

# Parent/Student Handbook – 2018-2019

*Serving the communities of Early, Galva, Holstein,  
Nemaha, and Schaller*

## **Galva-Holstein Lower Elementary**

Grades Preschool-2<sup>nd</sup> Grade in Holstein

## **Galva-Holstein Upper Elementary**

Grades 3-5 in Galva

## **Ridge View High School**

Grades 9-12 in Holstein



*Our mission is to enable us to reach our greatest potential intellectually,  
socially, emotionally and physically, thus becoming unique, life-long learners.*

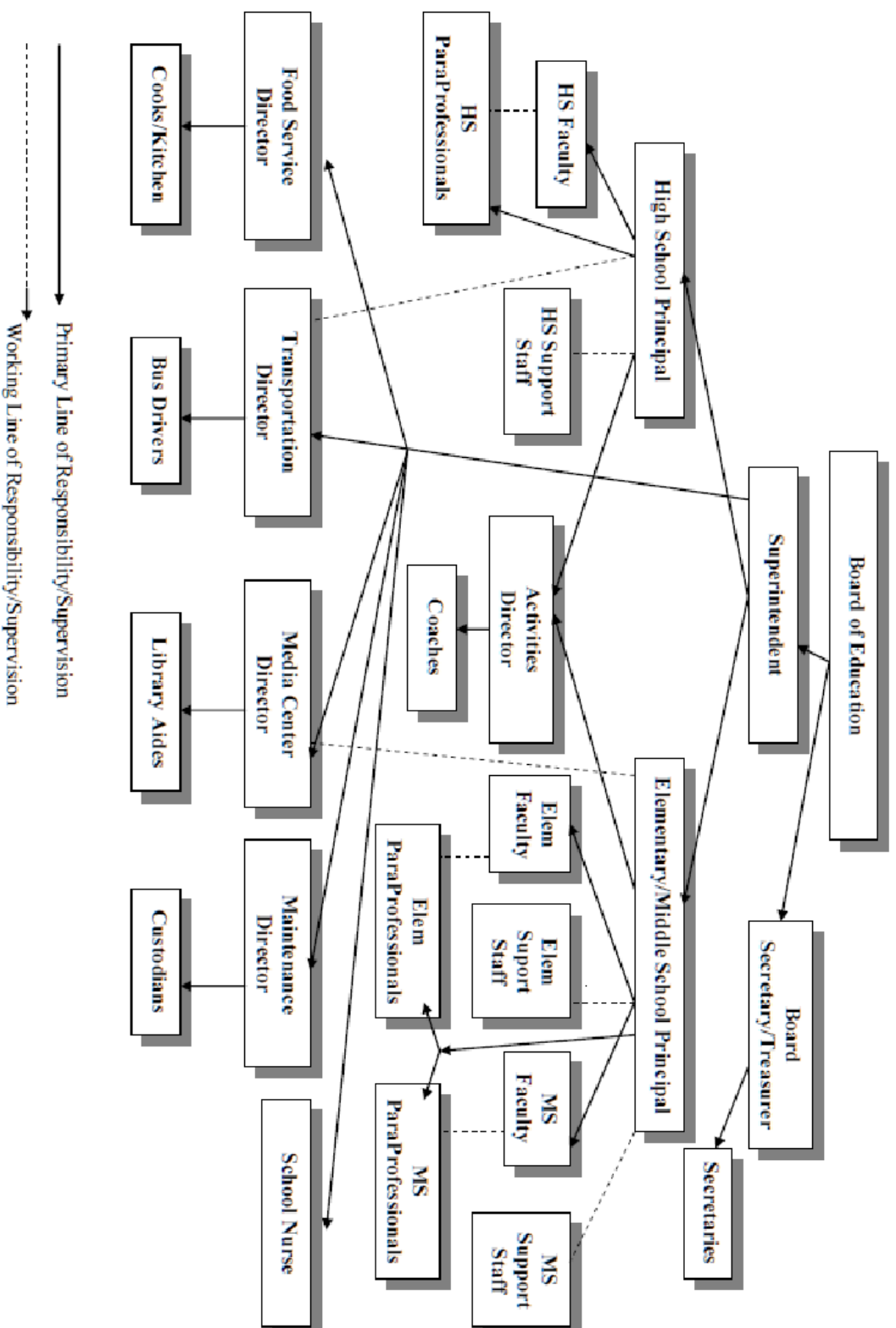
## **RIDGE VIEW SCHOOL SONG**

*Go Ridge View Raptors  
Fight for victory –  
With our colors and our name  
We'll fight on for our fame  
FIGHT FIGHT FIGHT  
Go Ridge View Raptors  
Fight for victory –  
Fight for the name of,  
Fight for the fame of,  
Fight tonight to win this game*

### **Please note:**

The Schaller-Crestland CSD and the Galva-Holstein CSD will not discriminate on the basis of:  
RACE, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, RELIGION,  
CREED, AGE (for employment), MARITAL STATUS (for programs), SEXUAL ORIENTATION, GENDER  
IDENTITY, SOCIOECONOMIC STATUS (for programs). There is a grievance procedure for processing  
complaints of discrimination. If you have questions or a grievance related to this policy please contact *Programs*  
Contact: Mike Richard, 519 E Maple Holstein, IA 51025, [712-368-4353](tel:712-368-4353), [mrichard@rvraptors.org](mailto:mrichard@rvraptors.org) or Employment  
Contact: Bret Warnke, 519 E Maple Holstein, IA 51025, [712-368-4353](tel:712-368-4353), [bwarnke@rvraptors.org](mailto:bwarnke@rvraptors.org)

## Organizational Structure for Galva-Holstein Schools



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### **Non-Discrimination Statement**

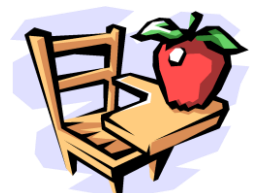
It is the policy of the Ridge View (Galva-Holstein/Schaller-Crestland) Community School District to not discriminate illegally on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Differential treatment on the basis of sex will not be permitted except when necessary to accomplish specific educational purpose that does not impinge upon essential equality or fundamental fairness in the treatment of students. It is the policy of the district in this regard to be in full compliance with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the 1964 Civil Rights Act and Section AYE of the Iowa Code.

Grievances related to this policy may be addressed to:

Superintendent	or	Superintendent
Galva-Holstein Comm. School		Schaller-Crestland Comm. School
519 E. Maple St.		300 S. Berwick St.
Holstein, IA 51025		Schaller, IA 51053
712-368-4353		712-275-4267

### **INTRODUCTION**

This handbook has been prepared so that students and their parents may become familiar with the rules, regulations and procedures of Galva-Holstein Community School and Ridge View High. Such rules and



regulations apply to all students in the school district regardless of the age of the individual student. Each of you is responsible for knowing the contents of this manual.

Our school is similar to many other groups and organizations that we encounter during the lifetime in that we have rules and regulations to help guide us so that we may progress in an orderly fashion.

As a citizen of this school, students are expected to follow the rules that are established for the welfare of the entire student body. Be proud of your school. Take care of it, and feel free to make suggestions for improving it.

We ask that you and your parents read this handbook carefully and keep it on hand for future reference. If you have any questions regarding any of the information in this handbook or any other part of our school programs, please contact us. Best wishes for the coming year.

-- Galva-Holstein Administration

## **MISSION**

*Our mission is to enable us to reach our greatest potential intellectually, socially, emotionally and physically, thus becoming unique, life-long learners.*

## **GALVA-HOLSTEIN COMMUNITY SCHOOL DISTRICT BELIEF STATEMENTS**

We Believe:

1. Our primary focus is on the student.
2. All are life-long learners.
3. All are unique.
4. All can learn and have success.
5. All are responsible for and must be held accountable for the educational process.
6. All expectations must be high.
7. Everyone should be treated with respect.
8. Everyone is a role model.
9. Everyone in the educational process should feel and be safe in the school environment.
10. Everyone should adhere to the highest possible ethical and moral standards.
11. All need to know they are cared about.
12. Each individual has the potential to control their response to the day.
13. Kindness and compassion should be evident every day.
14. All need to take an active interest in the school.
15. All communication needs to be meaningful and open.
16. We should nurture and expect intellectual, physical, emotional and social growth and maturity.
17. Everyone needs support.
18. All co-curricular activities are an integral part of the educational process.

## **EDUCATIONAL PHILOSOPHY**

As a school corporation of Iowa, the Galva-Holstein Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students within the limitations of the school district's ability and willingness to furnish financial support to provide for students in cooperation with their parents and the school district community, the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The board endeavors through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, home, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of these professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem solving skills that will assist the students' preparation for life shall be instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

## **ROLES AND RESPONSIBILITIES OF STAFF**

### **ALL STAFF**

(This includes Administrators, Classroom Teachers, Nurse, Counselor, Paraprofessionals, Bus Drivers, Office, Custodial, Cafeteria, Coaches, Substitute Teachers and Volunteers)

Through consistency, our staff accepts the responsibility to encourage all students to develop the skills and attitudes necessary to gain the self-confidence needed to become life-long learners.

#### **1. Administrative Staff**

The role of the Administrative Staff in responsibility and discipline is to respectfully guide staff and students in their efforts to achieve the school's mission-student success.

- a. The Administrative Staff will be responsible for appointing an Elementary Leadership Team that will meet on a regular basis. The Administrative Staff and the Team will examine records of office referrals, referrals to Principal's Office, suggestions from staff, and any other relevant information to continually evaluate the efficiency of current procedures. The Administrative Staff and the Team will guide the staff through a yearly review and update of this policy manual.
- b. The Administrative Staff will have a thorough working knowledge of this manual and provide assistance to staff in implementing the classroom management and school-wide management procedures. In this capacity, the administrative staff will provide training and continued support to teachers as they strive to teach students to follow the guidelines for success.
- c. The Administrative Staff will assist staff with severe misbehavior such as physically dangerous situations, illegal acts, insubordination and any chronic or recurring problems. As indicated on a case-by-case basis, the Administrative Staff will initiate time-out, parental conferences, in-school suspension, out-of-school suspension, contacting the appropriate authorities or other severe consequences. If the principal is not available to assist with a crisis situation, the secretary will direct referrals to the designated personnel.

#### **2. Classroom Teachers**

The classroom teachers are the center of our school responsibility and discipline policy. Teachers will continually emphasize to both students and parents the importance of "Be responsible, do your best and help the rest."

Teachers will focus on teaching and encouraging responsible behavior. This will be accomplished by helping students see how their behavior relates to our school-wide guidelines emphasizing the need to be responsible and trustworthy, always try, do your best, cooperate with others, care and be kind, and show dignity and respect.

- a. Three basic principles of management and discipline will be implemented by all teachers.
  - i. Students will be taught how to behave responsibly.
  - ii. Teachers will strive to interact frequently with each student when the student is behaving appropriately and retrain with students who are not displaying the behaviors already taught.
  - iii. If misbehavior occurs, teachers will consistently implement consequences. The focus of interactions with each student will continue to be primarily positive.
  - iv. When chronic misbehavior occurs, staff will work collaboratively to assist a student in learning to behave responsibly. When working with a challenging student, staff will follow the guidelines found in this plan..

Though these principles will guide teachers in their classroom management, each teacher, each student and each situation is unique. Teachers will use professional discretion to select the specific procedures that fit student needs, the situation and the principles described. The following represents a menu of possible classroom management techniques for encouraging responsible behavior thus reducing irresponsible behavior.

## **CLASSROOM CONSEQUENCES FOR MISBEHAVIOR**

Consequences for classroom misbehavior will be most effective if implemented consistently and immediately. Students should be informed in advance that certain behaviors are unacceptable and will lead to consequences. Consequences that can be used by teachers other than removing students from the room may include (but not limited to) the following:

- Verbal reprimand
- Keep a student in from recess
- In class time-out



- Contact parent(s) guardian
- Assign the student to sit in a different section of the room
- Have student fill out a Behavioral Plan
- Assign the student to a Time-Out Period

### **Encouraging Positive Behavior**

Responsible behavior will be encouraged by teachers. Suggestions for reinforcing positive behavior include the following:

- verbal praise for successful and mature behavior
- written feedback to a student
- written feedback to a parent(s)/guardian
- postcards
- call the student and/or parents(s)/guardian at home
- give the student an additional responsibility
- let the class have five minutes at the end of the class period as free time
- allow music to be played during an independent work period
- have the student run an errand
- compliment the student in front of another staff member
- ask the principal or another staff member to tell the student you mentioned how well he/she is doing

More structured rewards such as student of the week/month, pencils, certificates and other school supplies are available through the principal when deemed appropriate by a staff member.

- a. When chronic misbehavior occurs, staff will work collaboratively to assist a student in learning to behave responsibly. When working with a challenging student, staff will follow the guidelines found in this plan.

### **3. The Nurse, Counselor and District AEA Team**

**The above staff is available to assist us with instruction that may prevent problems and with solving special problems that may occur.**

- a. The Elementary has the services of a nurse. She/he is available to staff and student(s) to provide health education, including safety in various settings. She/he is responsible for carrying out screenings, for consultations on matters related to growth and development, and/or the achievement and maintenance of optimal wellness. The nurse will be available to help ill or injured students. In her absence, office personnel will assist students and determine whether parents should be contacted and/or make arrangements for the transportation of the ill or injured student home, to the doctor, or other care provider. This will allow the classroom teacher to remain in her/his classroom with the other students for which she/he is responsible.
- b. The Elementary has the services of a guidance counselor. The counselor will teach classes on such topics as self-esteem, conflict resolution and developing social skills. These classes will be scheduled in cooperation with each grade level. The counselor will be available to consult with staff on chronic behavior problems, suspected drug abuse, child abuse or neglect, depression, threats of suicide, teacher stress, etc. Students should not be sent to the counselor as an immediate consequence for misbehavior. However, counselors will meet on a prearranged schedule with individual students who would benefit from counseling. The needs of the students involved in special counseling programs and those not currently involved should be evaluated biannually. This would include programs such as "Changing Families" and "Social Skills".
- c. The District's AEA Team is available to the Elementary School. The role of the AEA Team is to assess all students referred for problem solving and/or special education. The AEA will consult with staff on interventions for students with behavioral and/or learning problems as well as other special needs. If observations of students are done by AEA, the school will notify parents. If a specialized plan for learning or behavioral problems is developed, parents will be notified and invited to a formal meeting.

### **4. Teacher Assistants, Paraprofessionals, Playground Supervisors, Bus Drivers, Office Staff, Custodial Staff, and Cafeteria Staff/Supervisors**

All staff have an equal and contributing part in the teaching of responsibility and discipline at Galva-Holstein Elementary. Our guidelines of cooperation and mutual respect include all students and all staff. Through positive interactions with students, our noncertified staff members will emphasize the need to be responsible and trustworthy, always try, do your best, cooperate with others, care and be kind, and show dignity and respect. Each staff member should be knowledgeable of the rules and guidelines specified for school-wide areas and implement the procedures outlined in this policy manual if misbehavior occurs.

## **COMMUNITY INVOLVEMENT**

The Board of Education of the Galva-Holstein Community School District believes that all members of the community should not only support education but also be directly involved within the education setting. It is their feeling that community members have a number of valuable talents and resources that can enhance the educational process. In addition, the community has a vested interest in the product that is being produced, namely well-educated students who will be tomorrow's leaders. To this end, the board encourages each member of the community to involve themselves either directly or indirectly with students.

There are several means of accomplishing community involvement. The first is by volunteering to assist classroom teachers by becoming part of the volunteer program that has been established over the past several years. A second means is joining one of the two active activity support groups that all parents and other members of the community are encouraged to join. The Boosters was organized to provide support to all athletes of the School. Through fund raising they have provided a number of donations that have provided equipment and met other needs that goes well beyond what the school can provide. Likewise the Music Parents is an organization that funds equipment and other experiences for students in the area of fine arts that would not be possible from the general education budget. A third possibility is to support the Galva-Holstein Foundation, that was founded upon the principle of providing the extra's in the general education program that insure that quality education is maintained.

The Board urges you to become directly involved within the school. You are encouraged to contact building principals, the athletic director, or musical directors for more information on becoming an active school supporter. Each of these individual or the administrative office will provide you with a further explanation of the means of integrating you within the school setting.

**EQUALITY --** \*(For complete discussion, see Board Policies 103 and 103R.1.)

Students, parents, employees and others doing business with or performing services for the Galva-Holstein Community School District are hereby notified that this school district does not discriminate on the basis of Race, Color, National Origin, Sex, Disability, Age (for employment), Religion, Creed, Sexual Orientation, Gender Identity, Socioeconomic Status (for programs), Marital Status (for programs) in admission or access to, or treatment in, its programs and activities. 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: *Mike Richard, Elementary Principal & AD; Galva-Holstein CSD; 712-368-4353* 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).

**GRIEVANCE PROCEDURE--**(For complete discussion, see Board Policy 103.R.1)

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

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, religion, marital status or disability are encouraged to discuss it with the instructor, counselor, supervisory, building administrator, program administrator or personnel contact person directly involved.

**ANTI-BULLYING/HARASSMENT --**(For complete discussion, see Board Policies 104, 403.5, 403.5R1, 502.11, 502.11R.1.)

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: Age, Color, Creed, National Origin, Race, Religion, Marital Status, Sex, Sexual Orientation, Gender Identity, Physical Attributes, Physical or Mental Ability, Ancestry, Political Party Preference, Political Belief, Socio-Economic Status, Familial Status. Harassment against employees based upon age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status actual or perceived is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this

policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical, or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as a basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

- ❖ Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
- ❖ If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
  - tell a teacher, counselor or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser did;
    - witnesses to the harassment;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser responded.

## THREATS

Any threat made to another student, staff member, or against school property will be taken seriously. Threats may result in the immediate notification of law enforcement. Law enforcement may remove the individual making the threat and process the threat through legal channels.

<b>ATTENDANCE</b> --(For complete discussion, see Board Policies 501.11 and 501.4R1)
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Attendance is primarily the responsibility of the parents and students. Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption at a minimum. While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for absence from classes.

It is a known fact that students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more opportunities after leaving school. Prospective employers expect promptness and regular attendance and are reluctant to hire persons who have not established good habits of self-discipline and responsibility.

The principal shall make the final determination of questionable absences. Reasons for absences must be justified from an educational standpoint for the welfare of the students and the total school environment.

**TRUANCY --** (For complete discussion, see Board Policies 501.12 and 501.12R1)

Truancy is defined as any unexcused absence from school without parental knowledge or comment prior to its occurrence. Missing a class period during the school day without permission is also truancy. The procedure for dealing with truancy is as follows:

1. **First Truancy** - student shall be expected to have all assignments completed as if the student had been in school. The student will get no additional time to make up work. The student will be expected to make up double the time missed. Any part of the hour missed shall be considered as a full hour. This time may be served during Saturday Detention. The principal will determine when it is to be served.
2. **Second Truancy** - student will be suspended for a stated period of time and a conference must be held with the parents and principal prior to readmittance to class.
3. **Third Truancy** - suspension and the student may appear before the board for consideration of expulsion.

**LEAVING THE BUILDING --** (For complete discussion, see Board Policies 501.13 and 501.13R1)

A student wanting to leave because of illness must first be checked and cleared by the school nurse, if available. A student failing to follow this process is considered as truant and may be dealt with according to those provisions.

In the event that a student(s) needs to go home because of illness or injury during the school day, it is the responsibility of the parent(s) to provide and/or arrange for transportation home. It is expected that a student(s) will not spend over forty-five minutes in the sick bay.

**SUSPENSION –** (For complete discussion, see Board Policies 503.01, 503.01R1, 503.01R2, 503.02, 503.02R1)

Law 289.4, Code of Iowa, gives the Board of Education the power to expel any student from school for violation of the rules and regulations of the board or when the presence of the student is detrimental to the best interests of the school and it may confer upon any teacher, principal or superintendent the power to temporarily dismiss the student.

The student may be suspended from school by the administration on presentation of sufficient evidence that strongly implicates the student in any of the following offenses:

1. Disrespect for any or all school officials or employees. This includes profanity and destruction or theft of their personal property.
2. Destruction of school property.

The student may be suspended from school by the administration on presentation of sufficient evidence that strongly implicates the student in any of the following offenses while attending school or participating in any school related activity.

1. Use or possession of any alcoholic beverage, tobacco, or drugs, including drug paraphernalia.
2. Fighting. Physical exchanges at the elementary will result in a referral to the office with a probable loss of recess.
3. Continuing behavior that seriously interferes with classroom instruction or other activities associated with the school.

