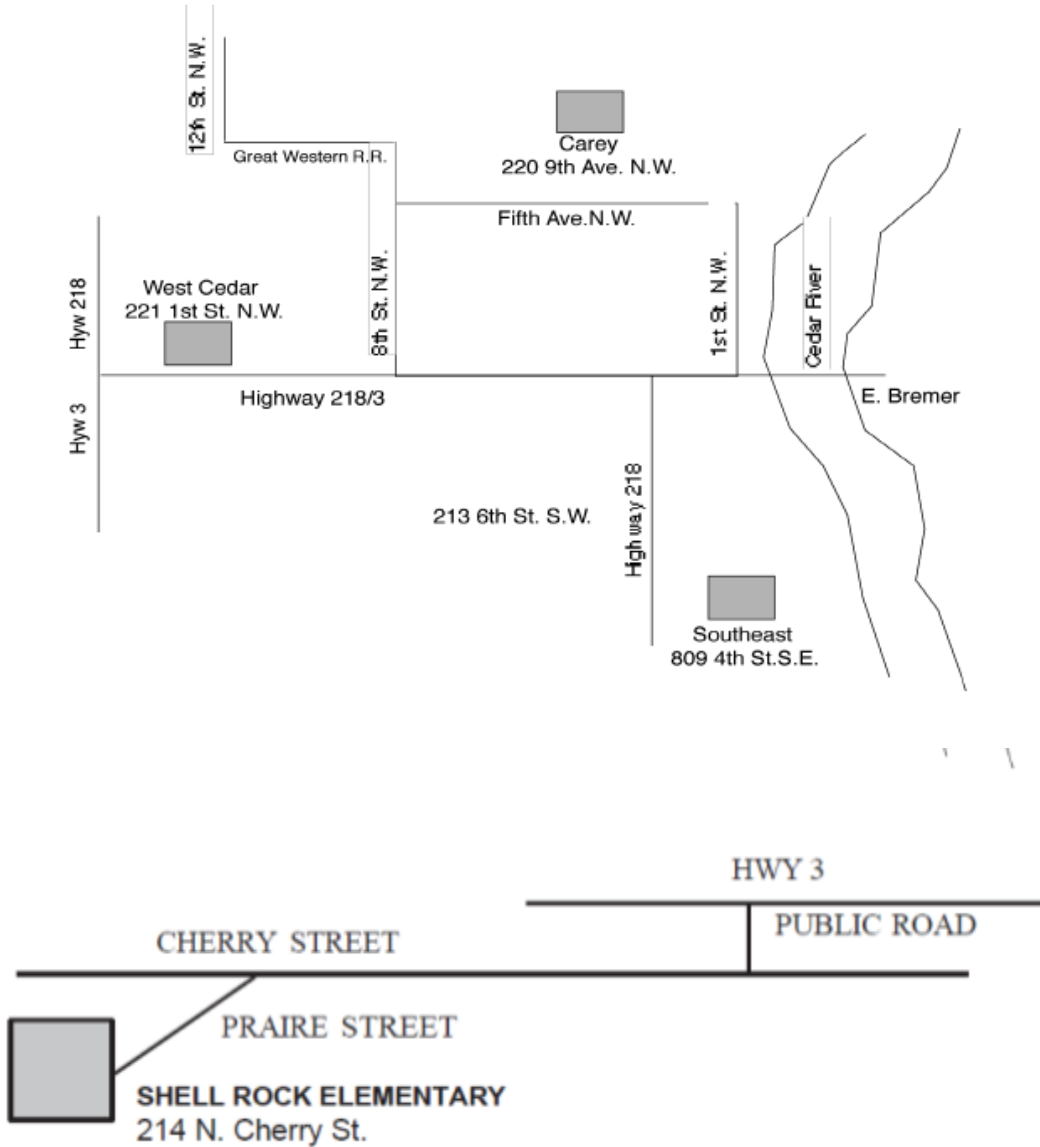
For information from the District General Calendar, visit the district web site:
<http://www.wsr.k12.ia.us>

Waverly-Shell Rock has four elementary centers. The building and the grades which they house are as follows:

Carey.....K through 4
Shell RockPK through 4
SoutheastK through 4
West CedarK through 4

Building Assignment for K- 4 Students in Waverly:

Upon initial enrollment, students will be assigned to attendance centers. District bus service allows us to balance class sizes with an effective transfer system. Additional sections of a grade level may be added to a K-4 building to accommodate an increase in student enrollment, which may necessitate moving students to a new building.