## **THEFT**

Any student who is convicted or admits to the theft of school property or property belonging to another individual at school will be suspended from school for up to three days. The second offense will result in up to a five-day suspension. The third offense will result in a hearing by the Board of Education for consideration of expulsion. In all cases, local law enforcement authorities may be notified.

**SCHOOL PROPERTY** – (For complete discussion, see Board Policies 502.2 and 502.2R21)

School buildings are the property of the community. It therefore becomes our duty to take care to preserve the walls, desks, floors, books, teaching instruments and laboratory equipment. Each student takes pride in having a clean, well-kept school like ours. This doesn't just happen; it takes the intentional effort of every person to keep it that way. Writing on walls, carving on furniture and defacing fixtures soon makes the school look bad and reflects upon everyone.

Occasionally students or groups have need to use schoolrooms and/or equipment. The faculty sponsor has supervisory responsibility. Any equipment borrowed is the responsibility of the individual and any loss or damage will be so charged. Students who damage school property are responsible for paying for the damage.

The following policy statement was reviewed by the Board of Education, Fall, 1994:

*“Any pupil who shall be apprehended after having placed paint or likeness thereof on any school property shall be dealt with in a manner deemed appropriate by the Board of Education. This action may extend to expulsion from school, and the said pupil shall receive no academic credit that semester.”*

**DANGEROUS OBJECTS** – (For complete discussion, see Board Policy 502.6R1)

The Board of Directors of the Galva-Holstein Community School recognizes the danger of certain objects to the students and staff. Objects such as guns, explosives, certain chemicals, knives, etc. are included in the dangerous category list. Any objects capable of causing death or serious injury may be categorized as dangerous weapons as determined by administrators or staff.

The following actions shall be carried out by the administration and staff when a student brings such an object onto the school premises or transportation system:

1. The object shall be confiscated.
2. The student's parents are to be informed.
3. The sheriff's department shall be notified to pick up the object and conduct an investigation.
4. The student shall be removed from school until such time as the sheriff's department has completed its investigation, or psychiatric/psychological reports have been completed and an appropriate plan for the student's return to the educational program has been implemented.
5. Notify legal counsel of circumstances and possible litigation.

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

**WEAPONS AT SCHOOL** – (For complete discussion, see Board Policy 502.6 and 502.6R1)

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

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

The administration and staff shall carry out the following actions when a student brings such an object onto the school premises or transportation system.

- 1) The object shall be confiscated.
- 2) The student's parents are to be informed.
- 3) The sheriff's department shall be notified to pick up the object and conduct an investigation.
- 4) The student shall be removed from school until such time as the sheriff's department as completed its investigation, and/or psychiatric/psychological reports have been completed at parents' expense and an appropriate plan for the student's return to the educational program has been implemented.
- 5) Notify legal counsel of circumstances and possible litigation.

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

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

<b>SEARCH AND SEIZURE</b> – (For complete discussion, see Board Policies 502.5, 502.8, 502.8R1 and 502.8R2)
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School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas or student vehicles based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities.

The school district maintains the right to utilize all resources available to them to conduct searches on school district property, including the use of appropriately trained and supervised drug dogs in cooperation with local and state law enforcement officials, to complete the search of school lockers, hallways, classroom, parking lots and all other school facilities and grounds.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

I. Searches, in general.

- A. Reasonable and Articulable Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- (1) eyewitness observations by employees;
- (2) information received from reliable sources;
- (3) suspicious behavior by the student; or,
- (4) the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonable of scope or intrusiveness may be determined based on factors such as the following:

- (1) the age of the student;
- (2) the sex of the student;
- (3) the nature of the infraction; and
- (4) the exigency requiring the search without delay.

II. Types of Searches

A. Personal Searches

A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

- (1) Personally intrusive searches will require more compelling circumstances to be considered reasonable.
  - (a) Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
  - (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc. is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker Inspections and Searches

- (1) Inspections: Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. Periodic inspections of all or a random selection of lockers may be conducted by school officials in the presence of the student. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.
- (2) Searches: The student's locker and its contents may be searched when a school official has reasonable and articulable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

It shall be the policy of the Galva-Holstein School District to provide appropriate desks and lockers for temporary use by students. Desks and lockers provide for temporary use of students remain at all times the property of the school district are subject to the rules of the district, to periodic inspection for cleanliness, missing school property and evidence of vandalism and special searches of contraband materials. The persons of student shall be free from unreasonable searches and seizures.

Statement of Rules

I. Lockers and Desks

- A. Students will be assigned lockers or desks by homeroom teachers at the direction of the principal or other person in charge of the attendance center. Students must continue to use the desk or locker assigned until approval to use another is secured from the homeroom teacher.
- B. School desks and lockers are not places for storage for items of a private or personal nature. Students are to use desks and lockers only for the storage of schoolbooks, school materials and possessions ordinarily used in day-to-day school activities and outerwear clothing.

C. Locks

- (1) Upon request, students will be issued a key for lockers from the office for a deposit of \$2.50. If the key is lost or for any reason not returned at the request of the principal or other person in charge of the attendance center, the student will forfeit the deposit.
- (2) No locks may be placed in students' desks or lockers except those issued or authorized by the school principal or other person in charge of the attendance center. Unauthorized locks may be removed or cut off at the principal's request.

D. Rule Information

- (1) Upon receiving a desk or locker assignment, each student will receive a copy of a statement briefly explaining school and policy relevant to desks and locker assignments.
- (2) Homeroom teachers shall be instructed to discuss school locker and desk policy and rules with homeroom students at the time of assignment to further give notice of school policy and rules.

E. Inspection of desks and lockers

(1) Maintenance Inspections

- a) The lockers and desks remain at all times the property of the school district, even though temporarily assigned to students, and are subject to periodic inspections with prior notification for cleanliness, missing school property and evidence of vandalism. Damages may be assessed to the students occupying a desk or locker equally or individually for damage to the locker or desk, after an investigation by the homeroom teacher or a building administrator, which gives the students involved an opportunity to explain their side of the situation.
- b) Any items of contraband, as defined in these rules, found during such a search will be turned over to the principal or other person in charge of the attendance center. The school administration will take no action, disciplinary in nature, but will try to correct the problem through education, counseling, parental involvement, medical referral, or other suitable referral. Items that may be considered to be illegal to possess may be turned over to the proper authorities.

(2) Contraband Search of Desks and Lockers

- a) In the interest of maintaining the health and safety of the school environment, all desks and lockers are subject to inspection and search by school authorities for the location and discovery of items of contraband. Items of contraband generally cause material and substantial disruption of the school environment or present a threat to the health and safety of the students, employees and visitors on school premises. Items of contraband include nonprescription controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be placed in desks and lockers under any circumstances. Students who place such items in lockers and desks are subject to school discipline including the possibility of expulsion from school for the remainder of the school year.

In order to protect and promote the educational environment, an administrator or teacher, having reason to believe that a desk or locker contains items of contraband, may conduct a search of the desk or locker. The degree of reason needed shall be that which a reasonable person would have under the same circumstances and which results from omissions or acts on the part of the individuals or information obtained from reliable persons.

If time permits, the school administrative staff member may contact the proper law enforcement official in an attempt to obtain a search warrant. Obtaining a search warrant is most appropriate if time is not of the essence, such as during a weekend, and the likelihood of someone having access to the desk or locker is remote. A school staff member may be assigned to prevent access to a desk or locker while an attempt is being made to obtain a search warrant.

- (3) Searches of student desks or lockers for suspected contraband by school staff members shall be conducted in the following manner:

- a) When time permits, searches for contraband should be made by a member of the school administrative staff.

When time permits, searches should be conducted in the presence of another certificated school employee.

Teachers having reason to believe that a student's desk or locker may contain contraband may search the student's desk or locker if the teacher has reason to believe that the suspected contraband may be subject to imminent removal. However, when time permits, the teacher shall contact a building administrator prior to the search and may station a school staff member near the desk or locker to prevent access in the teacher's absence.

When time permits, a reasonable effort should be made to obtain the consent of the student or students assigned to a desk or locker prior to the search.

The student(s) should be told generally the reason for the search and the basis for believing that contraband may be present in the desk or the locker.

The student should be informed of possible disciplinary action resulting from a finding of contraband in the desk or locker, and that any contraband found may be turned over to law enforcement authorities.

The student should be allowed to refute or explain the circumstances that established reasonable belief in the school official.

- b) If the student, because of handicap or maturity level, is unable to understand the importance of what is taking place, the parents or guardians shall be notified. In such cases, the provisions of Section I, 3, d shall then be carried out with the knowledge or presence of the parents or guardians.
- c) The search may proceed with or without the student's consent as long as the person conducting the search continues to have reason to believe that contraband may be present in the desk or locker.
- d) Immediately prior or subsequent to a search for contraband, the school staff member involved shall document in writing the reasons for believing that contraband may have been present. This procedure is to be carried out regardless of whether contraband is actually found.
- e) If contraband is found, appropriate disciplinary action may be taken. Items that may be illegal to possess may be turned over to the proper authorities.

## II. Contraband Search of Student's Person and Immediate Possessions

- A. In the interest of maintaining the health and safety of the school environment, students, while in school, on school property, attending school functions or representing the school, shall not have on their person or in their possession items of contraband. Items of contraband generally cause material and substantial disruption of the school environment or present a threat to the health and safety of the students, employees and visitors on school premises. Items of contraband include nonprescription controlled substances, such as marijuana, cocaine, amphetamines and barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property.

Students who carry or possess such items of contraband while in school, on school property, attending a school function or while representing the school are subject to school disciplinary action including the possibility of expulsion from school for the remainder of the school year.

- B. Members of the school district's administrative staff may search the person, clothing and immediate possessions of students when they have reason to believe that the student is in possession of items of contraband.

Except in an emergency situation or when administrative staff members are not available, other school district staff members should not search the person or immediate possession of a student except in the presence of an administrative staff member.

- C. Searches of students and their immediate possessions shall be conducted in the following manner.

- 1) The administrator conducting the search must have reason to believe that the student has items of contraband on his person or in his immediate possession. The degree of reason needed shall be that which a reasonable person would have under the same circumstances and which results from omissions or acts on the part of individuals or information obtained from reliable persons.
- 2) When time permits, searches should be conducted in the presence of another certificated school employee.
- 3) When time permits, the consent of the student should be solicited prior to the search.
- a) The student should be told generally the reason for the search and the basis for believing that the student possesses contraband.
- b) The student should be informed of possible disciplinary action resulting from the finding of contraband on the person of the student or in the student's possession, and that any contraband found may be turned over to law enforcement officials.
- c) The student should be given the opportunity to explain his or her side of the story relating to the establishment of reasonable belief.



- 4) If the student, because of handicap or maturity level, is unable to understand the importance of what is taking place, the parents or guardians shall be notified. The provisions of Section II, C, 3, shall be carried out with the knowledge or in the presence of the parents or guardians.
- 5) The search may proceed with or without the student's consent as long as the person conducting the search continues to have reason to believe that contraband may be found upon the student's person or in the student's possession.
- 6) Every reasonable effort shall be made to have the student voluntarily produce contraband material allegedly concealed. Except when suspected contraband believed to be present on person of a student or in a student's immediate possession is an immediate threat to the health and safety of the student or other persons, the use of force should not be used when a student forcefully resists or appears ready to forcefully resist such searches, the person searching shall allow the student to leave, or shall follow the proper school procedure for attempting to attain a search warrant.
- 7) The extent of the search of the person or immediate possession of a student shall be governed by the circumstances and common sense shall prevail. No strip search or body cavity search will be conducted without a proper search warrant obtained through proper school procedure.
- 8) Immediately prior or subsequent to a search for contraband, the school staff members involved shall document in writing the reasons for believing that contraband may have been present. This procedure is to be carried out regardless of whether contraband is actually found.
- 9) If contraband is found, appropriate disciplinary action may be taken. Items that may be illegal to possess may be turned over to the proper authorities.

### III. Handling of Contraband Items

While criminal prosecution is never an objective of the school district or its staff, items of contraband may be turned over to legal authorities for whatever action the legal authorities deem appropriate.

### IV. Assisting Law Enforcement Officers

Except in emergency situations, school employees shall not assist law enforcement officers in searches of student desks, lockers, persons or immediate possessions without a direct clear command or written court order to do so.

### V. Items That May Disrupt the Educational Environment

School officials may seize items which are not contraband, but which may reasonably be assumed to be used to disrupt or interfere with the educational environment, temporarily. Such items shall be, upon request, returned to the student or parent at the end of a school day.

### VI. Receipts

Students shall be given receipts for items impounded by school officials and parents may be notified in writing of any items impounded shall be made available to the student or parent at the end of a school day, upon request.

### VII. Search of Automobiles

- A. Unless a clear state of impending emergency or danger exists, the procedures of the school district for obtaining a search warrant will be followed and law enforcement authorities will be contacted.
- B. When a clear state of impending emergency or danger exists, a school administrator may search automobiles and other vehicles which are parked on school grounds, while students are present on school grounds for school activities, if easy access is available and if the administrator has reason to believe that contraband items are likely to be found therein. The degree of reason needed shall be that which a reasonable person would have under the same circumstances and which results from omissions or acts on the part of individuals or information obtained from a reliable source. Immediately prior or subsequent to a search for contraband, the school staff members involved shall document in writing the reasons for believing that contraband may have been present, regardless of whether contraband was actually discovered.
  - 1) When time permits, such searches shall be in the presence of the owner or possessor of the vehicle and another certificated staff member.
  - 2) When time permits, a reasonable effort should be made to obtain the consent of the owner or possessor of the vehicle to search the vehicle, prior to the search.
    - a) The owner or possessor should be told generally the reason for the search and the basis for believing that contraband is contained in the vehicle.
    - b) The owner or possessor should be informed of possible disciplinary action resulting from the finding of contraband in a vehicle and that any contraband found may be turned over to law enforcement officials.
    - c) The owner or possessor should be given the opportunity to explain his or her version of the story relating to the establishment of reasonable belief.

- c) The search may proceed with or without the owner or possessor's consent as long as the person conducting the search continues to have reason to believe that contraband may be found in the vehicle.
- d) If the owner or possessor forcefully resists such a search, law enforcement authorities should be notified in an attempt to obtain a search warrant.
- e) If contraband is found in the vehicle, appropriate disciplinary action may be taken and illegal items may be turned over to the law enforcement authorities.

#### VIII. Notification of Parent

Any time a student's locker, desk, person, immediate possession or vehicle is searched for contraband, the parents or guardians of students living at home shall be notified in writing sent within two school business days of the search. The basis of the search, the reasons the searchers believed that contraband was present and the results of the search shall be included in the notice.

#### IX. Dissemination of School Policy and Rules

School policy and rules dealing with the search of student desks, lockers, persons, possessions and vehicles on school property, shall be printed in appropriate student and other publications at least annually and shall be printed in the student handbook. School staff shall be familiar with such rules and instruct students regarding their consent.

All desks and lockers in the school buildings are the property of the Galva-Holstein Community School District and remain school property even though they are temporarily assigned to students. Students are to use desks and lockers only for the storage of schoolbooks, school materials, and possessions ordinarily used in day-to-day school activities and outerwear clothing. The desks and lockers will be subject to inspection at any time for cleanliness, missing school property and evidence of vandalism. All students assigned to a desk or locker are responsible for it and may be charged individually or equally for damage to lockers or desks.

In the interest of a healthy and safe school environment, lockers, school parking lot, and persons are further subject to inspection and search for the location and discovery of items of contraband. Items of contraband include nonprescription controlled substances, such as marijuana, cocaine, amphetamines and barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items of contraband are not to be placed in school desks or lockers under any circumstances. Students who place such items in a desk or locker shall be subject to disciplinary action that may include suspension from school for the remainder of the current school year. No locks may be placed on desks or lockers except those issued by the school administration, and any unauthorized locks. School desks and lockers are not places of storage for items of a private or personal nature.

#### **SMOKING, DRINKING AND DRUG ABUSE – (For complete discussion, see Board Policies 502.7 and 502.7R1)**

Students are reminded that school authority refers to school time as being on campus, during schoolroom hours, and at school activities.

The board and faculty feel it is their duty to control smoking, use of tobacco, drinking, and drug abuse whenever possible. Any student caught smoking or receiving tobacco, while under authority will be suspended for a period up to three days, either by an out-of-school suspension or in-school suspension.

From the date of the passing of this board policy, any student in the Galva-Holstein Community School who pleads guilty, or is found guilty of drinking alcoholic beverages or drug abuse while under school authority, shall be suspended for a period of time up to three days. This policy shall apply even though a student has not been convicted or pled guilty in a court of law, as long as the student admits to a school official that he is guilty.

If a member of the administration or a director of the school sponsored activity witnesses a student drinking alcoholic beverages or using drugs or if this is proven to said school staff, the student will be suspended from participation in all interscholastic athletic events.

This suspension will be imposed on students as set forth in the Activities Policy and begin immediately for all extracurricular activities as set forth in the Activities Policies (Refer to 9-12 & Middle School Policy for Extra Curricular Activity). This paragraph refers to all students regardless of age.

#### **STUDENT'S RIGHTS - DUE PROCESS**

Each student who is involved in some form of disciplinary action of any kind is entitled to due process which would include the following items:

1. The student is entitled to know what he has done wrong or if any rules have been violated.
2. The student is entitled to present his version of the circumstances involved.
3. The student is entitled to know the disposition of the case.
4. The right of appeal to the Superintendent and subsequently the Board of Education is available with the understanding that these groups may sustain or change any or all of a decision reached prior to that appeal.

#### **COMPLAINTS CONCERNING SCHOOL PERSONNEL**

Although no member of the community shall be denied the right to petition the Board for redress of a grievance, complaints shall go through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

An individual who has a complaint concerning instruction, discipline, or learning materials shall present their complaints to school personnel in the order as indicated:

1. Teacher
2. Principal or other supervisor in the line of responsibility.
3. Superintendent of Schools
4. The Board of Directors

Any complaint about school personnel will be investigated by the administration before consideration and action by the Board.

The Board of Directors shall strongly encourage that this chain of appeal be followed.

No appeal will be heard by the Board of Directors and no charges against the employees will be investigated or acted upon by the Board unless reduced to writing, signed by the party bringing the same, and presented to the Board through the Superintendent of Schools.

<b>INTERVIEW WITH STUDENTS</b> – (For complete discussion, see Board Policies 502.9 and 502.9R1)
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Generally, persons other than parents and school district officials and employees may not interview students during the school day.

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant.

This policy shall be applicable in situations involving a divorced or separated parent when that parent does not have legal custody of the child. In situations where legal custody is in question, the principal, or other designated school official, may require legal proof of custody before allowing the parent to meet with or leave the building with the student.

## **LOCKERS**

Lockers will be assigned at the beginning of the school year. ***Each student must use the locker assigned*** unless special permission to change is given by the administration.

Each student is given a locker for storage of books and personal belongings. The locker is the property of the school and therefore subject to supervision by the school at all times. The school reserves the right to inspect the contents of the locker and to remove anything contrary to school rules and detrimental to the school. No posters that advertise alcohol or tobacco products or posters not suited for school environment will be allowed.

Locker doors are to be closed. Never leave money or valuables unattended. Lockers should not be shared. Each locker can be locked. A padlock may be obtained from the office for \$4.00. Lockers may only be locked with school-issued padlocks.

Students are cautioned not to bring large amounts of money or cameras to school. Students, not the school, are responsible for their own property. If it is necessary for a large amount of money to be brought to school, deposit it in the office for safe keeping. Nothing is to be on the outside of locker doors unless approved by the principal. **Signs for activities or athletics must be removed within one week after the final competition in that activity or sport.**

<p><i>Three things in life that, once gone, never come back: TIME-WORDS-OPPORTUNITY</i></p> <p><i>Three things in life that one should always have: HOPE-PEACE-HONESTY</i></p> <p><i>Three things in life that are most valuable: LOVE-FRIENDS-SELF-CONFIDENCE</i></p> <p><i>Three things in life that are never certain: SUCCESS-DREAMS-FORTUNE</i></p> <p><i>Three things in life that make a good person: SINCERITY-HARD WORK-COMPASSION</i></p> <p><i>Three things in life that can destroy a person: PRIDE-GREED-ANGER</i></p>
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**DISCIPLINARY POLICY --** (For a complete discussion, see Board Policies 503.01, 503.01R1, 503.01R2, 503.02, and 503.02R1)

“The Galva-Holstein Community School Board affirms its intent to support the school discipline policies, its intent to support school staff who enforce the discipline policies, and its intent to hold school staff accountable for implementing the disciplines policies.”

**Definition of Discipline**

School discipline is the guidance of conduct of pupils in a way that permits the orderly and efficient operation of the schools; i.e., the maintenance of the scholarly, orderly atmosphere to achieve maximum educational benefits for all students.

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises.

**Breach of Discipline**

A student may be reported for failure to abide by school regulations and/or failure to demonstrate the qualities of good citizenship expected of all students. Included are such items as the following:

- 1) Destruction or defacing of personal or school property
- 2) Improper use of school equipment or facilities
- 3) Showing disrespect for authority
- 4) Profanity
- 5) Running in the halls or on the stairs
- 6) Disregard for school neatness; projecting missiles, scattering paper
- 7) Disruptive influence in the classroom or study hall
- 8) Habitual tardiness to school or classes
- 9) Loud or boisterous noise in the school
- 10) Possessing, using, selling, supplying, and/or distributing drugs and/or controlled substances on school property or at school sponsored events
- 11) Physical exchange in the classroom or hallway
- 12) Harassment-physical, mental, or sexual

When this type of misconduct exists, the parents will be called and the situation will be fully explained to the parents.

When the situation calls for administrative action, one of four alternatives or a combination may be used depending upon the particular situation and the circumstances that exist.

- 1) Probation that is conditional attendance during a trial period. The period of time will be determined by administration.
- 2) In-school suspension is the temporary isolation of a student from one or more classes while under proper administrative supervision. In-school suspension may be imposed by the principal for infractions of school rules which are serious but do not warrant the necessity of removal from school.
- 3) Suspension is the removal of a student from the school environment for periods of short duration. Suspension will be used when the available school resources are unable to cope constructively with pupil misconduct.
- 4) Expulsion is the removal of a student for lengthy periods of time. The school board of directors may suspend a student for commission of gross or repeated infractions of school rules, or when the continued presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school.

**Sent from Classes**

Anytime a student is expelled from a class, he or she will be brought to the office and a report made concerning the reason for the expulsion. After the first time, a letter will be sent to the parents of the student, notifying them of this action. Following the second time in the same class, a student will not be allowed to return to class until the parents have met with the teacher and the principal. Following the third incident in the same class, the student will be dropped from that class and placed in a study hall for the remainder of the semester receiving no credit for the class in which the expulsion was involved. Class work that is missed must be made up to receive credit. The student will be ineligible for all extracurricular activities during the suspension.

**School Property**

School buildings are the property of the community. It, therefore, becomes our duty to take care to preserve the walls, desks, floors, books, teaching instruments, and laboratory equipment. Each student takes pride in having a clean, well-kept school like ours. This doesn't just happen; it takes the intentional effort of every person to keep it that way. Writing on the walls, carving on furniture, defacing fixtures soon makes the school look bad and reflects upon the student as well as costs to keep our school looking "like new." Occasionally students or groups have need to use school rooms or equipment. The faculty sponsor has supervisory responsibility. Any equipment borrowed is the responsibility of the individual and any loss or damage will be so charged.

Any pupil apprehended after having placed paint or likeness thereof on any school property shall be dealt with in a manner deemed appropriate by the Board of Education. This action may extend to expulsion from school, and the said pupil shall receive no academic credit that semester.

**STANDARDS OF DRESS --** (For complete discussion, see Board Policy 502.1 and 502.1R1)

The appearance of a student is primarily the responsibility of the student and the parent. Attire of students must be appropriate for school. Clothing that advertises **or promotes** tobacco, alcohol, or drug products are inappropriate. Clothing that contains messages, sexual innuendos, or pictures that are determined inappropriate by staff or administration will not be allowed. Examples would include clothing items that contain messages that are vulgar, offensive, obscene, libelous, or that denigrates others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, gender identity, or disability or that are otherwise contrary to the school's education mission.

Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank tops, halter-tops, garments with spaghetti straps, or strapless garments. Garments that are "see through," cut low, or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. **Short shorts or excessive short skirts are not allowed. The rule of thumb that school staff will use is that the short should have a 7" inseam.** Undergarments must not be visible. Headwear is not allowed to be worn inside the building **or on campus without teacher/administrator approval. All headwear should remain in a locker.** We encourage parents to help enforce this during extra-curricular activities.

Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened. **Pants that have holes in them are only allowed if the holes are beneath knee level.** Students shall not wear hats in the district buildings except for a medical or religious purpose.

Any type of clothing that distracts (excessive exposure, etc.), hinders the educational process, or disrupts the educational atmosphere of the school will be addressed accordingly.

Students found in violation of these policies will be asked to change to proper apparel and/or parents will be contacted. Continual violations may result in the school disciplinary policies invoked.

## **VISITORS**

All visitors at Galva-Holstein Community School must immediately report to the office. All visitors will be issued a visible pass. Visitors should sign in and sign out in the Central Office. Student visitor passes will be granted only under very rare circumstances and will be for one half day or less. Do not bring a guest to school unless you have received advance approval from the office. Parents are welcome to visit the school at any time. Please notify the teacher or office prior to the school visit. Please notify the office if you plan to eat lunch with your student.

We encourage elementary parents to visit their child's room. Special occasions, such as birthdays, are always a fun time for any child to have their parents/guardian visit school.

**VOLUNTEERS** – Volunteers are greatly appreciated and are a vital asset in the classroom. We respectfully request that younger children not accompany the volunteers so maximum attention can be given to the students.

## **TELEPHONE**

The phones located throughout the building cannot be considered as public, and permission must be gained to use them. Students will not be called to the phone for calls except emergency calls from parents. Necessary calls will result in the student being notified and called to the office at the end of the period. The telephone may be used only during lunch hour, before school, or after school. Students are not to check out of the study hall or any class to make telephone calls.

## **TEXTBOOK RENTAL**

The Galva-Holstein Community School owns all textbooks and workbooks used by the students who, in turn, rent them from the school. Students who lose, destroy or damage books beyond normal wear will be required to pay a fine for damages.

## **STUDENT FUND RAISING**

Students may raise funds for small school-sponsored events with the permission of the building principal and superintendent. Any major fundraiser must be presented to the Board of Education and receive approval from them. The building principal and superintendent shall give tentative approval prior to the board's consideration. **Fund raising by students for events other than school-sponsored events is not allowed.** Collection boxes for school fund raising must have prior approval from the building principal and superintendent before being placed on school property.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## **DISTRIBUTION OF MATERIALS REGULATION**

### **I. Guidelines.**

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

- (a) is obscene to minors;
- (b) is libelous;
- (c) contains indecent, vulgar, profane or lewd language;
- (d) advertises any product or service not permitted to minors by law;
- (e) constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
- (f) presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (a) through (d) to any student is prohibited. Distribution on school premises of material in categories (e) and (f) to a substantial number of students is prohibited.

### **II. Procedures.**

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person shall contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person shall contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either the school district, the board, the administration or the individual reviewing the material submitted.

### **III. Time, place and manner of distribution.**

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

1. The material shall be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entrance ways, but which shall give reasonable access to students.
2. The material shall be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause material and substantial disruption of that activity.

### **IV. Definitions.**

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
  - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested.
  - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
  - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
  - (a) Where the normal school activity is an education program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption that interferes with or impedes the implementation of that program.
  - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school that are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

<b>STUDENT PUBLICATION CODE</b>
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Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor shall supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications shall be guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication, shall follow the grievance procedure outlined in board policy 214.1. Students who believe their freedom of expression in a student-produced official school publication has been restricted shall follow the grievance procedure outlined in board policy 502.6.

The superintendent shall be responsible for developing a student publications code. This code shall include, but not be limited to, reasonable rules including time, place, and manner of restrictions. The superintendent shall also be responsible for distributing this policy and the student publications code to the students and their parents.

## **STUDENT RECORDS**

Student records are collected and maintained to facilitate the instruction, guidance, and educational progress of the student and for legitimate research. Permanent records, cumulative records, and tentative records are kept for each student. Parents have the right as set forth in the Family Education Rights and Privacy Act of 1974, to examine permanent, cumulative and tentative records. This right is passed to the student who reaches age 18 or who is attending a post secondary school. A record request form must be signed by a parent or the student who is 18 for each transcript of records. These forms are available in the office.

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. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 15 to the principal. The objection needs to be renewed annually.  
NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.
- (5) The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202-4605

## **WITHDRAWAL FROM SCHOOL**

Any student, who plans to transfer to another school or drop school for other reasons, should bring a written request from a parent indicating the reason for dropping school. This request should be completed at least two days in advance of the last day in order that satisfactory arrangements may be completed. Before any student may graduate, transfer from, or leave the school, all fees and bills must be paid. This includes all individual obligations such as shop or lab fees, library fines, bills for cap and gowns and other charges. Transcripts of credits or grade cards will be withheld until all obligations are taken care of.



## **MEDICATION**

Most medication can be given effectively in the home. (Example: 3 times/day medication--before school, after school, bed time.) If it becomes necessary for a student to receive a medication during school hour, the following policy is in effect:

- A. Medication will be administered from the original prescription container ONLY, the amount brought to school will be the dosage given times the number of times given. Please take out and keep at home the amount of dosages your child will be taking at home so that he/she will not have to carry medication back and forth to school each day.
- B. All medication is kept in a locked area.
- C. The school nurse will administer all medication. In her absence, designated persons have received instructions and will administer the medication.
- D. Students taking non-prescribed or over-the-counter medication must comply with the following:
  - 1. A signed authorization from the parent/guardian with written instructions on file with the school nurse.
  - 2. Vitamins will not be administered without written authorization from the parent or guardian.
- E. **THE SCHOOL DOES NOT HAVE TYLENOL/IBUPROFEN ON HAND FOR STUDENTS TO USE.**
- F. If a student needs to take a prescribed medication during school hours, the parent as well as the prescribing physician must sign a specific authorization. These authorization forms will be handed out the day of school registration, additional copies are available upon request from the office. Parents should take one of these forms along whenever they take their child to the physician in case a medication is prescribed which needs to be given during school hours. This authorization is kept on file at school.
- G. Iowa law requires that the district policies and procedures allow students to self-administer medication for asthma or other airway constricting disease, with an authorization signed by the parent and physician.

## **ILLNESS AND INJURY**

If a student becomes ill or is injured at school, the student's parent or emergency contact will be notified as soon as possible. Emergency or minor first aid will be administered by qualified personnel. In any event, ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of illness or injury. A student will not be sent home until a parent or emergency contact can be notified.



### ***FIRST AID***

It is the policy of the Galva-Holstein Schools in case of a serious accident or medical emergency to have the school administer any necessary first aid. Every possible effort is made to contact the parents to find out what their wishes are in the matter. If a parent cannot be contacted the school assumes the right to call a doctor to administer emergency treatment. The school DOES NOT assume financial obligations.

### **FIRE DRILLS (Continuous Blast)**

When the fire alarm sounds, all students and building personnel will evacuate the building immediately. Students must leave their classrooms and proceed directly to the designated exit. Each class should remain in a single file and walk rapidly away from the building for approximately 50 feet. Each teacher must stay with his or her respective class. All classroom doors and windows must be closed.

### **DISASTER PLAN (Intercom/paging system)**

A strategic plan for student protections will be covered and practiced by all students and staff members at the beginning of the school year. We are primarily concerned with what to do in case of a tornado.

## SCHOOL TRANSPORTATION

The school district provides bus transportation for all students as required by law. It may be necessary to take this privilege away from a student because of their conduct on a bus.

In general, activity that worries or distracts the driver is objectionable.

### STUDENT RULES AND REGULATIONS

School bus drivers have the same authority as teachers in the classroom. They may give instructions, assign seats, and initiate disciplinary measures against students who misbehave or disobey. Since all rules will be enforced, students need to be aware that they must:



- ✓ Be on time. Drivers cannot wait for students who are not in sight at the bus.
- ✓ Avoid playing or standing on roadways while waiting for the bus.
- ✓ Cross all streets and highways in accordance with the instructions of the bus driver and the laws of Iowa.
- ✓ Go directly to a seat on entering the bus and remain seated until the destination is reached.
- ✓ Food and beverages are NOT allowed on rural and shuttle buses.
- ✓ Talk in a normal tone on the bus; profane, loud or vulgar language is prohibited.
- ✓ Ask permission from the bus driver before opening and closing bus windows. Shut the window beside your seat when you get off the bus.
- ✓ Face the front of the bus. Keep hands, arms, feet, head and objects inside the bus at all times. Objects must not be thrown either inside or out of the bus windows.
- ✓ Avoid crowding and pushing on the bus.
- ✓ Be courteous to the driver, other passengers, and to passers-by.
- ✓ Keep the aisles clear of books, band instruments, and large objects. Pets, firearms, explosives, knives and other potentially dangerous or disruptive objects may not be taken on a school bus. Put papers in the wastebasket.
- ✓ Keep the bus in good repair. No one is to put feet on the seats or mark or damage the upholstery in any manner. Students who damage buses will be responsible for paying for the damage plus other disciplinary measures.
- ✓ Students should exhibit appropriate behavior while waiting for buses at other schools.
- ✓ **Electronic devices will be taken by the bus driver and given to the building principal – if they are disruptive to the driver. The device will not be returned until a parent contact is made.**

### **DISCIPLINARY PROCEDURES**

The driver will deal with minor infractions of bus rules. Serious problems or continued violation of rules will be reported to the building principal responsible for the student(s) involved. Parents will be notified of serious or continuous disruptions that require disciplinary action. Depending on the seriousness of the violation, the following disciplinary measures will be taken:

Change of seat assignment.

**Written Report** - The principal will call all the parents to notify them of the bus misconduct.

**Second Offense** - The student will be put off the bus for up to five (5) school days as determined by the building principal.

**Third Offense** - The student will be off the bus for five (5) school days. An alternative is allowed here. If the parent rides the bus with the student for three (3) school days, the 5-day penalty is lifted.

**Additional Offenses** may result in a suspension, by the Board of Education, from the bus for the remainder of the semester or school year.

Serious violations may result in immediate suspension of bus riding privileges. Parents may request a hearing on disciplinary measures taken.

### **COMMUNICATION PROCEDURES**

All day-to-day transportation needs should be discussed with either the bus driver or transportation director (368-2162 or 830-5337).

At times a conflict may occur between the bus driver and a student. The following procedure should be utilized for resolving a conflict or potential conflict:

- a. First establish contact with the bus driver. All drivers are willing to explain their point of view. This process allows parents to see both sides of a problem. Ninety percent of the conflicts can be solved at this level.
- b. If the conflict has not been resolved at the driver level, then the Transportation Supervisor should be the next point of contact. The transportation director has the advantage of examining the situation from an objective viewpoint.
- c. The third level of this process involves the building principal of the student with the problem. Almost all issues are resolved at this level. Finding solutions at this level usually includes a team meeting involving students, parents, driver, and building principal.
- d. The Superintendent of Schools should be contacted if Steps a, b, and c do not provide satisfaction.
- e. The last step of the communication process involves the Board of Education. Please contact board members after all steps in this process have been exhausted.

Again, it is emphasized that most problems can be resolved at the first step. All of our drivers are cooperative and helpful. Please take the time to communicate and work with them in establishing a strong positive working relationship.

### **BUS ROUTES and CANCELLATIONS**

All bus passengers are placed on a master list and are picked up and delivered according to this list. Students are picked up at their homes and delivered to their homes each day. If regular bus students are to be delivered to any other regular stop, other than home, a note needs to be sent to the office so arrangements can be made to deliver the student to the requested destination.

Normally school buses cannot make stops other than regular daily stops at the homes of the student passengers.

### **LATE STARTS and CANCELLATIONS**

**Announcements concerning school cancellations will be aired on KKIA (92.9 FM) – Storm Lake, KCHE (1440 AM; 92.1 FM) - Cherokee, KAYL (990 AM; 101.7 FM) - Storm Lake, and on television Channels 9 - KCAU, 4 - KTIV, and 14 - KMEG.** Parents are encouraged to listen to radio stations as their primary source of information and to stay abreast of updates. Occasionally we will delay the school starting time. This allows us to send out buses in the daylight hours and also gives us time to check roads in the daylight. Please continue to listen to the radio after a school delay announcement. After checking roads, we may decide to cancel school or send buses on emergency routes only. Since weather conditions can vary throughout the district, it is often times difficult to make a decision whether or not to hold school.

### **EMERGENCY ROUTES**

At times gravel roads may become impassable for school buses due to heavy snow or poor road conditions that may occur during the spring thaw. Drivers will make an effort to pick up students and deliver them each day. However, if it becomes hazardous to travel gravel roads, parents who live on gravel roads may be asked to deliver their children to the nearest hard-surface road. Each bus driver will determine pick up points along hard-surface roads. These routes will be called “emergency routes”. Parents should check with their driver as to the route and pick up point for their children on the emergency route. Whenever a radio announcement states that bus students will be picked up on emergency routes, parents will need to deliver their children to the designated stop on the nearest hard-surface road. Parents will not be expected to take unnecessary risks to get their children to the emergency pick up point. Students who miss school because of road conditions will not be counted absent.



### **PASSENGERS WHO ARE NOT REGULAR RIDERS**

Occasionally students who ride a regular bus will want to bring a friend home with them. Students who are not regular bus riders must bring a note from their parents requesting permission to ride the bus. This note needs to be delivered to the office, where a bus pass will be issued. The bus pass must be given to the driver. This rule is necessary so school officials know who is on the bus, in case of an emergency situation.

In the case of a birthday party or a time when more than one additional student wants to ride, parents should check with the bus driver to be sure there will be sufficient space on the bus to accommodate the extra passengers.

### **SPECIAL NEEDS STUDENTS**

Students who have been determined to have special needs in terms of their educational program may need to be transported to another school district. In order to protect these students, the district may require (in conjunction with the student's I.E.P.) that these students use assistive devices. Students who travel in wheelchairs or other special devices will be secured in wheelchair locking equipment or equipment prescribed in the I.E.P.

### **SCHOOL BUS EQUIPMENT**

To ensure the use of safe equipment, all buses are inspected daily by the drivers and periodically by local servicemen. In addition, the Iowa Department of Education and the Iowa State Patrol inspect each vehicle twice each year to certify that it meets all regulations and laws.

### **DRIVER QUALIFICATIONS and TRAINING**

To assure safe drivers for students, state law requires bus drivers to attend special training programs. In addition to the training, each driver must hold a valid Commercial Driver's License and must pass a physical examination every year.

### **TWO-WAY BUS RADIOS**

For reasons of safety and convenience, all regular route school buses are equipped with two-way radios. The radios are very useful in case of emergencies and during inclement weather. If parents need to get information to the bus driver, this can be accomplished by calling the school and the information will be directed via the two-way radio.

## **POLICY ON RIDING EXTRACURRICULAR TRANSPORTATION**

1. School vehicles and drivers will be provided whenever possible. Should this not be possible, the administration shall designate alternative transportation and/or drivers.
2. The designated sponsor for any extracurricular activity will be in complete control of the passengers and have full responsibility for their safety. He/she is responsible for recording any misbehavior of students to the administration at the earliest opportunity.
3. The sponsor/driver is responsible for reporting any malfunction problems experienced with the transportation vehicle to the busmaster.
4. All students are expected to ride the transportation vehicles provided or designated by the school. Exceptions: **Upon receiving written permission from the parent of a participant in an extracurricular event, the participant may ride home with an identified parent.** Participants at many events may ride home with their parents upon written parental request to the sponsor.

#### **CONDUCT AT ACTIVITIES -- (For further discussion, see Board Policy 503.04 and 503.04R1)**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures.

Your conduct at all school events, athletic and otherwise, is an expression of yourself as an individual. Keep it outstanding. Remember that you are representing your school and your community whenever you attend school functions. Conduct yourself in such a way that others will be proud of you.

It is expected that students will dispose of all paper and other debris in the appropriate containers at any activity. Students not involved in extracurricular events are spectators and therefore should not be playing games of their own, running around, or interfering with other spectators. There should be no leaving of the gym except during natural breaks (quarter, half-time, or between games) unless accompanied by an adult. Students not abiding by these rules may be asked to leave.

Students attending plays and concerts should remain quiet during the performance. If you leave during the program, do so during an intermission. Do it quietly! Don't get up and walk out while someone is performing.

#### **SCHOOL PRIDE AND SCHOOL SPIRIT**



Galva-Holstein and Ridge View are proud of their the community is proud of their schools. The that their children need the best education available, great interest to see that the best is provided.