LUNCH PROGRAM

A nutritious lunch is available for those who wish to take part. Hot lunches will be transported to elementary buildings. Parents can now write one check and the amounts will be withdrawn from that family account. Barcoded lunch cards will be kept by the classroom teacher to lessen the chance of losing them. Cold lunches should be adequately marked with proper identification.

Mid-morning or mid-afternoon milk is available. All Elementary Schools offer a breakfast program. To apply for assistance, please contact the school or go to the school website www.wsr.k12.ia.us.

Negative Lunch Policy

When an elementary school student account reaches -\$20.00 the student will not receive a meal from the school. If a student has a negative balance of -\$20.00 or more, but has cash in hand, they may purchase a meal, as long as their money in hand covers the entire cost of the meal. When the student has a negative balance of less than -\$20.00, the student may return to the lunch program.

Lunch monitors and teachers will assist in addressing any students they feel are not eating a meal or struggling with abnormal hunger in their classrooms. The food service director, principal and school nurse will assist in addressing community efforts to assist families with hunger, such as the backpack program, summer feeding sites, WIC, Food Bank, etc.

Negative balance communication will continue through Infinite Campus, with a different reminder email for parents at \$0.00, -\$10.00, and -\$20.00.

SCHOOL HEALTH PROGRAM

Waverly-Shell Rock has a full-time school nurse, whose schedule rotates among all schools, but is on call to any school in case of accident or emergency situations. As part of her duties, she monitors immunization records of all students. Height, weight, and vision of students is checked annually. Students are required to have a physical examination before kindergarten and 9th grade.

W-SR board policy and local area doctors consider the following symptoms suggestive of a communicable disease: fever (100 degrees or more), sore throat, nasal or ear drainage, nausea and vomiting, skin rash, inflamed eyes, skin lesions suggestive of scabies or impetigo, or headache. Parents are urged to keep all children at home when these symptoms are present. Children should be "fever free" for 24 hours before returning to school.

Before giving your child medication (prescription or over-the counter), a consent form must be signed by parent and doctor. These forms are available from your doctor or school office. All medication must be in the original or prescription bottle. This is our way of protecting your child and making sure he or she receives the proper medication at the proper time. Children should not be allowed to carry their own medications to and from school.

SOLICITING

When students are involved in outside school fund-raising activities, we ask that they not solicit funds from teachers and staff members during school hours.

CHANGE OF ADDRESS

All changes of address, phone numbers, email, etc. should be reported to the school.

TORNADO PROTECTION

When tornado warnings are in effect, the administration shall determine whether pupils will be dismissed or held. Pupils generally are safer in a supervised school building with tornado stations than they would be walking home or riding a school bus on the road. Furthermore, there is no assurance that parents will be at home to receive young children. Each building will conduct tornado drills regularly. Areas within each building have been designated as shelter areas.

SCHOOL CANCELLATION SNOW OR OTHER EMERGENCIES

If it becomes necessary to delay, dismiss, or cancel classes during the winter due to snow, ice, etc., the school will make the announcement over Radio Stations KWAY (FM 99.3 for direct programming or AM 1470). Once buses leave, students waiting for a ride will return inside the building and wait for their parents in the office.

EARLY DISMISSAL SUGGESTIONS

We are concerned about sending children home in cases of storms or other emergencies before the school day is over. We fear that parents will not always be home and doors could be locked. If you have reason for similar concern, especially if you have younger children, please make arrangements for such an emergency (whether your child lives in town or rides the bus).

You can do several things such as:

1. Instruct your child as to where he should go if school is dismissed early for emergencies.
2. Instruct relatives, friends, or neighbors at whose house you expect your child to stop.
3. Instruct other brothers, sisters or friend's children to take custody of the younger child whether in town or on the bus route.

Parents will be contacted when buses are using hard surfaced roads only.