This is your school. Be constructive and put forth and Galva-Holstein and Ridge View will be proud

School spirit is pride, school spirit is participation a cheerleader, or as a player; school spirit is the emotion which swells into yelling at sports events when you back your team; school spirit is your cooperation and participation in activities and the pride you take in all the accomplishments of these fine organizations. **School spirit is you**, the student body of Galva-Holstein and Ridge View High.



community; and people realize and they take

your best effort of you.

as a spectator, as cheers and

**BEING A MEMBER OF THE  
GALVA-HOLSTEIN AND RIDGE VIEW HIGH  
STUDENT COMMUNITY MEANS  
THESE THINGS**

**1. BEING INVOLVED AND BEING PRODUCTIVE**

- ✓ Attending school regularly
- ✓ Arriving to classes on time
- ✓ Completing all assignments on time or early

**2. RESPECTING THE BUILDINGS AND SCHOOL PROPERTY**

- ✓ Helping to keep the building clean
- ✓ Disposing of refuse in appropriate places
- ✓ Never harming our building, equipment, or materials

**3. BEING PHYSICALLY AND MENTALLY READY TO PARTICIPATE**

- ✓ In classes, In activities
- ✓ Using drugs or alcohol displays a lack of proper preparation

**4. PRESENTING A POSITIVE IMAGE OF SELF AND GALVA-HOLSTEIN AND RIDGE VIEW**

- ✓ Responsible driving in the neighborhood
- ✓ Use of appropriate language
- ✓ Cooperating with and respecting neighbors and visitors
- ✓ Leaving radios, tape/CD players, and cell phones at home

**5. BEING COURTEOUS TO STUDENTS AND STAFF AND RESPECTFUL OF THEIR PROPERTY**

- ✓ Value the ethnic, religious, and economic diversity of others
- ✓ Rudeness, fighting, stealing, or harassing others interferes with other's rights to be members of the Galva-Holstein and Ridge View communities.
- ✓ Bringing food or beverage to classes is discourteous to teachers and is not permitted

**6. TELLING THE TRUTH AT ALL TIMES**







- ✓ Our integrity is our most important possession
- ✓ We all want to be trusted

# Ridge View 2017-2018 School Calendar

Summary of Calendar  
Days/Hours in classroom:  
First Semester ..... 88/555.8  
Second Semester ..... 88/549.4  
TOTAL DAYS/HOURS 176/1105.2

Summary of Calendar  
Days/Hours in classroom:  
First Trimester ..... 59/370.55  
Second Trimester ..... 59/371.55  
Third Trimester ..... 58/363.05  
TOTAL DAYS/HOURS 176/1105.15

## CALENDAR LEGEND

Start   
PD   
End of Quarter   
End of Trimester   
Holidays   
Vacation Days   
P/T Conferences 

HOLIDAYS:  
Labor Day (9/4)  
Thanksgiving Day (11/23)  
Christmas Day (12/25)  
New Year's Day (1/1)  
Memorial Day (5/28)

SNOW MAKE UP DAYS  
#1 – Friday, March 9  
#2 – Monday, March 12  
Additional snow days or snow days after March 12 will added onto the end of the school year starting with May 24.

August					Student Days/Hours	
M	T	W	Th	F		
01	02	03	04	05		
8	9	10	11	12		
14	15	16	17	18		
21	22	23	24	25	3	19.35
28	29	30	31		7	43.15
September						
				1	8	49.6
4	5	6	7	8	12	75.4
11	12	13	14	15	17	105.65
18	19	20	21	22	22	137.9
25	26	27	28	29	26	163.7
October						
2	3	4	5	6	31	195.95
9	10	11	12	13	36	226.2
16	17	18	19	20	40	252
23	24	25	26	27	45	284.25
30	31				47	296.15
November						
		1	2	3	49	308.05
6	7	8	9	10	54	340.3
13	14	15	16	17	59	370.55
20	21	22	23	24	61	383.45
27	28	29	30		65	409.25
December						
				1	66	415.7
4	5	6	7	8	71	445.95
11	12	13	14	15	76	478.2
18	19	20	21	22	81	510.45
25	26	27	28	29		
January						
1	2	3	4	5	84	529.8
8	9	10	11	12	89	562.05
15	16	17	18	19	94	593.3
22	23	24	25	26	99	623.55
29	30	31			102	642.9
February						
			1	2	104	655.8
5	6	7	8	9	109	685.05
12	13	14	15	16	113	709.85
19	20	21	22	23	118	742.1
26	27	28			120	755
March						
			1	2	122	767.9
5	6	7	8	9	126	793.7
12	13	14	15	16	130	820.5
19	20	21	22	23	135	849.75
26	27	28	29	30	139	875.50
April						
2	3	4	5	6	143	901.35
9	10	11	12	13	148	930.6
16	17	18	19	20	153	962.85
23	24	25	26	27	158	993.1
30					159	999.50
May						
	1	2	3	4	163	1025.3
7	8	9	10	11	168	1055.55
14	15	16	17	18	173	1087.8
21	22	23	24	25	176	1105.15
28	29	30	31			
June						
				1		
4	5	6	7	8		
11	12	13	14	15		

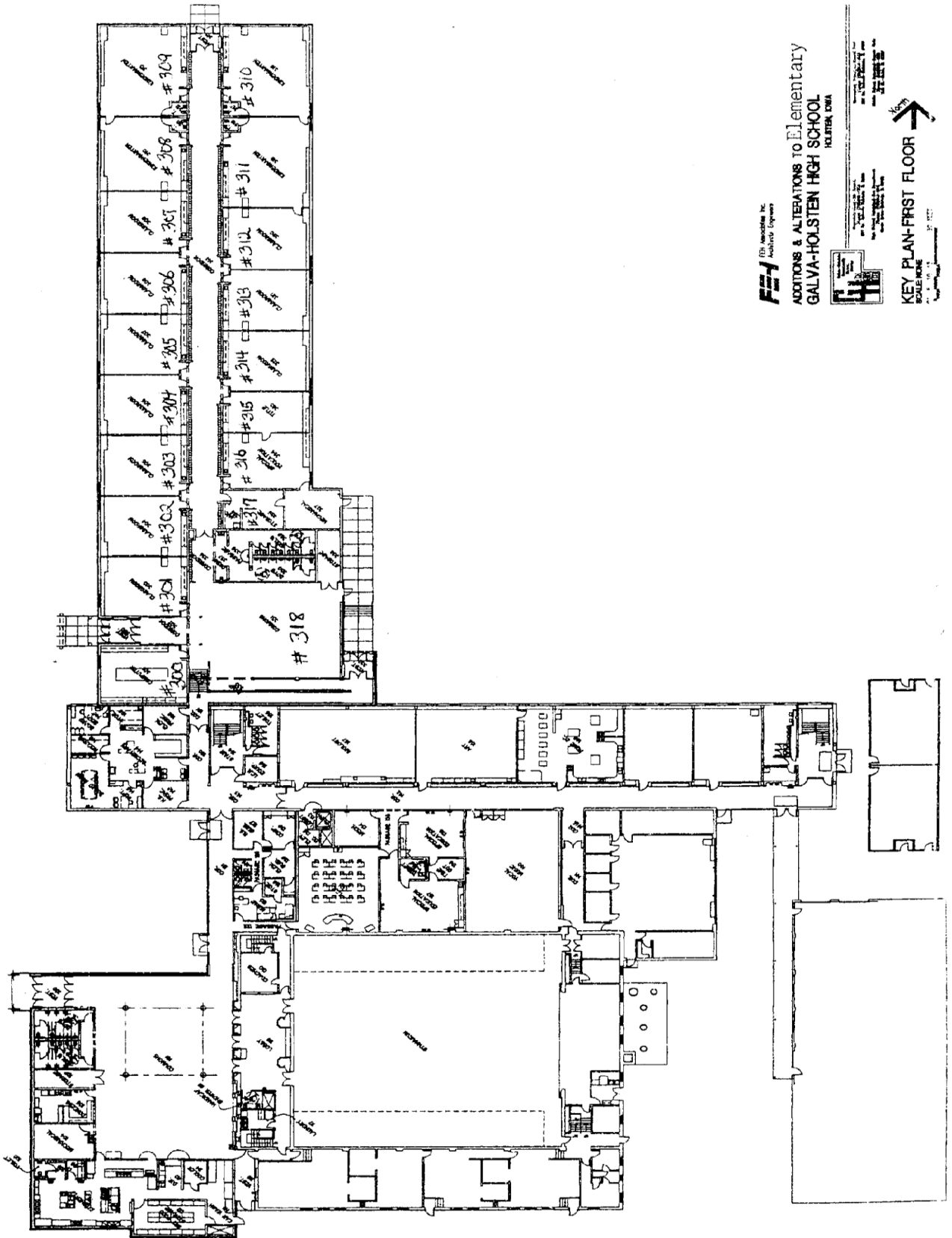
## Hours calendar

Date	Events
Aug. 21& 22	Professional Development
Aug 23	School Starts -1 <sup>st</sup> Day
Aug. 30	2 Hr. Late Start
Sept 4	Labor Day (No School)
Sept. 13	2 Hr. Late Start
Sept. 25	Professional Development
Oct. 11	2 Hr. Late Start
Oct. 16	Professional Development
Oct. 16	HS P/T Conferences
Oct. 27	End of 1 <sup>st</sup> Quarter (45 Days)
Oct 30	ES/ MS Conf.(1Hr Early Dismissal)
Nov. 2	ES/ MS Conf.(1Hr Early Dismissal)
Nov. 3	No School (Comp Day)
Nov. 15	2 Hr. Late Start
Nov. 17	End of 1 <sup>st</sup> Trimester (59 days)
Nov. 22	Professional Development
Nov 23-24	Thanksgiving Holiday (No School)
Dec. 6	2 Hr. Late Start
Dec 23-31	Winter Break (No School)
Dec 25	Christmas
Jan. 2	Winter Break
Jan 3	Classes Resume
Jan. 11	End of 2 <sup>nd</sup> Quarter (43 Days)
Jan. 12	Begin 2 <sup>nd</sup> Semester (88 Days)
Jan. 18	HS P/T Conferences – (1 hr. early)
Jan. 24	2 Hr. Late Start
Feb 7	2 Hr. Late Start
Feb. 12	EL P/T Conferences (1 hr. early)
Feb.15	EL P/T Conferences (1 hr. early)
Feb. 16	No School (Comp Day)
Feb. 23	End of 2 <sup>nd</sup> Trimester (59 Days)
Feb 26	Professional Development
Mar. 9	No School (Snow Make-up Day #1)
Mar. 12	No School (Snow Make-up Day #2)
Mar. 15	End 3 <sup>rd</sup> Quarter (44 days)
Mar. 21	2 Hr. Late Start
Mar. 30	No School
Apr. 2	No School
Apr. 10	MS/HS Conferences (1 hr. early)
Apr. 11	2 Hr. Late Start
April 25	2 Hr. Late Start
May 9	2 Hr. Late Start
May 20	Commencement 2:00 PM
May 23	Last Day of School 2 Hr. Early Dismissal
May 23	End of 4 <sup>th</sup> Quarter (44 Days)
May 23	End of 3 <sup>rd</sup> Trimester (58 Days)
May 24	Professional Development
May 28	Memorial Day

Total – 1105.15 + 16 (PT conf.) = 1119.15

GH Lower Elementary Floor Plan  
(Holstein Building)





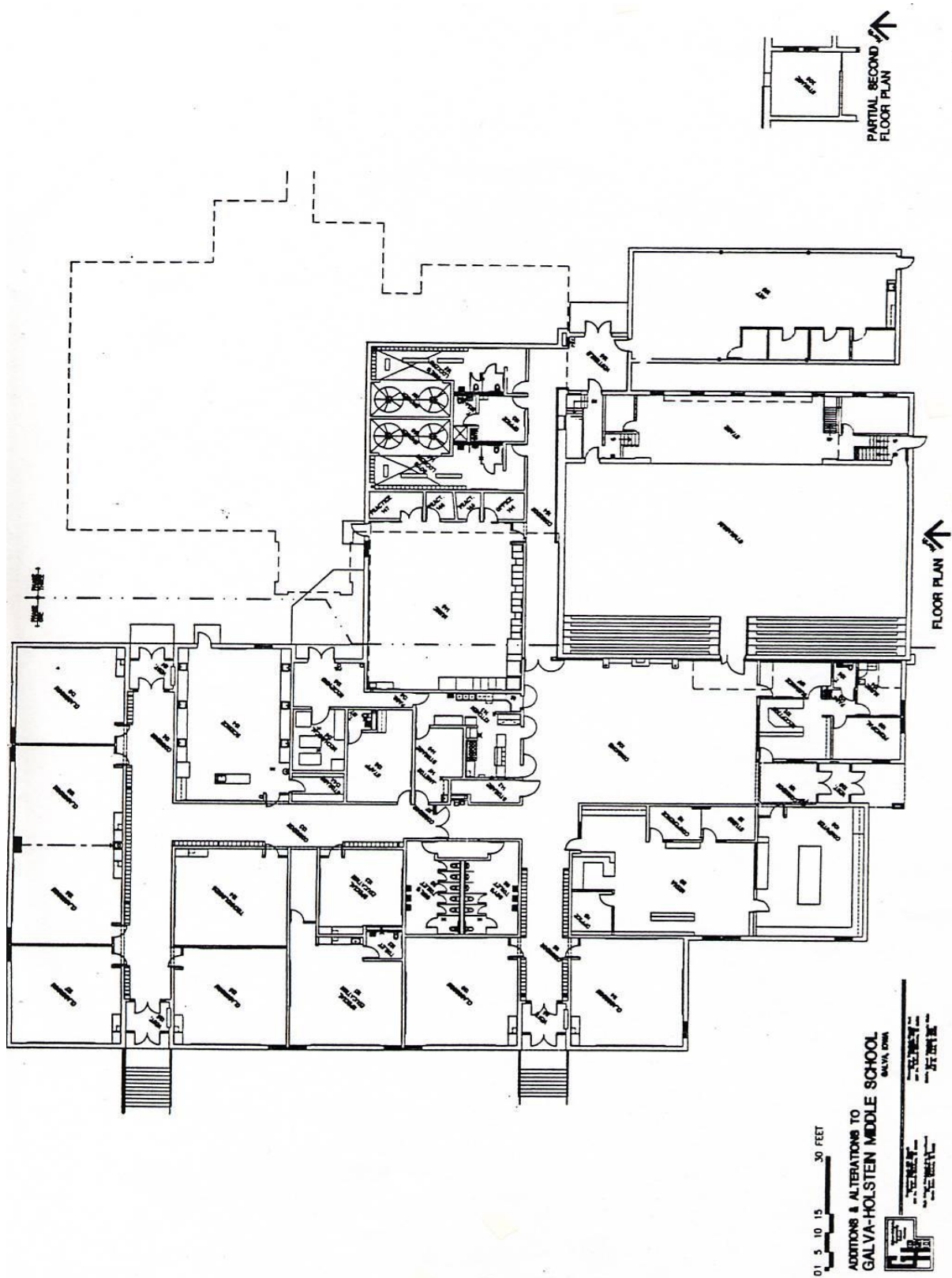
**F&H** (F) Macdonald Inc.  
Architects Engineers

ADDITIONS & ALTERATIONS TO Elementary  
GALVA-HOLSTEN HIGH SCHOOL  
HOLSTEN, IOWA



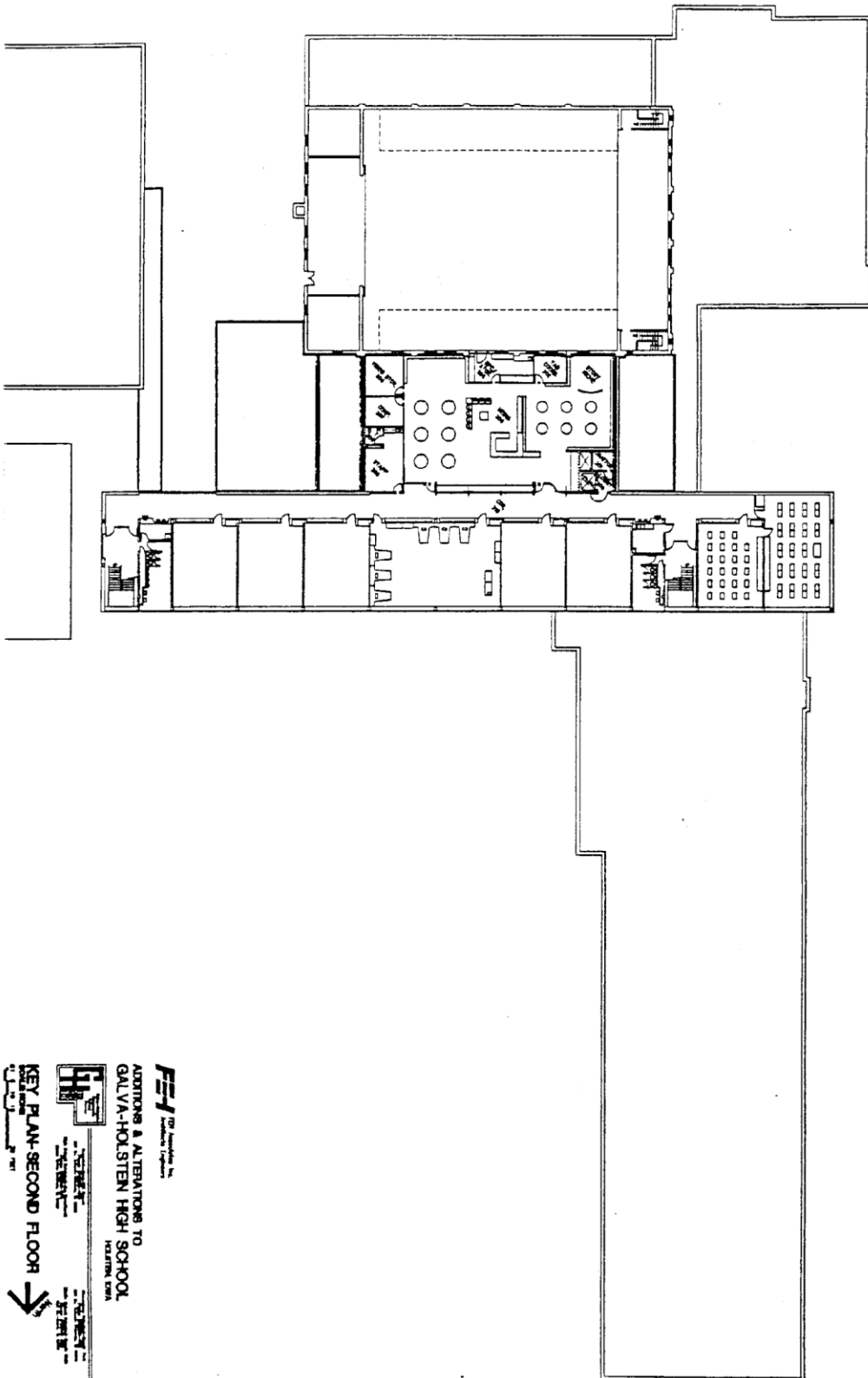
KEY PLAN-FIRST FLOOR  
DATE: 10/1/87  
BY: J. H. H.

GH Upper Elementary Floor Plan  
(Galva Building)



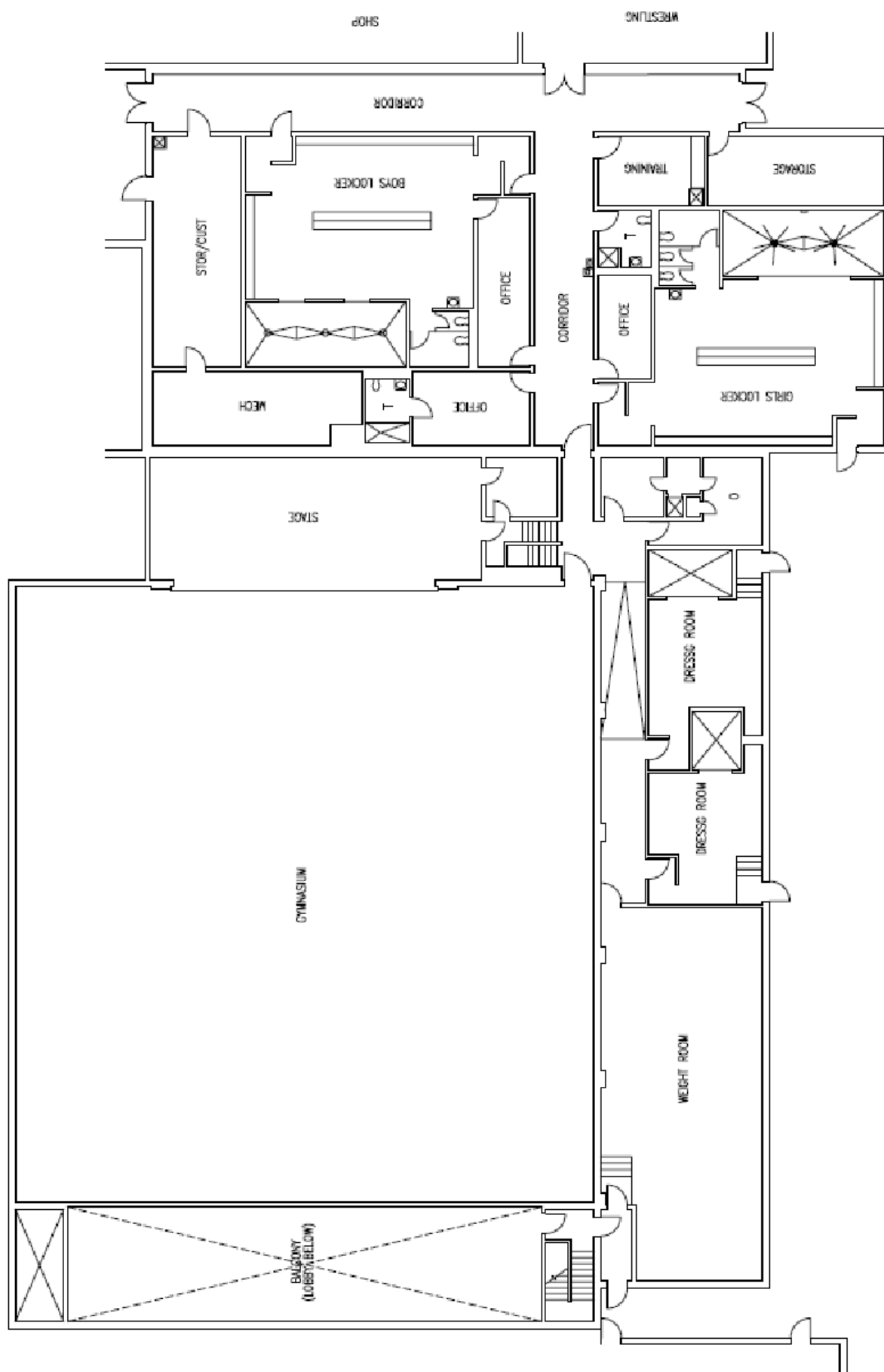


Ridge View High School Floor Plan  
(Holstein Building)



**FEI** For Architects Use  
 ARCHITECTS & ALTERNATES TO  
 GALVA-HOLSTEN HIGH SCHOOL  
 ILLINOIS  
 KEY PLAN-SECOND FLOOR  
 1" = 12'







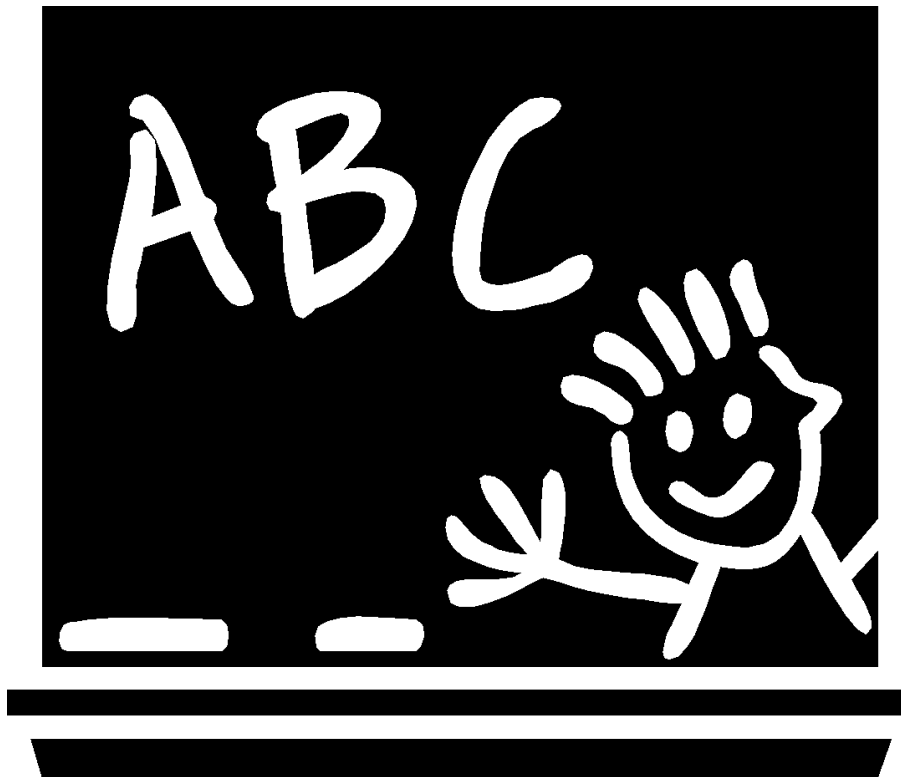
# ELEMENTARY SCHOOL

## Galva-Holstein Lower Elementary

Grades Preschool-2<sup>nd</sup> – (Holstein Site)

## Galva-Holstein Upper Elementary

Grades 3<sup>rd</sup>-5<sup>th</sup> – (Galva Site)



Dear Parent(s)/Guardian:

We want your child to be happy and successful at school. We believe you as parent(s)/guardian have a major role in your child's education. Your continual interest in your child's progress and success is vital.

We hope to create an environment where courtesy and kindness prevail. We want your child to work on five school guidelines. These guidelines are explained on the back of this. Please discuss our guidelines with your child. We ask that you and your child sign the attached Home School Partnership Policy and return it to your child's classroom teacher before **Labor Day**.

We believe that communication between parents, students, and teachers is critical. If problems arise, we will work with you to find solutions.

If you have questions or concerns, please feel free to contact your child's teacher and/or the administrative staff. We look forward to working with you and your child.

Sincerely,

The Elementary School Staff

## **STUDENTS**

1. Students at Galva-Holstein Elementary School will take pride in their efforts to follow our motto, "Be safe, responsible, and respectful." Throughout the day, our students will put the school-wide guidelines into action. These are:
  - a. Be responsible and trustworthy.
  - b. Always try.
  - c. Do your best.
  - d. Cooperate with others. Care and be kind.
  - e. Show dignity and respect.
2. In the classroom, students will follow the teacher's classroom rules as each teacher structures activities differently. Therefore, teachers will clearly communicate their expectations for each activity.

## **STUDENTS WITH SPECIAL NEEDS OR ACCOMMODATIONS**

All students are encouraged and expected to develop responsibility at Galva-Holstein Elementary. Though we will do our best to teach students how to assume responsibility, we recognize that there are special cases where a disability (or condition) will require that adaptations be made and additional training required. Students with disabilities will be assisted by appropriate staff to meet the expectations of a student's specific plan to include but not limited to: Individualized Education Plan (IEP), 504, Behavioral Plan, Health Care Plan, etc. In some cases, expectations will be modified to allow for student success. A student confined to a wheelchair would not be expected to follow a guideline such as, "Walk in the hallways." In the same manner, a student who has severe behavioral disorders may not be expected to follow through with STP (Stop, Think, Plan) without staff member assistance.

Consequences for violations will include choices so that a student's unique disability may be taken into account the discretion of the school's staff or as required by his/her plan. Discipline procedures for students on specific plans may be individualized and unique to district policy. Staff are aware that suspensions for students IEPs fall under specific special education regulations compliant with federal special education laws.

## **PARENTS**

Parents are strongly encouraged to participate in the educational process. We need the support and cooperation of parents to effectively help each student reach his/her fullest potential. The major role of parents in assisting us with school discipline and responsibility is to consistently demonstrate interest and support in how their child is doing in school. When students see that parents support their best efforts, they are given a real incentive to strive for excellence. We will keep parents informed of student responsibility and efforts through conferences, report cards, phone calls, newsletters and notes. Parents are encouraged to keep the teacher informed of concerns involving their child such as medical needs/medications, peer relationships, schedule changes, etc.

Parents may be asked to help teach their child specific skills such as remembering homework, learning to be more independent, or managing anger in a mature way. If parents are asked to assist staff, specific information will be provided on ways to help the student.

If there is a severe or recurring problem, parents will be asked to help staff teach the student an alternative set of behaviors. In such a case, everyone must recognize that teaching a student to get along in the school environment will make it possible for the student to be successful when attending middle school and high school. By working together, parents and staff can help the student learn behaviors that will increase opportunities for success and improve self-concept.

## **SCHOOL DAY**

Students may enter the classrooms at 8:10am in Holstein and at 8:05am in Galva. Students are to wait until the 8:10am and the 8:05am bells ring before going to their classrooms. Students should not be in the buildings before 8:00am unless they are eating breakfast or under the supervision of a teacher. School begins at 8:20am for grades kindergarten through 2nd grade. The school day begins at 8:20am in Galva for 3rd-5th grade. Students who are not in the classrooms at these times will be counted tardy.

Galva-Holstein Elementary observes a six-day cycle. Rather than using Monday through Friday, we designate each day by "Day 1...Day 2..." etc. For example, if a student's class has Art on Day 2, it may be on a different day of the week each week (Monday, Tuesday, etc.) but it will always fall on Day 2 of the cycle. School days missed due to inclement weather, holidays, teacher workdays, etc. do not get counted in the six day cycle. For example, in the event that a Monday is Day 2 and Tuesday Day 3 is missed due to inclement weather, then Wednesday is Day 3.

Galva-Holstein Elementary has designated a building-wide time for all students to be receiving literacy instruction. The literacy block will occur between 8:20 a.m.- 9:55 a.m. everyday. Having students in attendance during this time will be critical towards their development as readers. Additionally, due to the entire building receiving literacy instruction at the same time, students will be able to work with various staff members on the specific skills they need to grow and develop.

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

The shuttle buses will leave the Galva Center at 7:50am and the Holstein Center at 7:50am. No students will be picked up or dropped off while on the shuttle run due to the closeness of the schedule.

Galva and Holstein town students will be dismissed after the bus students. All town students are expected to be out of the building by 3:45pm unless they are under faculty supervision. All town students are expected to leave the school grounds immediately after school and may not return until 3:45pm.

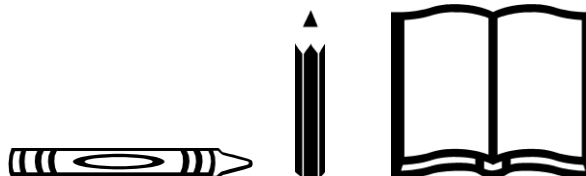
**Please see the daily schedules for more detailed times.**

Arrivals and dismissals at times other than normal established times will follow in a similar manner. An hour late start will move all times back by one hour.



#### **SCHEDULE for Holstein (PK-2<sup>nd</sup>)**

7:45	Galva shuttle leaves
7:50	Holstein shuttle leaves
8:10	Students enter building
8:20	All grades in session
9:55	Recess, TK-K-1-2
10:10	Recess, TK-K-1-2 Ends
10:55	Kindergarten Lunch
11:25	Transitional Kdg. Dismissed
11:05	1 <sup>st</sup> Lunch
11:10	2 <sup>nd</sup> Lunch
11:40	High School Lunch
12:20	Noon Recess, Kindergarten
12:20	Noon Recess 1st
12:20	Noon Recess 2nd
12:35	Noon Recess Ends, Kindergarten
2:00	Recess, Preschool-K-1 <sup>st</sup> -2 <sup>nd</sup>
2:15	Recess Ends, Preschool-K-1 <sup>st</sup> -2 <sup>nd</sup>
3:27	Start Shuttle Bus dismissal procedure
3:35	Regular bus route and Wednesday night church students dismissed
3:38	Shuttle bus leaves the Holstein Center
3:45	<u><b>ALL</b></u> buses leave the Holstein Center
3:45	Teachers dismissed



#### **SCHEDULE for Galva (3<sup>rd</sup>-5<sup>th</sup>)**

7:45	Galva shuttle leaves
7:50	Holstein shuttle leaves
8:05	Shuttle arrives
8:20	All grades in session
11:20	3 <sup>rd</sup> and 4 <sup>th</sup> Lunch
11:20	Recess – 5 <sup>th</sup> grade
11:45	5 <sup>th</sup> Lunch
11:45	Recess – 3 <sup>rd</sup> and 4 <sup>th</sup>
12:10	Recess and Lunch end
12:13	Start of afternoon classes
2:15	Recess – 3 <sup>rd</sup> and 4 <sup>th</sup>
2:30	Recess ends
3:15	Start shuttle dismissal procedure
3:20	Shuttle buses leave for Holstein
3:20	Galva town and Wed. night church students dismissed
3:45	Teachers dismissed.
3:55	Galva rural students dismissed.

In the event of a late start or early dismissal, all times will be adjusted to similar time frames of the regular school day. For example, a late start of 9:20 will correspond to 8:20, which means that students will enter your classroom at 9:08.

### **PHYSICAL EDUCATION**

**ALL ELEMENTARY** -- Students should wear clothing appropriate for physical exercise and **tennis** shoes on the day they have physical education classes.

### **GRADING SYSTEM**

Grades preschool through two will utilize a non-letter grade system while grades three through five will use the traditional letter grade scale.

#### **Grades PRE-2**

S – Satisfactory

P – Progressing

N – Needs improvement/more time to develop /more time to develop

#### **Grades 3-5**

A	4.00	100-94
A-	3.67	93-90
B+	3.33	89-87

B	3.00	86-83
B-	2.67	82-80
C+	2.33	79-77
C	2.00	76-73
C-	1.67	72-70
D+	1.33	69-67
D	1.00	66-63
D-	0.67	62-60
F	0.00	below 60

### REPORT CARDS and PROGRESS REPORTS

Report cards are issued following each 9-week period. Mid-term progress reports will be mailed home near the middle of each nine-week period. The purpose of these and all reports is to inform students and their parents of progress being made. These reports may be discussed with teachers or school officials at any time.

### REPORTING ABSENCES

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

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

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

**An elementary student must be in school by noon to participate in activities, such as the Christmas Program, Track and Field Day, and field trips. Please note: The elementary principal will make the decision on any special situations.**

### ATTENDANCE AT STATE FAIR OR SIMILAR FUNCTIONS

Any student attending the State Fair or similar function will not be counted absent subject to the following conditions:

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

### Tardiness

Practically all tardiness is avoidable. Tardiness is defined as not being present in the classroom by the start of the program, unless excused with a pass from a staff member or the office. Tardiness will be documented and teachers will deal with students on an individual basis. Disciplinary action may include but not limited to: calling parents, DHS notification, sent to principal's office or contact may be made with County officials.

### Illness Policy and Exclusion of Sick Children

For the health and safety of all the children and staff, it is mandatory that sick children not be at school. If your child has any of the following symptoms during the night or morning, he/she will not be allowed to attend class for the safety of the other children and staff.

- fever greater than 100 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- uncontrollable cough and/ or excessive nasal discharge

The policy for an ill child's return to school is:

- Fever free for 24 hours, **without the use of fever reducing medication**
- Strep: 24 hours after antibiotic started
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication and/or without drainage

Please keep in mind that if it is necessary to give your child fever-reducing medicine to keep their temperature below 100 degrees F, they are still contagious and will spread their illness to others.

### **Cafeteria**

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase breakfast and/or lunch. Each child has their own account. This account number is to be kept private and not shared.

We currently use the Power School computerized system for lunch accounting. It is a computerized system which credits and debits each student's account. Students should bring their lunch money to the office. Every time a student purchases breakfast or lunch, their account is debited. Account balances may be seen by parents on a daily basis after receiving a password for Power School. Please contact the office Administrative Assistant, if you need assistance.

All students must have money in their own account or cash to pay for their food. When a child's account reaches a low balance, a reminder slip will be sent home with the student. The parents may be reminded by a phone call, text message or email of their child's current balance.

Students bringing cold lunch are encouraged to pack a nutritional meal. Students may not bring pop and is highly recommended that they drink water or milk under guidance of our wellness policy.

### **Church Night**

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

### **Dress or Appearance**

We encourage good standards of dress and grooming at all times. Students are not to wear any type of clothing, which in any way emphasizes or suggests alcohol, drugs, sex, tobacco, racism or undesirable language.

Headgear (hat, bandanna, etc.) is not to be worn during the school day or at school sponsored activities and should be removed upon entering the building. The principal may grant exceptions on such an event as homecoming or religious purposes.

For reasons of both physical and mental health, students shall be clean in body and clothing. Hairstyles shall be keeping with ideals of neatness and cleanliness. Dresses, shorts, shirts or skirts which are worn to school must not cause undue attention or cause disruptions in the instructional process. The school day is a student work day and attire should be suitable. *If a student's appearance causes undue attention or disruptions in the instructional process, there will be recommendations made as to change of attire.* Faculty will be involved in the process of helping administration determine what attire is acceptable or unacceptable and the enforcement of the guidelines.

- As a general rule, the area from shoulders to mid-thigh should be covered.
- Any article of clothing which exposes a bare midriff is unsuitable classroom attire. If midriff is exposed when arms are raised, the shirt should not be worn.
- Tank tops or spaghetti strap top should not be worn unless:
  - a sleeved t-shirt is worn underneath;
  - the straps are about 2 inches in width.
- Halter style tops are not suitable school attire.
- Shorts of acceptable length will be allowed. Shorts (dresses/skirts) of acceptable length must reach the middle of the thigh.

- Wallet chains, torn or frayed clothing, or excessively baggy clothing will not be worn to school. Any undergarment that shows from the outer garment is unacceptable.

The following guidelines are used for outside play:

#### Dress for the Weather

- o **Fall/Spring:** During these seasons temperatures are changing. Tennis shoes are the preferred footwear. Sandals with heel straps are acceptable, flip flops should not be worn due to safety concerns.
- o **Winter:** Dress should include snow boots, snow pants, hats, gloves/mittens, and coats. All students are **expected** to participate in recess **unless** they have a **doctor's excuse**. So they must have appropriate outdoor clothing. We use 0 degree/0 wind chill to determine outdoor recess.
- o Children who walk home and are exposed to the elements should have proper winter attire. Students riding buses should have all their winter gear in case there is a bus emergency and they must be out in the winter weather.

## Child Care Weather Watch

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



Comfortable for out door  
play



Caution



Danger

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

### **Emergency Drills/Security Policy**

As part of the public school system, we share the same requirements that the Department of Education requires of the school system. We have all emergency information posted where it is easily accessible to the staff. We also have tornado/fire drills to practice good techniques that promote confidence in the children as well as the staff.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Fire drills are designated with a continuous blast of the alarm. The tornado siren emits an intermittent blast of the same alarm.

Each room has signs designating the proper exit or shelter for each emergency.

Hearing impaired or physically disabled children will have an adult designee responsible for their safety in each instance.

The school has an emergency plan that takes into account different emergency scenarios. All staff will use these as their guide when confronted with emergency situations.

In the case of a serious injury and/or loss of a student the school CRISIS team will be notified and an action plan will be followed.

We will require picture identification for people we do not know. We will not release your child to anyone that we feel is incapacitated due to alcohol or drugs at any time. In that situation we would contact you for alternative arrangements.

#### **\* In the case of an emergency,**

- **Fires:** When a fire emergency is detected, we will evacuate according to fire drill instructions posted in the rooms. Attendance will be taken to account for all children. Emergency contact information will be taken if possible. Once outside to our designated area, all kids will be accounted for again. Fire drills are practiced every month and a monthly record log is kept.
- **Tornado:** When the tornado alarm is sounded or other determination of danger is verified, children will move to our designated area posted in each room. Children will be instructed to cover their heads in a crouching position as practiced. Daily attendance sheets will be taken in order to account for all children. All emergency forms will be taken if possible when leaving the classroom. Tornado drills are practiced every month and a monthly record log is kept.
- **Power Failure:** During a power failure, all children will remain in their classrooms. They will continue with their daily activities, if possible. The school will notify the parents/guardians to pick up their children if an early closing is necessary.
- **Blizzard/Ice Storms:** The school will close due to weather if the following conditions exist: public transportation shuts down, if the Highway Patrol and Sheriff's department ask people to stay off roads, or if several inches of snow have fallen and they are predicting several more inches and threatening conditions during the day. Any late starts, early dismissals, or closings can be heard in 101.7 KAYL or 92.9.
- **Bombs:** Any staff informed of a bomb threat will contact the school officials and we will evacuate according to the instructions posted in the rooms. The emergency forms will be taken when leaving the building. Parents/Guardians will be contacted as soon as possible to pick up their children.
- **Chemical Spills:** Staff and students will leave the area immediately. The school will contact the Schaller Fire Department and follow their directions. Staff and children will evacuate the building according to fire department instructions. If leaving the building is necessary, the staff will take the emergency forms. Parent/Guardians will be notified as soon as possible.
- **Intoxicated Parents/Guardians:** Staff members will attempt to detain the parent. Another staff member will contact a person from the emergency list and request pick up. The intoxicated parent will be informed of the pickup plan. If unable to contact another pick up person, the child will be allowed to attend our daycare free of charge until a contact can pick up the child. The intoxicated parent will be informed that the Law Enforcement will be called. Staff will notify the Law Enforcement right away of the situation.
- **Intruder:** If it is determined that an intruder may be harmful, the school officials will instruct staff to use information in emergency packet. The Principal will attempt to assist the intruder. Another staff member will contact the Law Enforcement depending on the situation. The staff will proceed as instructed by the Law Enforcement. Parents/Guardians will be contacted as soon as possible.
- **Lost or Abducted Children:** One staff person will remain with the children. A second staff member will alert others in the building to assist in the search. Law Enforcement will be contacted immediately as well as the parents/guardians. The staff will proceed as directed by the Law Enforcement.