MORE INFORMATION TO PARENTS

Please note: Parent visits are being suspended during the COVID restrictions. We look forward to lifting this restriction when it is appropriate to do so.

Parents are most welcome and are encouraged to visit classes. Classroom visits afford one of the best means to gain information about the educational program and to observe their children's performance in a classroom learning situation. To make the visits most worthwhile, the school suggests that parents should make their classroom visits after the first two weeks and before the last two weeks of the school year. Please contact your child's teacher to check the schedule and make arrangements prior to your visit. Stop in the office before you visit the classroom. Parents may be accommodated for school lunch and are welcome to see the lunch program in operation. Please notify the school office by 8:45 a.m. on the day you would like to eat school lunch.

Please no
party
invitations
at school.

STUDENT RECORDS

W-SR School Board recognizes the importance of maintaining student records and preserving their confidentiality. Parents or eligible students have the right to:



1. Inspect and review educational records
2. Request an amendment of the educational records
3. Consent to disclosure of personally identifiable information in educational records
4. File a complaint with U.S. Department of Education regarding alleged noncompliance with the law
5. Obtain a copy of the records policy
6. Withdraw students' directory information from general release

A copy of the complete policy, Student Record Access, may be found in the district policy No. 506.1.

CHILD CUSTODY

In most cases, when parents are divorced, both Mom and Dad continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

AEA SUPPORT SERVICES

Central Rivers AEA provides speech and hearing services, psychologist and social worker support, and occupational and physical therapy services, as well as educational consultation. If you have questions about any of these services, please contact your principal.

LIABILITY

Waverly-Shell Rock Schools belong to you and your neighbors, the people who support and pay for them. Unfortunately, occasional vandalism may occur. People who damage school property may be held liable for those damages, according to state law. In the case of minor children, their parents are liable.

BOOK RENTAL AND SERVICES

Our school operates on a book rental plan. Workbooks and other consumable materials are purchased from this fee. All textbooks will be furnished by the school with no charge for ordinary wear other than a rental fee. Students are expected to care for books. Cost of lost or damaged books will be charged to the students.

ATTENDANCE

Coming to school every day is very important in all grades. Please do not keep a child home except for illness or some other important reason. Waverly town children should not come to school before 8:20 a.m., and Shell Rock town children should not come to school before 8:00 a.m. unless they have some special work with a teacher. If the number of tardies or absences is such that the student's education becomes negatively affected, the following process will be put into effect. After each step, it will be determined whether or not attendance has improved. If attendance does improve, the process will end at that point:



1. The teacher will visit with the parent and share concerns regarding attendance.
2. The principal or counselor will contact the parent, learn more about the reason for the attendance problem, and together with the parent determine a plan to reduce the number of tardies or absences.
3. A letter will be sent to the parent documenting the first two contacts and explain the need for improved attendance.
4. The principal, counselor, or school social worker will contact the parent to provide support and to assist the parent in making sure the child is attending school regularly.
5. A second letter will be sent informing the parent that the county attorney will be contacted if attendance does not improve.
6. The county attorney will be contacted.

In order to provide for the safety of students, parents are requested to call the school when your son or daughter is absent. It is requested that calls be made between 8:00 a.m. and 9:00 a.m. If a student is absent and a call has not been received by 9:00 a.m., the school office will call the parent. This policy is to insure that both home and school know the student's location. When you find it advisable to keep your child home, please send a note with him/her when they return to school giving the reason for the absence. We would appreciate knowing about a prolonged absence, and if the nurse can be of assistance, please let us know.

REPORTING-CONFERENCES

Report cards indicating pupil progress are sent home at the end of each trimester. Parent-teacher conferences are scheduled at the end of the first and second trimester. Other conferences may be requested as needed by either the teacher or parent. These conferences are to be a two-way exchange of information to discuss the educational development of the individual child.

RECESS

Recess is an integral part of the school day, the same as any other scheduled activity, and every child should participate except when excused by a doctor, school nurse, or the parent.

VOLUNTEERS

A volunteer can perform non-teaching duties involving supervision and assistance to the teacher to enable them to better perform their teaching duties. Any person who is responsible, dependable and cares about children, and would work under the direction of a classroom teacher, can be a volunteer. If you want to be a volunteer, contact the principal for further information.