### **Field Trips/Assemblies**

Field trips are taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. Students are expected to attend these educational field trips and excursions. If students are not in attendance they will be counted absent. Prior to attending a field trip, students must return the permission form with a parent signature.

**Assemblies may be done within the building or district to provide to enhance the education of your child. This will be treated as an extension of your classroom and your child may be transported within the district without written permission.**

### **STUDENT HONORS AND AWARDS**

Convinced that students need to be recognized for achievement, the elementary staff presents the Presidential Academic Fitness Awards to all eligible fourth graders. Criteria include an "A- 3.5 or 90%" average in the fourth grade along with a score of 85<sup>th</sup> percentile or higher on a standardized test.

Attendance awards are presented to students who have missed one day of school or less. A perfect attendance award is given to students who attended school every day while an excellent attendance award is presented to students who have one day or less of absence. (Perfect Attendance Awards and Excellent Attendance Awards will only be awarded to students attending Galva-Holstein for the entire year.) (Please note that three tardies count as one half-day absence for award purposes.) A perfect attendance award will also be given at the end of each quarter for students who do not miss a day during the entire quarter.

### **BICYCLES**

Bicycles are to be kept in the rack on the west side of the school. Bicycles are not to be moved during the school day. Students should not tamper with bicycles in the rack!!!!

### **BIRTHDAYS/PARTIES**

Invitations to birthday parties or other parties will **NOT** be handed out or distributed at school. These invitations will be expected to be handled through the mail. **Balloons, flowers, or other items of a similar nature should not be sent to the school.**

Please select **PRE-PACKAGED** snacks or treats that **do not require refrigeration**. In order to meet Health and safety requirements, students are not allowed to use the refrigerators in the kitchen area.

### **COMMUNICABLE DISEASES/CONDITIONS**

To prevent the spread of communicable disease the Galva-Holstein Community School Health Department follows the guidelines of the Iowa Department of Health ([www.idph.state.ia.us](http://www.idph.state.ia.us)). We would also like to suggest the following as a guideline for our schools in determining when you should send your child to school and when to keep him/her home.

When your child has vomited or had a temperature of 100 degrees or above, he/she should remain home for 24 hours after the temperature has returned to normal. However, a temperature is not the only criteria that should be used to determine the length of time your child should remain at home. Children without temperatures but having a cold, severe cough or sore and infected throats should also remain at home. Often a day or two at home in the early stages of a cold will mean a quicker recovery and protection for the other pupils.

Head lice – a case that involves live lice – **Parents/Guardians will be notified of current condition and how to treat.** Repeated cases of head lice may be referred to county health officials.

Fresh air and daily exercise are part of our scheduled day. **Students who are healthy enough to attend school will be expected to participate in all activities – including physical education and recess.**

### **SOCIAL MEDIA**

When attending a school event, we are asking that if you take pictures to post to social media like Facebook and Instagram that you only include pictures of your own child. Parents sign a technology consent form, which protects the students, their information, and their photos from being shared on the internet and in print. The district is responsible for complying with individual parental permission requests regarding each child's work, picture, or name.

### **STUDENT EXPECTATIONS**

As students leave Galva-Holstein Elementary we expect:

1. That they will feel good about themselves and their school.
2. That they will be respectful of the property of others.
3. That they will use appropriate behavior in school and on the playground.
4. That students will be responsible for being at school on time & for having the necessary materials throughout the year.
5. That students will exhibit expected behavior at school-sponsored events.

## CHARACTER EDUCATION

The Character Counts Curriculum will be incorporated into monthly lessons on the six pillars of good character:

- *Caring*
- *Citizenship*
- *Fairness*
- *Respect*
- *Responsibility*
- *Trustworthiness*

## SOCIAL SKILLS

Social Skills are the skills that will help children make friendships and learn good work habits. They include such skills as:

- |                                              |                                                      |
|----------------------------------------------|------------------------------------------------------|
| 1. Greeting someone                          | 6. How to handle teasing                             |
| 2. Following directions                      | 7. How to make a request                             |
| 3. Giving and receiving compliments          | 8. How to line up appropriately (line basics)        |
| 4. Getting the teachers and others attention | 9. How to sit and listen appropriately (body basics) |
| 5. Accepting no for an answer                |                                                      |

Throughout the course of the year social skills are taught. The importance of the skill at school, at home, and at play is discussed. The children are asked to use this skill at school and at home so that it will become a good habit. Frequent communication with parents is important so that the skills are maintained.

An important component of social skills is the teaching interaction. Teaching interactions are a set of procedures for dealing with appropriate and inappropriate behaviors. Research has shown our own experiences have supported this research, that unless a positive approach is taken in working with children, the system will fail. A complete teaching interaction, therefore, begins with an expression of affection, which can include smiles, physical contact, using the student's name, and using a calm voice.

## EXPECTED BEHAVIORS

1. **Students should not get into lockers, desks, or school bags belonging to others.**
2. **If students bring toys from home, the school is not responsible for breakage, loss, theft, or trading.**
3. **If students borrow materials from others, they should ask first and return them promptly.**
4. **Students are to remove hats (baseball hats or type of headgear) upon entering the building.**
5. **Before and After School.**
  - a) At the 8:10am bell in Holstein & at 8:05am in Galva students will enter the building in an orderly manner.
  - b) While waiting for buses, students will wait in designated lines.
  - c) People picking up students will wait in the activity room in Holstein or lunchroom in Galva until the child is dismissed.
  - d) Prior to eating breakfast at school in Holstein, students will put their coats, bags, etc. along the north wall of the activity room.

### Consequences

1. Verbal reminder.
  2. Reteach appropriate behavior.
- 
6. **Hallways**
    - a) Students will have top lip touching bottom lip, hands/feet to self. Walk, following person ahead of you.
    - b) Students will use good manners at the drinking fountains.
    - c) Students will accomplish their task and return to the room promptly.

- d) When spoken to, use good manners.
- e) Cold weather hats are allowed to and from lockers during cold weather months. Caps worn for style, by either sex, are not allowed past the door.

#### **Consequences**

- 1. Verbal reminder.
- 2. Reteach appropriate behavior.

### **7. Lunchroom**

- a) Students will use quiet voices when talking.
- b) Students will keep hands, feet and objects to themselves.
- c) Students will stay in their seats while eating. They will wait to be excused by the duty teacher.
- d) Students will eat quietly and use good manners.
- e) Students will walk to, in and from the lunchroom safely.
- f) Students will keep the lunchroom clean.

#### **Consequences**

- 1. Verbal reminder.
- 2. Re-teach appropriate behavior.



### **8. Restroom**

- a) Students will use restrooms appropriately and leave them clean.
- b) Students will properly dispose of paper towels.
- c) Students will avoid climbing, loitering and graffiti.

#### **Consequences**

- 1. Verbal reminder
- 2. Reteach appropriate behavior.

### **9. Assemblies**

- a) When the leader is ready to begin and gives hand signal, stop talking and look at the leader.
- b) Be respectful listeners.

#### **Consequences**

- 1. Verbal reminder.
- 2. Reteach appropriate behavior.

### **10. Playground**

- a) Treat others as you'd like to be treated.
- b) Teacher on duty is in charge with final say.
- c) No grabbing clothes, people or tackling.
- d) Be aware of where you are to avoid injury.
- e) Take turns on equipment.
- f) Common sense prevails in unlisted cases.

When the bell rings or first whistle blows, students will begin **walking** towards the building to go in. Students are allowed only quiet conversation as they walk into the building.

Students will stay on the playground and not use neighboring yards, the garden area, or grass areas near windows.

Snowballs are not allowed.

Frisbees are allowed **only** on the grassy area.

Children must get permission from the duty teacher to leave the playground. This includes bathrooms, nurse or getting equipment.

Any student going after a ball that is on the parking lot or in the garden must get permission first.

**All equipment taken from the building should be returned at the end of the recess by the person taking it out.**

Students will be expected to wear boots on the playground if there is snow on the ground or if we have cold winter weather. The duty teacher will send in any students who do not comply, or provide them with a designated area to play. Decisions on wearing boots will be made by teachers involved in recess supervision.

Students in K-5 will be allowed to use the snow pile for play subject to the following conditions:

1. Students will not push or jump.
2. Students must be wearing snowsuits and boots.
3. No sleds are allowed on the snow pile.
4. No snow tunnels.

**\*Play Unit (Holstein)**

- ~ No jumping off the equipment – East Platform
- ~ No tag on equipment
- ~ No blocking entrances or exits

- ~ 1 person on the swing at a time
- ~ No underdogs
- ~ May only swing sitting down
- ~ No bailing out

**\*Slides**

- ~ Always feet first on your seat
- ~ No stopping in the middle of the slide
- ~ No crawling up the slide, except for the short, double ones
- ~ One person on the slide at a time

**\*Tire Swings (Holstein)**

- ~ No more than 3 at a time on the swing
- ~ No hanging on the tires, chains or people
- ~ Do not lie under the swings
- ~ Sit facing inward

**\*Swings**

- ~ Only swing front to back
- ~ Pushing is only done from behind

**\*Monkey Bars & Crawling Equipment**

- ~ No standing on top of the bars
- ~ Keep hands and feet to yourself

**HARD SURFACE RULES & PROCEDURES**

There are to be no football games played on the hard surface area of the playground. Students may toss and catch a football on the hard surface, but kicking the football is only allowed on the grassy area. There are to be no soccer games on the hard surface area of the playground. Students may pass a soccer ball back and forth if they wish to participate in that activity.

**BASKETBALL, TETHERBALL, FOUR SQUARE, & HOPSCOTCH**

The rules and procedures for each of these games will be taught as part of the Physical Education Curriculum during the first two weeks of the school year.

**KICKBALL**

\*If the pitcher has the ball on the pitching line the runners cannot advance if they are not halfway.

\*If a runner is touched with the ball while on a base they cannot advance.

\*You cannot throw the ball at someone to get him or her out.

\*Baserunners must stay on their feet.

\*People waiting to kick cannot stand next to the 3<sup>rd</sup> base line.

\*There are no strikeouts or a limit to the number of foul balls.

\*Any ball kicked into the Tunnelball Goal is a homerun.

**Consequences**

1. Verbal reminder
2. Second verbal reminder
  - a) Time-out for the remainder of the recess.
  - b) Students stay in following recess to be retaught with previous playground supervisor.
3. Use office referral for physically dangerous behavior or for overt insubordination or when patterns of misbehavior develop.

**11. Extra-Curricular Attendance**

- a) Students are encouraged to have parental/adult supervision at all events.
- b) Students will stay out of performing areas (playing fields, courts, concert floor, etc.) and be cautious of performers entering and leaving the performance area (halftime, between games/matches, etc.).
- c) Students will remain seated until a break in the performance occurs.

The following **consequences** will be enforced if these expectations are not met:

- a) Verbal reminder.
- b) Habitual offenders may be asked to leave event.

## **SEVERE MISBEHAVIOR AND OFFICE REFERRAL**

1. Most misbehavior will be dealt with by discussion or mild consequences as indicated throughout this policy manual. However, **three categories of severe misbehavior will result in the student being sent immediately to the office.**
  - a. **Physically dangerous behavior: fighting, assault, physical intimidation.** Staff should firmly inform students to stop a physical altercation. If students do not respond, staff should use professional judgment to determine whether or not to intervene physically. Staff is not required to take action that could be physically dangerous. Another student should be sent immediately for assistance.
  - b. **Illegal Acts.** If a staff member is aware that a student has done or is doing something illegal, the staff member is obligated to refer the situation to the office. The principal must make all decisions regarding whether or not to contact any relevant authorities.
  - c. **Insubordination behavior.** Insubordinate behavior is defined as the direct and immediate refusal to comply with a responsible staff instruction within a specified period of time. A student forgetting homework or being disruptive in class are not examples of insubordinate behavior. Below is an example of this behavior.
2. Office referrals are to be reserved for severe and chronic misbehavior. The office staff is unable to accept referrals for minor problems, as students soon learn that being referred to the office is “no big deal.” To maintain effectiveness, office referrals must be used only for severe or recurring problems.
3. When making an office referral, the referring staff member will complete a Student Discipline Form as soon as possible.
4. Records will be kept by the principal and office staff on all office referrals. These records will be compiled and shared with the Problem-Solving team at least four times during the year. Using these records, the team will determine whether there is a need to revise policies, or whether there is a need for further staff development to ensure more consistent implementation of the current policies.
5. When the principal is in the building, office referrals will be handled by the principal. When the principal is not in the building, an acting principal will be designated. The school secretary will always know who is the acting disciplinarian in the event of a crisis situation.
6. **Student Removal.** If students are threatening or hurting themselves or others, it may be necessary to remove them from the situation. The principal’s office will be designated as a time-out area. If the student cooperates s/he will be escorted to the office. If s/he refused to go or is causing immediate danger, the teacher should call the office secretary. She will locate the administrator. The administration will be notified following this chain of command: Elementary Principal, High School Principal, Superintendent, and High School Resource Room Instructor. Consequences will be determined by administration. Parent(s)/guardian(s) will be contacted by the primary adult involved in the situation. The teacher will then document the events as they occurred. A copy of the documentation will be sent to the elementary principal to be reviewed and placed in the student’s cumulative file.

## **ELECTRONIC DEVICES**

Any form of these should not be used during class. The administration or designee may confiscate electronic devices, which are used inappropriately. Cell phones and other devices that are able to take pictures or record video are not allowed in the locker rooms or bathrooms. Students in violation may also be subject to disciplinary action.

## **Library/Media Center**

The school library is available to students during school hours. The library is a place for practicing reading, as well as studying and research. Students are expected to conduct themselves as if they were in class while in the library. If library materials are lost a fee will be set for the parents/students to pay the school. If materials are found, the money will be returned.

# RIDGE VIEW HIGH SCHOOL

Grades 9-12



## **ACADEMIC LETTER**

To qualify for an Academic Letter, students must achieve a 3.33 cumulative grade point average or better for the school year. Students must be enrolled in a minimum of 5 courses and must be full-time students.

## **ACTIVITY ELIGIBILITY**

Students must pass all course work at the end of a grading period to be eligible for extracurricular activities. If at the end of any grading period a student (contestant) is given a failing grade in any course for which credit is awarded, the student (contestant) is ineligible to dress for and compete/participate in the next occurring interscholastic contests and competitions in which the student (contestant) is a contestant for 30 consecutive calendar days. Students must continue to be with team for ineligibility period to be completed.

## **ACTIVITY TICKET**

An activity ticket is available in the office and it allows students admission into games and music concerts at a reduced cost. The activity fee helps finance extracurricular activities and helps with the purchase of awards granted on awards night. In addition, the ticket is also an I.D. card to allow you to be admitted to out-of-town games at student prices. Students who leave a game/activity may get back in but will have to pay regular admission to be readmitted.

## **ASSEMBLY PROGRAMS**

Assembly programs may be provided throughout the school year. The programs evolve around student talent, paid outside talent, and speakers from the community. Students are to enter the auditorium in an orderly manner and take their seats immediately. Prompt attention should be given when the person in charge appears. Do nothing to disturb others or mar their enjoyment of the program. Applaud properly. Stamping, whistling or shouting is never good applause. It is not a compliment to the entertainer, and it reflects poorly upon the school.

## **AT RISK STUDENT ATTENDANCE POLICY**

Any student identified as At Risk may be given consideration for variable attendance by written application to the Administrative Team. The following will be taken into consideration on a case-by-case basis:

- 1) Academic record and standing
- 2) Student's age
- 3) Purpose of request
- 4) Marital/Parental status
- 5) State/Board requirements
- 6) Counselor/Faculty input
- 7) Attendance records

This privilege may be revoked with a maximum of two weeks' notice. Any denial or revocation may be appealed to the board.

## **ATTENDANCE**

*(For complete discussion, see Board Policies 501.11 and 501.4R1)*

Attendance is primarily the responsibility of the parents and students. Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption at a minimum. While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for absence from classes.

It is a known fact that students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more opportunities after leaving school. Prospective employers expect promptness and regular attendance and are reluctant to hire persons who have not established good habits of self-discipline and responsibility.

## **GUIDELINES FOR EXCUSED AND UNEXCUSED ABSENCES<sup>7</sup>**

Absences will be considered excused for the following reasons:

1. Personal illness (After the 5<sup>th</sup> illness, a doctor's note may be requested.)

2. Death or illness in the family
3. Medical or dental appointment that cannot be made other than during school time
4. Parental request to work for parents only. (Maximum of 5 days per semester)
5. Other reasons which can be justified from an educational standpoint (prior arranged activities or trips with parent(s))

Any absence not listed in Section A may be treated as unexcused.

### **UNEXCUSED ABSENCES**

An unexcused absence is one that does not have the approval of the school. This includes, but is not limited to the following: truancy-skipping school, senior pictures, oversleeping, a job for someone other than family, absence for reason not judged educationally appropriate by school authorities, haircut, tanning, non-school club team games or activities, resting for/from an event or activity.

Any student who has four unexcused absences in a trimester may be dropped from the class in which the absence occurred. The student may receive no credit for that class and may be placed in a study hall for the remainder of the trimester. A student's parents will be notified by letter after two unexcused absences and the student will serve a detention; a conference with the parents and principal will be requested after three unexcused absences.

### **ATTENDANCE AT STATE FAIR OR SIMILAR FUNCTIONS**

Any student attending the State Fair or similar function will not be counted absent subject to the following conditions:

- Student must enter competition at the local level through the County Fairs, local scout or similar civic youth organization.
- Student must be awarded a place at Ida County Fair, scout, or civic youth competition that provides for a means of advancing to the next level of competition at the district, state, or national level.
- Policy will not apply in situations where voluntary participation is allowed but not required as a means of advancing to the district, state, or national level.
- Policy will only cover the day of the presentation.

The principal shall make the final determination of questionable absences. Reasons for absences must be justified from an educational standpoint for the welfare of the students and the total school environment.

### **REPORTING ABSENCES**

To be excused, absences must be cleared before the student returns to school. Parents are urged to report absences by telephone by 9:00 am. If this is done, the student's name will be marked excused on the daily attendance list. If the absence has not been cleared by telephone, the student must present a written excuse from a parent (specifying the reason for the absence) to the homeroom or classroom teacher before re-entering school. We ask that as many appointments as possible be scheduled for non-school days. No parental note or telephone call within 24 hours will result in the absence being unexcused.

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

**NOTE:** While parents have the right to determine whether or not a student will miss school, **SCHOOL OFFICIALS HAVE THE RESPONSIBILITY OF DETERMINING IF THE ABSENCE WILL BE EXCUSED OR UNEXCUSED.** Absences which are unexcused are those which have not been properly excused by the parent **AND** the school official.

### **FIELD TRIP POLICY**

1. Students must complete and hand in the Field Trip Permission Form before they leave. Failure to do so will cause the student to be unexcused. Field Trip forms are not needed during the weekend or holidays.
2. Students may not leave the activity site without permission.



3. Students on the down list for failing two or more classes or having been placed on 'No Credit Status' for two or more classes for attendance reasons will not be allowed to go on the trip.

### **BEFORE AND AFTER SCHOOL HOURS**

Students should not arrive at school until after 8:00 a.m. unless they need to be at school earlier for a scheduled activity. Students are to leave the building whenever school is dismissed, unless participating under the direct supervision of a sponsor of an extracurricular activity, a student-teacher conference or approval by the principal. Unsupervised students must leave the building when school is dismissed. Students who drive their own cars, must leave the parking lot by 3:30. Students may only be in the commons, media center, or a teacher's room (w/teacher permission).

### **BELL SCHEDULE 2015-2016 (Regular)**

- 1<sup>st</sup> Period                      8:25 – 9:30
- 2<sup>nd</sup> Period                     9:33 – 10:35
- 3<sup>rd</sup> Period                    10:38 – 11:40
- 4<sup>th</sup> Period
  - *A Lunch 11:40-12:04 ... Class 12:08-1:10*
  - *Class 11:43-12:45 ... B Lunch 12:45-1:10*
- 5<sup>th</sup> Period                    1:13 – 2:16
- 6<sup>th</sup> Period                    2:18 – 3:20

### **BOOK FEE FOR COLLEGE CLASSES**

There is a **\$50 book fee per class** for students enrolled in dual credit college classes that Ridge View High School offers through Western Iowa Tech Community College or Iowa Central Community College. The following courses will have the required fee payable at the beginning of the trimester. **These fees may be paid at registration in the fall or must be paid at the beginning of each trimester class. If the fee is not paid after 3 days, the student will be dropped from the class and will need to pick up an additional class.**

Psychology	Sociology	Medical Terminology
Health Occupations	Certified Nursing Assistant	Auto-Mechanics/Small Engines
Computer Applications I	Computer Applications II	

### **BREAKFAST**

Breakfast is served from approximately 7:25 - 8:15 for the high school students. Any student who rides a morning route and does not have access to breakfast at one of the attendance centers can be served immediately once their bus arrives. Breakfast will not be served to high school students after 8:15 unless they ride a morning route as described above.

### **Bullying/Harassment**

Students or staff may report bullying or harassment incidents via our Google Form or by procuring a form from the principal or the guidance office.

### **B.Y.O.T. (Bring Your Own Technology)**

Students may bring their own technology to assist in their learning. Lap-top computers, tablets (e.g. iPads, iPods, Kindle Fire), and smart phones may be used in study hall and classrooms (with teacher approval). They can only be used for educational purposes and use must follow Galva-Holstein's Technology Policy. Connecting to the network results in the school having the right to inspect their work and files. There may be limitations implemented based on the amount of bandwidth that can be used by all the machines.

### **● NUISANCE ITEMS**

Students are prohibited from the use of radios, iPods or other music players, remotes, televisions, water guns, chains, toys, and other similar items in the high school building or at school activities, unless approved ahead of time by an administrator for a specific activity or project. Nuisance items can cause a disruption at school. Cell phones may be useful at times. For instance, a cell phone could be used to make after school ride arrangements. A cell phone could also be a distraction in the classroom and should not be turned on or used during classes, in the hallways or commons areas unless its use is approved by staff members. The only time that students will be allowed to check their cell phone or listen to their iPod during school hours will be within a student's scheduled thirty minute lunch time. **During lunch, iPods/cell phones can be used in the lunch room but will not be allowed in any other part of the building including the gym area, restrooms or academic hallways.** Nuisance items may be confiscated by any staff member and may be claimed by a parent or guardian. Failure to cooperate may result in disciplinary action. Some cell phone/iPod uses, such as sending threatening messages, inappropriate images, cheating on tests, or cyber-bullying/harassment escalate the issue out of the nuisance category and into areas with more severe disciplinary action. Finally, we recommend that you do not bring nuisance items to school because of all the possible problems that could be created by having these items in school including theft, for which the school cannot be responsible.

Any form of these should not be used during class. The administration or designee may confiscate electronic devices, which are used inappropriately.

### **CELL PHONES**

The focus of this cell phone policy will be on appropriate use within school, including educational uses. Teachers will have the authority to set policy within their own classrooms consistent with educational intent and effective classroom management. Students will be allowed to carry cell phones, however, they should be set to vibrate or silent and should not be answered during classes. Appropriate times for students to use phones are:

- Between class periods(Students will not be late to class because they are on their cell phone)
- During lunch period
- When given permission by a staff person

Students who violate a teacher's classroom rules or are deemed to have used their cell phones inappropriately may be subject to disciplinary action, including, but not limited to:

- 1<sup>st</sup> Offense:** The cell phone is confiscated – **turned into the office by the teacher** – and returned to the student at the end of the day.
- 2<sup>nd</sup> Offense:** The cell phone is confiscated – **turned into the office by the teacher** – and returned to the student after two days.
- 3<sup>rd</sup> Offense:** The cell phone will be confiscated – **turned into the office by the teacher** – and returned the parent after six days. Disciplinary action will be taken which could include detention or in-school suspension.

### **CHANGING A SCHEDULE**

When you complete your course selection sheet, consider it to be your final schedule. Should a serious need for a course change arise, consult your counselor. All changes must be made before the end of the school year. When school starts next year, the only schedule changes will be based on inappropriate placements, changes necessary balance classes, or a change to upgrade a schedule. Student initiated changes **MUST** be requested by the end of the third day of any given trimester.

Students are permitted to drop courses mid-term only with administrative approval. It is very important that a student who is struggling with course material consult with the teacher and counselor before mid trimester to determine

whether a course should be dropped. If dropped before mid trimester, the course will be deleted from the transcript. A course dropped after mid trimester will be posted on the student's transcript as a failed course.

A student can retake a failed course, but a course that has been passed cannot be retaken for a better grade. The only exception occurs when a student must retake all trimesters of an A x B math course in order to pass the middle or last trimester.

### **CHEATING POLICY**

Students found guilty of cheating, whether giving or receiving information will receive a penalty of zero for the work. Teachers will inform administration of the incident, notify parents, and may arrange a conference to include the student, parents, teachers, counselor, and administrator. The conference will establish goals of behavior and possible consequences should incidents be repeated or goals not accomplished.

### **CHECKING IN**

High School students who arrive at school after 8:25AM must check in the office.

### **CHURCH NIGHT**

School authorities, mindful of the fact that a well-rounded education is based on experiences that take place not only in school but in church and home also, have set aside Wednesday night of each week for church activities. There shall be no scheduling after 6:00pm – unless there are some unforeseen circumstances.

### **COLLEGE VISITS (JUNIORS & SENIORS – 2 PER YEAR)**

Students will complete a Job Shad permission form signed by them, a parent (guardian), and the person being shadowed.

1. The counselor will call the admission office to set up appointment.
2. A visitation sheet is signed by the counselor and by the parent guardian. The sheet should be returned the day BEFORE your appointment.
3. The counselor will call the parents to inform them they must accompany their son/daughter for it to be an excused absence.
4. Students may use ½ day of the 2 days per year to visit employer in his or her interest area. The counselor calls for the appointment and calls after the appointment to check attendance.
5. Failure to comply with the conditions stated above might result in any school time missed will be considered an unexcused absence.

### **JOB SHADOWING (1-2 per year)**

All students are expected to have at least one job shadowing experience by completion of their junior year.

### **COMMON GRADING SYSTEM**

Grade A (4 points)	Indicates excellent work
Grade B (3 points)	Indicates work definitely above average in performance
Grade C (2 points)	Indicates average performance
Grade D (1 point)	Indicates below average comprehension and performance
Grade F (0 point)	No credit given
Incomplete (I)	Indicates that work is incomplete for some reason.
Withdrawal with Failure (WF)	Indicates that student withdrew from the course and received an same grade as an 'F'
NO Grade (NG)	Student took the course as an audit
Satisfactory (S)	Indicates students work & time management in Learning Center & Core Resource was satisfactory.
Non-Satisfactory (NS)	Indicates students work and time management in Learning Center and Core Resource was not satisfactory.

**A four point grading system is used at the high school. Grade and point designation is as follows:**

A = 4	A- = 3.67	B+ = 3.33	B = 3.00	B- = 2.67	C+ = 2.33
C = 2.00	C- = 1.67	D+ = 1.33	D = 1.00	D- = 0.67	F = 0

**Ridge View Grading scale:**

All teachers at the high school will use the following grading scale:

94 – 100	A	73 – 76	C
90 – 93	A-	70 – 72	C-
87 – 89	B+	67 – 69	D+
83 – 86	B	63 – 66	D
80 – 82	B-	60 – 62	D-
77 – 79	C+	Below 60	F

### **DAILY ANNOUNCEMENTS**

Daily announcements will be emailed to teachers by the principal's office each day. These announcements are important to the students and each student is held responsible for knowing what is announced. Announcements will be read when necessary over the intercom system and are posted on the school website.

### **DANCES**

- a) **SCHEDULING** -- All dances must be approved by the principal and through the office. Approval must be requested at least two (2) months in advance of the requested time.
- b) **TIME**
  - Dances will last for no more than three hours.
  - Admission doors will open fifteen minutes before the scheduled starting time of the dance and will remain open until thirty minutes after the scheduled starting time of the dance. No admission will be allowed after that time.
- c) **ADMISSION**
  - All Ridge View High School students may attend school-sponsored dances provided they pay the admission price and comply with any conditions established for said dance.
  - Ridge View High School students may be allowed to bring a guest who is not a member of the Ridge View High School student body, to school dances by registering his/her name and the guest's name in the office at least one day before the dance. Junior high students may not attend high school dances. Guests must be in high school or less than 21 years of age.
  - Only Ridge View High School juniors and seniors and their registered guests may attend the Prom dance (guests must be less than 21 years of age).
  - Anyone who leaves the dance will not be readmitted.
  - Admission may be denied anyone based upon the sponsor's or principal's judgment based on due cause.
- d) **CONDUCT**
  - Everyone in attendance is expected to abide by all state laws, local ordinances and Ridge View High School rules and any special rules established for a particular dance.
  - Ridge View High School students are responsible for the conduct of their guests.
  - No loitering on school premises during the time of the dance.
- e) **SUPERVISION**
  - Minimum of two office approved sponsors will sponsor dances.
- f) **MUSIC**
  - Approved and hired through the principal's office.
  - Sponsors will pay with a school authorized check.

## DETENTION

An office-assigned detention period is determined at the discretion of the administration. Students being assigned to detention will be required to serve the detention at a time scheduled by administration. Students failing to serve as assigned will be rescheduled with the detention time being doubled. Students failing to serve that assignment may be suspended. -Detentions assigned by an individual teacher will be served with that teacher. The day the detention is to be served and the length of time to be served are determined by the teacher. The teacher will notify the office when a detention has been assigned and served. If a student fails to serve a teacher assigned detention, the detention time will double and be served with administration.

## DISMISSAL FROM THE CLASSROOM

Classroom teachers may observe unacceptable behavior in the class and direct the student to leave the classroom. The student is required to leave, without delay, without a display, and without distraction, and proceed to the Principal's office. Consequences to be collaboratively determined by staff member involved and administration. Parent notification required.

## DISCIPLINE CHART

The following is a table of guidelines in the disposition of disciplinary situations. The purpose of discipline is to modify individual behavior through positive and supportive actions whenever possible. Depending on the circumstances of the offense and the history of the student, the action may vary at the building administrator's discretion. Law enforcement may be contacted anytime "notification" is listed in the guidelines. In the event of police notification, any action taken by the court system will be in addition to the action taken by the school.

Rule Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b><i>Simple Misconduct</i></b>			
Disruptive Behavior: verbal or physical actions that harm the educational atmosphere or classrooms or building	Detention to suspension 1-3 days	Suspension 3 – 10 days	Expulsion
Insubordination: disrespect, swearing at, failure to follow the request or directions of school personnel.	Detention to suspension 1-3 days	Suspension 3 – 10 days May be removed from class.	Expulsion
Skipping Class	Make-up time missed in detention, after school	Multiple offenses may result in suspension of 1-3 days.	
NO SHOW at detention: failure to serve an assigned detention.	Time is doubled	Administrative Referral: After School	Suspension 1 – 3 days and possibly drop class
Cafeteria misconduct	Warning, clean up duty, or removal from cafeteria	Suspension 1 -3 days	
<b><i>Alcohol/Drugs/Tobacco</i></b>			
Tobacco: possession, use or distribution, including imitations.	Suspension 1 – 3 days Confiscation of all tobacco products including lighters Good Conduct Violation	Suspension 3 – 10 days. Police notification Good Conduct Violation	Suspension 3 – 10 days Police notification Good Conduct Violation
Alcohol/Drugs: possession, use or under influence of illegal drugs, alcohol, controlled substances, imitation substances, or paraphernalia.	Suspension 10 days. Good Conduct Violation	Expulsion Police notification Good Conduct Violation	
Dealing drugs, alcohol, controlled substances or imitation substances: including selling or distributing	Expulsion Police notification		
<b><i>Threats</i></b>			
Verbal abuse, harassment, or bullying: searing, profanity, belligerent and disrespectful language or actions that attempt to threaten, intimidate, or injure another person.	Suspension 1 – 3 days	Suspension 3 – 5 days	Expulsion
Threats: intimidating or menacing another student, school personnel, including hazing.	Suspension 1 – 5 days Police Notification	Suspension 5 – 10 days to expulsion Police Notification	Expulsion
Sexual Harassment: unwelcome advances, verbal or physical misconduct, graffiti, jokes, gestures, etc.	Suspension 1 – 3 days.	Suspension 3 – 5 days	Suspension 5 – 10 days to expulsion
Extortion: obtaining money by threat or perceived threat or force	Suspension 3 days	Suspension 3 – 10 days	Expulsion Police Notification

Initiating threatening calls to school, i.e. bomb threats, etc.	Suspension 5 – 10 days to expulsion Police Notification		
<b>Rule Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b><i>Fighting/Weapons</i></b>			
Fighting or attempt to physically harm one another through mutual combative physical contact	Out of school suspension 1 – 5 days Removal from building	Out of school suspension 5 – 10 days Police Notification	Expulsion Police Notification
Assault: threatening or trying to injure or causing injury to a student or employee	Suspension 3 – 10 days Police Notification	Suspension 5 – 10 days Police Notification	Expulsion Police Notification
Weapons: possession, use, or handling of any instrument generally considered a weapon.	Suspension 3 – 10 days to expulsion Police Notification	Expulsion Police Notification	
Firearm: possession or threatening a person with a gun or other destructive devices	Expulsion for one calendar year.		
<b><i>Destructive Behaviors</i></b>			
Theft	Suspension 1 – 3 days Restitution	Suspension 3 – 10 days Restitution Police Notification	Expulsion Restitution Police Notification
Vandalism: intentionally damaging or destroying property	Suspension 1 – 3 days Restitution	Suspension 3 – 10 days Restitution Police Notification	Expulsion Restitution Police Notification
Trespassing: being in area of building or on school property without authorization.	Suspension 1 – 3 days	Suspension 3 – 10 days Police Notification	Expulsion Police Notification
False fire alarm, tampering with equipment or extinguishers.	Suspension 3 – 5 days Police and fire marshal notification, possible expulsion Reimbursement	Expulsion Police and fire marshal notification Reimbursement	
Arson: burning or attempting to burn a property, structure or building	Suspension 5 – 10 days Restitution Police and fire marshal notification	Expulsion Restitution Police and fire marshal notification	
<b>Rule Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b><i>Miscellaneous</i></b>			
Forgery: signing another person's name, altering or altering or writing a note or pass when not authorized. Including falsifying calls to attendance	Suspension 1 day	Suspension 1 – 3 days	Suspension 3 – 10 days Expulsion
Parking/driving violations due to speed, danger or disregard of signage.	Subject to disciplinary action, i.e. warning, loss of driving privileges, towing (at owner's expense) or suspension	Subject to disciplinary action, i.e. loss of driving privileges, towing (at owner's expense) or suspension	
Gambling: engaging in games of chance	Warning or suspension 1 – 3 days	Suspension 3 – 10 days to expulsion	Expulsion
Dress Code	Warning to detention	Detention to 1 - 3 day Suspension	

**STANDARDS OF DRESS** -- (For complete discussion, see Board Policy 502.1 and 502.1R1)

The appearance of a student is primarily the responsibility of the student and the parent. Attire of students must be appropriate for school. Clothing that advertises **or promotes** tobacco, alcohol, or drug products are inappropriate.

Clothing that contains messages, sexual innuendos, or pictures that are determined inappropriate by staff or administration will not be allowed. Examples would include clothing items that contain messages that are vulgar, offensive, obscene, libelous, or that denigrates others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, gender identity, or disability or that are otherwise contrary to the school's education mission.

Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank tops, halter-tops, garments with spaghetti straps, or strapless garments. Garments that are "see through," cut low, or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. **Short shorts or excessive short skirts are not allowed. The rule of thumb that school staff will use is that the short should have a 7" inseam.** Undergarments must not be visible. Headwear is not allowed to be worn inside the building or on campus without teacher/administrator approval. **All headwear should remain in a locker.** We encourage parents to help enforce this during extra-curricular activities.

Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened. **Pants that have holes in them are only allowed if the holes are beneath knee level.** Students shall not wear hats in the district buildings except for a medical or religious purpose.

Any type of clothing that distracts (excessive exposure, etc.), hinders the educational process, or disrupts the educational atmosphere of the school will be addressed accordingly.

Students found in violation of these policies will be asked to change to proper apparel and/or parents will be contacted. Continual violations may result in the school disciplinary policies invoked.

#### **EARLY GRADUATION**

- 1) Seniors may choose to complete high school in less than four years as long as 52 credits (respective graduation requirements) are earned and requirements met. This is also applicable to students attending the Flex Ed Center.
- 2) The specific plan and reason for early graduation must be submitted to the administration by the student and the student's parents in writing no later than one month prior to the end of the first trimester of the Senior year.
- 3) After approval by the administration, the request will be presented to the Board of Education for final approval. Only the Board of Education may grant final approval.
- 4) **Students on this program will be eligible for the following activities only: Honors Night & Commencement.**
- 5) Students on this program will not be eligible for any interscholastic activities, concerts, or activities that require a performance before an audience once the credit has been earned.

#### **FINAL EXAM SYSTEM (AND INCENTIVES)**

Trimester tests or a culminating activity are administered to students to summatively assess what students learned during the time of the class. This also prepares students for college when they will take final exams.

#### **COMPUTATION OF FINAL TRIMESTER GRADES**

The trimester exam or culminating activity will range from 10% to 20% of the final grade, which will be determined by teachers in the curriculum writing process. Class work done during the trimester will range from 80% to 90% depending on the established final percentage.

#### **First Trimester**

All students will take comprehensive trimester tests the first trimester. Students may opt out of one test if they meet the following criteria:

1. 5 or fewer absences in respective class.
2. Zero unexcused absences in current trimester.
3. No detentions or referrals in all classes that trimester.
4. Current trimester grade 83 % and above in the respective class.

#### **Second Trimester**

All students will take comprehensive trimester tests the second trimester. Seniors may opt out of one course in which they meet the criteria above for first trimester. Freshmen – Juniors may opt out of one test if they meet either of the following criteria on the Iowa Assessment Tests that are administered in November and are carrying an 83% average or better in the respective class. In addition students must not have any detentions, referrals, or unexcused absences in all classes. Students must have 5 or fewer absences in respective class to opt out of a final second trimester.

1. Proficiency Incentive – If students show they are proficient in math, science, and reading.
2. Growth Incentive – If a student shows growth in math, science, and reading on the Iowa Assessments from the previous year.

*Note 1 – If for some reason the results of the tests are not received in time then we will utilize the first trimester incentives. We would use the Iowa Assessment Incentives for third trimester.*

### **Third Trimester**

- It is at the teacher's discretion on whether seniors will have to take a final exam or not. All other students are required to take final exams during the third trimester. Students may opt out of one trimester course using the criteria that is used first trimester.

### **Exam Expectations**

1. Open Campus is allowed to all students unless they have not served detentions.
2. In between testing times, students must report to the media center for study hall if they are going to remain on campus. No students will be allowed to be in the hallways, outside in playground area, or in the parking lot area during testing.
3. Late for a test will result in the test grade being reduced one grade.
4. This does not apply to college classes.

### **FOOD & BEVERAGES**

The eating of food and candy is not permitted in the classroom or hallways with exception of course related activities. Teachers may allow gum as long as the gum and wrappers are disposed of properly. Pop and Energy drinks are not to be stored in lockers and should not be consumed during the school day. Water and sports drinks (now allowed in 2013) in clear bottles may be allowed in classrooms with teacher permission. Milk, juice, sports drinks, protein shakes for lunch stored within a cold lunch container is also allowed.