ELEMENTARY SCHOOL COUNSELING

Our counseling program offers preventive measures through classroom lessons. Small groups offer students support by peers with similar concerns. Individual counseling is also available for students to help them develop a better understanding of self and others and to set personal goals.

PLUS PROGRAM

W-SR schools employ teachers to provide gifted education classes to elementary students. These teachers work with all K-4 students in the regular classroom setting. Identified students will be provided a differentiated program based on their individual needs.

DISCIPLINE POLICY

Each elementary school has its own discipline policy to insure the safety and conduct of its students. All buildings encourage good citizenship and respecting the rights of other students. Please contact your building level administrator if you have any questions regarding a specific building discipline policy.

ACTIVITY ATTENDANCE

We welcome our elementary students as spectators at our activity events. We do expect that they come to be spectators and behave in an appropriate manner while at events. Please review proper behavior rules with your student before sending them to activity functions. Younger children should be accompanied by an older, responsible person, preferably a parent. Failure to follow rules may result in not being able to attend future activities.

Football Games:

1. It is strongly suggested that all children be accompanied by a responsible adult when attending football games. Student safety and consideration for other spectators attending the game must be considered.
2. Students will view that game from the bleachers.
3. Students are not allowed to sit on the top row of bleachers.
4. Spitting or throwing things will not be tolerated. Balls and other play equipment are not to be brought to the game.
5. Students are to remain on the home side, with the exception of using the concession or restroom area.
6. Students who cannot follow rules will be asked to leave. Admission will not be refunded.

Gymnasium Activities

Students will be expected to be seated with their parents or in the elementary/junior high student section. Students should not cross under baskets or be on the playing surface at any time.

ABUSE OF STUDENTS BY DISTRICT EMPLOYEES

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior by employees, will not be tolerated. The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging the investigation of an allegation. The school district has appointed a Level I investigator and alternate Level I investigator. The Level I investigator is the building's principal. The alternate Level I investigator is the district's superintendent. A copy of the complete policy, Abuse of Students by School District Employees, including investigation procedures, may be found in district policy book No. 402.3.

CORPORAL PUNISHMENT

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property. State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: educateiowa.gov.

HUMAN GROWTH AND DEVELOPMENT CURRICULUM

In recognition of the fact that human growth and development is fundamental to all life and is of primary importance in nature, in society, and in the life of every individual; and in recognition of the fact that the essence of education is the acquisition of knowledge related to those areas that are important in society and in the lives of individuals, the board accepts the responsibility to provide information concerning human growth and development as part of the educational opportunities to students. The goals of instruction related to human growth and development and the focus of those goals are found in policy 603.5, Health Education.

Alternative instructional activities will be provided for any student whose parents choose not to have their child participate in instruction dealing with human growth and development. Parents may inspect instructional materials prior to their use in the classroom. Related policies are 605.2, Instructional Materials Selection.

STUDENT EXERCISE OF FREE EXPRESSION

Students have the right to exercise freedom of speech including the right of expression in school publication. Students shall not express, publish, or distribute any materials which are obscene, which are libelous or slanderous, which encourage students to commit unlawful acts, violate lawful school regulations, or cause a material and substantial disruption of the orderly operation of the school. There shall be no prior restraint of material prepared for official school publication except when the material violates this section.



VIDEO CAMERAS ON SCHOOL BUSES & SCHOOL GROUNDS

The Waverly-Shell Rock Community School District Board of Directors has authorized the use of video cameras on school district buses and school grounds. The video cameras will be used to monitor student behavior to maintain order to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video tapes may be used in a student disciplinary proceeding. The content of the video tapes are confidential student records and will be retained with other student records. Video tapes will only be retained, if necessary, for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view video tapes of their child if the video tapes are used in a disciplinary proceeding involving their child. WSR uses surveillance cameras to monitor activity on district property. Real time and archival footage will be made available to law enforcement as needed to ensure safety of people and property. The Superintendent and Technology Director must be made aware of any intended access by said agency and the reason for that access.

WAIVER OF SCHOOL FEES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

FEDERAL LAW ON SCHOOLS AND GUNS

In 1994, the United States Congress passed strict laws regarding schools and weapons. It is mandatory that students bringing a firearm to school be expelled for twelve calendar months. They must also be referred to law enforcement authorities. Superintendents may modify the expulsion on a case-by-case basis. A firearm is defined as 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.

Some schools have adopted stricter policies which include “look alike” weapons such as squirt guns or toy guns. W-SR has not adopted such a strict policy. The school does strongly discourage students bringing squirt guns, toy guns for “show and tell”, or guns for demonstration speeches. W-SR policy does address other weapons and dangerous objects. Students who bring weapons other than firearms and dangerous objects will be subject to disciplinary action including suspension or expulsion. This also applies to students who use squirt or toy guns in a threatening manner. W-SR will lose all federal funds if it does not comply with the new law. As a parent, then, you can expect the law to be swiftly and strictly enforced. We feel your best course of action is to see that no guns, real or toy, are brought to school.

In response to recent national concerns about violence in the public schools, W-SR has instituted a crisis management plan. Each building may practice safety drills similar in frequency to fire and tornado drills.

INTERNET ACCESS NOTICE TO PARENTS



Your child has access to electronic communication known as the Internet. The Internet is a collection of thousands of interconnected computer networks. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students at this time. If a student already has an electronic mail address, he/she may, with permission of the supervising teacher, be permitted to use the address to send and receive mail at school.



Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements
- Students will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical, and educational considerations utilized in other forms of communication.
- Student access for electronic mail will be through their own account. Students should adhere to the following guidelines:
 - a. Others may be able to read or access the mail, so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
 - e. Always acknowledge receipt of a document or file.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

If you do not want your child to have access to the Internet, you must annually notify your child's principal in writing.

ASBESTOS MANAGEMENT PLAN

The asbestos management plan for the Waverly-Shell Rock Community School District is located at the office of the Director of Maintenance and Transportation Service, 1300 35th Street N.W., Waverly, Iowa 50677.

ANTI-HARASSMENT/ANTI-BULLYING

"Harassment and "bullying" shall be construed to 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: 1) Places the student in reasonable fear of harm to the student's person or property, 2) Has a substantially detrimental effect on the student's physical or mental health, 3) Has the effect of substantially interfering with a student's academic performance, 4) 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.

SEARCHES

Waverly-Shell Rock Community School District hereby gives notice that periodic inspections and/or searches may occur in any school-owned property. Examples of school-owned property include, but are not limited to, lockers, desks, and other storage areas. These periodic inspections and/or searches may be announced or unannounced, and will be conducted by an administrator in the presence of the student or another person.

SECTION 504 NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Waverly-Shell Rock 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, creed, sex, marital status, sexual orientation, gender identity, socioeconomic status, or disability in admission 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, creed, sex, marital status, sexual orientation, gender identity, socioeconomic status, 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 Code § 280.3 is directed to contact:

Katie Johnston, Director of Educational Services
W-SR Middle School, 501 Heritage Way, Waverly, Iowa 50677
319-352-3632

Or

Abby Meester, Human Resources Director
1415 4th Ave. SW, 319-352-3630
abby.meester@wsr.k12.ia.us

who have 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.(2011) **Series 100 - School District**

Grievance Procedure Code No. 102.-R1

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor or Personnel Contact Person
(Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity, socioeconomic status, or disability in admission or access to, or treatment in, its programs, policies, and activities are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity, socioeconomic status, or disability in admission or access to, or treatment in, its hiring and employment practices are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and "marital status" isn't a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity, socioeconomic status, or disability in admission or access to, or treatment in, its programs, policies, and activities are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three - Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer the grievant may request a meeting with the superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Name Katie Johnston

Office Address 501 Heritage Way, Waverly, Iowa 50677

Phone Number 319-352-3632

Office Hours 8:00 a.m. - 4:00 p.m.

Code No. 102.-E2

GRIEVANCE FORM FOR COMPLAINTS OF DISCRIMINATION OR FEDERAL NON-COMPLIANCE WITH FEDERAL OR STATE REGULATIONS REQUIRING NON-DISCRIMINATION

I, _____, am filing this grievance because

(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible:

(Attach additional sheets if necessary)

Signature _____

Address _____

Phone Number _____

If student, name _____ Grade Level _____

Attendance Center _____