1. The Student Council water and sports drink machines will be operating again this year. The following rules will apply:
2. The office will not be responsible to make change or return lost money.
3. Areas of consumption – WILL BE RESTRICTED TO THE COMMONS. Any drink other than water taken outside the Commons will be confiscated. (Sports drinks are not allowed out of the commons)
4. Students are expected to return refundables to depository.
5. Proper care and use of the beverage machines will be expected.
6. The Principal may designate other areas and times.
7. NOTE: Violation of the above provisions may result in loss of these privileges.

### **GRADUATION ACTIVITIES (HONORS NIGHT AND COMMENCEMENT)**

No student will be allowed to participate in commencement and award night ceremonies unless all graduation requirements have been completed. There will be no issuing of blank diplomas pending the completion of summer work.

The Board of Education will accept a maximum of 4 credits for correspondence/internet courses to be applied toward a high school diploma. Students who wish to take correspondence/internet courses for credit must first receive authorization from the high school principal. Approval of the correspondence/internet course will not be given if the student can take the course, whether it is required or elective, in his regular schedule at the Ridge View High School. Permission will be given if the course is not being offered or if the student has already failed the class but needs it for graduation.

### **GRADUATION DISTINCTIONS**



Ridge View High School will honor the valedictorian and salutatorian from Galva-Holstein and Schaller-Crestland for the 2012-2013 school year. In 2013-2014, Ridge View High School will honor the overall Valedictorian and Salutatorian. If there are ties for the top of the class or second in the class then we will recognize all ties. The Valedictorian and Salutatorian is determined after the final grading period for a senior and will be announced at Awards Night.

- **ACADEMIC ACCOLADES**

There are various ways that our top seniors are recognized by the media and state in the spring of the year. The following are year-to-year recognitions: Governor's Scholar, Best of Class (KCAU), Des Moines Register, and Omaha World Herald. There is a formula used to determine the senior for the Best of Class, which includes their GPA and ACT score. All other recognitions are based on GPA. If there are ties with the GPA then we will then look at the student's school involvement and test scores to determine who receives recognition. We will use seniors cumulative GPA after the 11<sup>th</sup> trimester for media recognitions.

**GRADUATION REQUIREMENTS: 52 Credits (32 Core and 20 Electives (Note: These are proposed changes))**

**English - 8 credits**

English I (2), English II (2), English III or equivalent (2), English Electives (2)

**Math - 6 credits**

Algebra I (2), Math Electives (4)

**Science - 6 credits**

General Science (2), Biology (2), Science Electives (2)

**Social Studies - 6 credits**

US History (2), Government (1), 3 Social Study Electives (3)

**PE - 4 credits**

1 PE elective each year (4)

**Health - 1 Credit**

Health

**Financial Literacy - 1 Credit**

Choice of Personal Finance, Independent Living, or Economics (Economics will not count towards the Financial Literacy Credit beginning with the Class of 2019).

**CPR Training** - in compliance with the Healthy Kids Act every student of Ridge View High School shall complete a certification course for cardiopulmonary resuscitation. The principal may waive this requirement if the student is not physically able to successfully complete the training. A student is exempt from the requirement of this paragraph if the student presents satisfactory evidence to the school district that the student possesses cardiopulmonary resuscitation certification.

**HAZING AND INITIATION**

Students are expected to respect each other. Any form of underclassmen initiation will not be permitted. Upperclassmen are not to degrade or ridicule underclassmen. This includes, but is not limited to, singing, dancing, retrieving lunch trays, etc.

**HONOR ROLL**

Scholarship is recognized and encouraged through an academic honor roll. An honor roll list will be compiled at the end of each trimester. Honor roll eligibility is limited to those students with a grade average of 3.0 (**B**) or above. **Students must be enrolled in a minimum of 5 courses that count toward the GPA to be considered for the Honor Roll.** Straight 'A' students will be given special recognition each trimester. **Grades in MOC field experience will not be included when compiling this honor roll.**

**INCOMPLETES**

If a student fails to complete assigned work for a class an incomplete grade will be assigned for the trimester. A teacher may give the student up to two weeks after the close of the trimester to complete the work. Failure to make-up the work in the required time will cause the grade for the trimester to become an "F" (trimester percentage = 50%)

or earned percentage, whichever is lower). The same procedure will be followed each trimester. Following the third trimester the student must begin to work at school immediately after they are dismissed from school for the year to make up the work. Failure to comply indicates that they are not going to make up the work and an "F" will be recorded for the trimester.

## **INTERNET/COMPUTER APPROPRIATE USE REGULATIONS**

### **Responsibility for Internet Appropriate Use/Internet Access**

Students will have access to electronic communication known as the Internet, a collection of more than 20,000 interconnected computer networks. The vast domain of information contained within the Internet's libraries can provide unlimited opportunities to students.

Students will be able to access the Internet through their teachers. Internet information appears, disappears, and changes constantly; it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value.

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 copyrights 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.
- Students shall not access or download any text file or picture or engage in any conference that includes material which is obscene, slanderous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

### **The following are NOT permitted:**

- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or attacking others;
- Altering or damaging computers, computer systems or computer networks;
- Violating copyright laws;
- Using others' passwords;
- Trespassing in others' folders, work or files;
- Intentionally wasting limited resources;
- Employing the network for commercial purposes;
- Email, chat line, message board, or any other vehicle for communication without permission from supervising teacher.
- Non-educational games

**Student Violations – Consequences and Notifications:** Students who abuse computer privileges or who access restricted items on the Internet shall be subject to the appropriate action in board policy as listed below:

- Level 1 – Loss of **computer privileges** for a period of 1 week (5 school days).
- Level 2 – Loss of **computer privileges** for a period of 3 weeks (15 school days) plus one-day
- Level 3 – Loss of **computer privileges** for a period of 9 weeks (45 school days) plus two days in-school suspension.
- Level 4 – Loss of **computer privileges** for a period of 18 weeks (90 school days).

**\*\*Severity of the infraction and the appropriate consequences shall be at the discretion of the administration.**

### **LEARNING CENTER**

The Learning Center is a classroom dedicated to assist students with their learning. The LC's purpose is to provide a place where students of various needs can be met. We will also have students complete online courses through OdysseyWare to recover lost credit. OdysseyWare will also be helpful in helping students relearn some basic math, reading, and grammar skills that are necessary for high school success. Students may be assigned to Learning Center by the SAT (Students Assistance Team) due to poor grades and/or poor attendance. Students may also request placement in a Learning Center.

### **LEAVING SCHOOL DURING THE DAY**

High school students needing to leave during the day must present a note to the principal or secretary personally upon arriving at school to receive a pass. At the time of leaving, students must sign out on the sheet provided in the office. **FAILURE TO DO EITHER OF THESE STEPS MAY RESULT IN A ONE-DAY IN-SCHOOL SUSPENSION.**

### **LETTER OF RECOMMENDATION PROCEDURE**

- Ask the staff member for the recommendation in a timely fashion.
- Provide a resume or list of activities, or application blank to the writer.
- Provide an envelope with the address typed or name of scholarship on it.
- Let the staff member know when it is due.
- The letter of recommendation would then go to an assembly point (the office) to be put together and mailed in a timely fashion. In other words all the materials requested by the scholarship committee would be mailed from our office under one cover unless otherwise specified.
- The student would need to provide the application envelope with proper postage. Scholarships will not be mailed without proper postage.

### **LINE OF COMMUNICATION**

When you have questions about your child or a problem you wish to discuss, the following is an appropriate line of communication.

1. **The Teacher-** If your concern involves a teacher or your child's progress in school, request a meeting with the teacher.
2. **The Principal-** if you feel the teacher was unable to help you, talk to the HS Principal.
3. **The Superintendent-** If your problem is not handled to your satisfaction by the above persons, you may call and request a conference with the Superintendent.
4. **The Board of Directors-** Parents/Guardians may request to address the School Board by submitting a written request to the Superintendent stating the problem and details.

It is our desire to be as consistent and fair as possible. Please feel free to call for assistance or help with any questions or concerns.

### **LUNCH PERIODS**

Students will walk and fill in single-file line as they enter the commons. No budging. Secondary students will eat during sections "A" and "B" of 4th period; these are 25 minutes in length. **All students must report to and stay in**

**the lunchroom during their designated lunch period.** All students must eat in the lunchroom but may bring a lunch from home. Students must clear their tables and push their chairs in prior to leaving the lunchroom. The lunchroom supervisor will hold students back until tables are cleared and chairs are pushed in. Lunches other than school lunches or individual cold lunches will be permitted with **prior approval** of the **high school office**.

### **MAKE-UP WORK**

Making up work is the responsibility of the student. Students who know that they are going to be gone a day in advance are responsible for any tests, quizzes, or homework the day that they come back.

For example, “Student A” knows that he is going to miss English class because of a field trip on Thursday and there is a test in English on Friday. “Student A” must take the test on Friday unless prior arrangements are made.

If an absence is excused, students are given two full days for the first day they are absent plus one for each succeeding day. Example - miss 4 consecutive days; 5 days to make up work. An adjusted grade will be recorded if it is not completed in this time. Make immediate plans to do all make-up work due to absence. Your grades will reflect your absences if you do not get the work made up.

If a student’s absence is *unexcused*, the following will apply:

1. Work due the day of the unexcused absence and not handed in that day is to be considered late and handled as any other late assignment.
2. Work due the following day will receive full credit if handed in on that day.
3. Students will not be allowed to make up announced tests.

A suspension from school will be treated as an unexcused absence, but the student will be given no additional time to complete makeup work. That means if a student is suspended for Tuesday, he must turn in his work on Wednesday as if he had been in school on Tuesday. Should a student be suspended for more than 1 day, only one day will count toward the 4 unexcused absences for a class.

### **MEDIA CENTER**

The philosophy of the media center is to provide a supplemental educational unit for use by students and faculty. It is to be a quiet area used for leisure reading, research and occasional group work and checking of grades.

The following rules will apply:

1. No food, beverage or candy.
2. Students may do textbook study, written assignments, leisure reading or research during the entire period.
3. Students are to report to the study hall first.
4. Students cannot leave without permission.
5. Computers are to be used only for assigned schoolwork, checking of grades, research, career, or college exploration.
6. Students are not to be playing video games on the computer.

Students are limited to one period per day in the media center unless they have a pass from a teacher.

Violation of media center rules during the year will result in the following:

- 1<sup>ST</sup> infraction – detention may be assigned
- 2<sup>ND</sup> infraction - loss of use of media center for 1 week
- 3<sup>RD</sup> infraction - out for 3 weeks
- 4<sup>TH</sup> infraction - length of time out determined at conference with the principal plus 1 hour of detention

### **MEETINGS**

Generally all organization meetings will be held before or after school. In order for an organization to hold a meeting, the time, place, and date of the meeting must be approved by the sponsor(s) of the organization who schedules the meeting with the principal. No organization or members of an organization may hold any meeting not approved as stated above. Failure to abide by the directive will cause immediate dismissal from the organization of those involved.

## **NATIONAL HONOR SOCIETY**

The salient purpose of the National Honor Society is to enable the faculty of each school to give recognition to outstanding youth, and through this recognition open the way to deeper objectives. The National Honor Society grants recognition to students who have displayed outstanding scholarship, leadership, service and character. It is hoped that these students' examples may inspire more and more youth to higher standards of excellence in scholarship and leadership, service and character.

The following guidelines have been established for membership to the National Honor Society:

1. The student may be a junior or senior.
2. The student must have a grade average of 3.2 or higher.
3. The student must complete a Student Activity Information Form listing participation in activities both in school and out of school.
4. Each faculty member will be allowed one vote on character of student. A student must receive more positive than negative votes to remain eligible.
5. The Faculty Council will convene and discuss the merit of each candidate on an individual basis. This discussion will center upon the candidate's character, leadership and service. After discussion takes place, a vote will be taken. A student must receive at least four of the five votes by the faculty council for election.

Members must maintain a minimum of a 3.2 GPA. If the grade point average falls below the minimum, notification will be given that a probationary period of one trimester is in effect. This will allow time to improve academic performance. At the end of this period, if the GPA does not meet the minimum, dismissal will follow. If a probationary period is already in effect as a result of falling below standards in another area, then falling below academic standards will result in dismissal.

Members who do not maintain the highest standards of leadership and character will be dismissed. Examples of reasons for dismissal are as follows:

1. Consumption, use or possession of illegal substances such as amphetamines, cocaine, marijuana, alcoholic beverages, steroids, and other controlled substances.
2. Theft of property.
3. Violation of civil laws.

Standard of proof is consistent with that used in the district's Good Conduct Policy.

## **PASS SYSTEM**

In order for any student to be in the corridors or restroom during the class or study hall time, he or she must have a signed pass or a unique permanent teacher pass (e.g. wooden pass). Freshmen will have a student planner that must be used for all passes. Teachers will sign passes for class related needs. Any abuse of this policy will mean that the student's pass privilege will be voided or denied for a period of time.

## **PEP MEETING SCHEDULE**

Pep meetings will be scheduled by the high school principal on the request of the cheerleading squad or spirit club sponsor one week in advance.

## **PETITIONS**

Students or staff may not circulate a petition during the school day. The school day is from the first bell of the day to the last bell of the school day.

## **PHYSICAL EDUCATION/PHYSICAL ACTIVITY**

Students are required to engage in physical activity for 120 minutes a week. Students may meet this requirement by taking PE each trimester or meeting the minutes requirement through alternative means.

Unless excused by a note from a doctor, all students are required to actively participate in all Physical Education classes. An excuse note must be given to the Physical Education instructor prior to the class to be missed. Limited activity may be assigned by the physical education instructor depending on the nature of the illness or injury.

Students are required to make up missed class work and or activities. This must be arranged by the student with the Physical Education instructor. Failure to do so will impact the student's grade.

Class absences with a doctor's excuse for a period of less than two weeks must be made up within this policy. Students with a doctor's excuse from Physical Education for a period more than two weeks will be assigned an alternative activity and or assignments.

If a student fails to bring clothes for Physical Education at the discretion of the P.E. teacher, the student may have to make up the class missed, and may be assigned a detention to be served at the soonest date possible after school. Attendance, coming prepared (proper clothing), positive attitude, and an individual's best effort are essential parts of Physical Education. If you have any questions about the Physical Education attendance policies or grading, please see the Physical Education instructor or the Principal.

### **PLAGIARISM POLICY**

As students write a paper, they should keep in mind the five basic types of plagiarism and consistently check their work to make sure that have documented the source of the ideas in their paper. The five types are:

1. Copying a source word-for-word without quotation marks/crediting the author.
2. Substituting just a few words/phrases for the original text.
3. Copying a major word/phrase without quotation marks/crediting the author.
4. Paraphrasing/summarizing without crediting the author. You must always give credit to your source, even when you put the idea into your own words.
5. Taking an author's idea without crediting the source.

Plagiarism is considered to be academic theft and will not be tolerated in any class. Specific classroom consequences could include:

1. A (0) on the assignment, project, or test.
2. A deduction from the points given to the student.
3. Requiring the student to redo the assignment.
4. In-school suspension.
5. Conference with the student and parents.
6. Other appropriate actions as necessary.

### **PRIOR ARRANGEMENT**

Prior arrangement should be made if students know in advance that they will be absent a day or more for non-school-sponsored trips and activities such as family vacations, trips, college visits or other matters.

### **POST-SECONDARY ENROLLMENT OPTIONS ACT (Effective December 21, 1988)**

1. Offers high school students in grades 11 and 12 a chance to enroll in college courses.
  - a. Students need to meet appropriate standards and requirements set by the college for entrance into a course.
  - b. May take courses only if not offered in local high school.
  - c. Course must be taken for credit, which leads to a college degree.
  - d. Courses may be taken before, during or after school, nights, or on Saturday, but not in summer.
  - e. Parents must furnish transportation to and from institution where course is being taken.
2. Ridge View's requirement for enrolling in courses under this act are as follows:
  - a. A student must meet the requirements of WITCC or the attending institution.
  - b. A course must be approved by the high school principal and guidance counselor.
  - c. **Internet or web-based courses are limited to one per semester for juniors and two for seniors.**
3. The Galva-Holstein Community School District /Schaller-Crestland Community School districts will:
  - a. Pay for tuition, books, materials, and fees not to exceed \$250 per course provided the course is completed and passed or better for their respective students.

- i. Students who fail the course and fail to receive credit shall reimburse the school district for all costs directly related to the course.
  - b. Accept the course for high school credit as well as college credit upon successful completion of the course. (One-semester high school credit will be accepted for completion of a three-semester-hour college course.)
- 4. Those interested Ridge View Juniors or Seniors or 9-10 grade TAG students who have met the local requirements for enrolling in a course must do the following:
  - a. ***For Fall First Semester By April 15 and For Fall By October 15***, complete an “Intent to Enroll in a Post-Secondary Course” form. These forms can be obtained from either the high school principal or guidance counselor.
  - b. Before actually enrolling in a course, complete “Notice of Student Registration Form” which must be completed and signed by both the student and parent. If the student is 18 years or older, only the student’s signature is required. This form is then forwarded to the post-secondary institution.
  - c. Seniors may take up to two courses per semester and juniors may take up to one course per semester.
- 5. ***Grades earned in courses taken from other institutions will be recorded on the transcript and will be included when computing grade point averages. Failure or withdrawal from any postsecondary course will result in a failing grade being recorded on the transcript and being computed in the grade point average.***

#### **REGISTRATION GUIDELINES:**

- 1. Students are required to take fifteen credits each year (5 credits each trimester).
- 2. Students must meet all prerequisites for a course.
- 3. All students graduating from Ridge View High School must successfully complete a minimum of fifty-two credits or a converted equivalent.
- 4. Courses taken outside of Ridge View High School curriculum such as a correspondence course must have prior approval of the Counselor and Principal.
- 5. Students taking a PSEO course online or dual credit via the ICN such as Psychology will follow ICCC or WITCC semester schedule. Therefore, students will need to block off the first two trimesters for fall courses and the second two trimesters for spring courses. We encourage students to register for both fall and spring courses and not just one or the other, as this will ease the scheduling procedure. Students taking ICN courses will need to attend all scheduled classes and these may not necessarily follow Ridge View’s calendar. For example, if Ridge View has a early out because of parent-teacher conference the students are expected to attend the class as normally scheduled.
- 6. Students must take PE for one trimester each year. (See PE/Health section for exceptions)

#### **REPORT CARDS AND PROGRESS REPORTS**

Report cards are issued following each trimester. Mid-term progress reports may be mailed home after six weeks each trimester. The purpose of these and all reports is to inform students and their parents of progress being made. These reports may be discussed with teachers or school officials at any time.

#### **SCHOLARSHIP APPLICATIONS**

##### **AVAILABLE FROM THE RIDGE VIEW HS GUIDANCE OFFICE**

- 1. ***RL & ETHEL STUBBS MEMORIAL SCHOLARSHIPS*** - all Galva-Holstein students are eligible - given after the first semester of college - MUST be of GOOD character and citizenship – **Due April 1<sup>st</sup> to High School Office.**
- 2. ***G.H.E.A. EDUCATION ASSOCIATION SCHOLARSHIP*** - given to a senior who plans to major in education.
- 3. ***HARRY T. YULE*** - FIVE scholarships given to seniors based on scholarship, attitude, citizenship, volunteer activities, and extracurricular activities – **Due April 1<sup>st</sup> to High School Office.**

4. **MARIE M. JEPSEN EDUCATION TRUST SCHOLARSHIP** - five scholarships - must attend a four-year college – **Due April 1<sup>st</sup> to High School Office.**
5. **HAROLD & IRENE JENSEN SCHOLARSHIP** - two scholarships – must attend a two- or four-year college. – **Due April 1<sup>st</sup> to High School Office**
6. **HANS CARSTEN HANSEN & MARY KASTNER HANSEN MEMORIAL SCHOLARSHIP** – **Due April 1<sup>st</sup> to High School Office.**

These are a few of the scholarships that your school offers to you during your senior year. The scholarships that you can get from Galva-Holstein High School amount to a lot of money. Take them seriously. Remember that grades are not the only thing that is used to determine the winners of these scholarships. Your attitude, character, and how you accept responsibility play a large role in determining who receives these scholarships.

### **SHOP & LAB SAFETY**

In accordance with the state law, everything possible will be done to insure the safety of our students. Approved eye protective devices will be required in all shop and science lab classes. Hairnets, belts, etc. will be required when considered necessary to insure safety. Failure to comply with the safety regulations will cause the students to be indefinitely suspended from class participation and receive a failing grade for the course.

### **SOCIAL NETWORKS (Facebook/Twitter)**

Students should be aware that pictures found on Facebook/Twitter or other similar sites can be used against students in Good Conduct Policy Issues. Please use good judgment on what you post on these sites as they become a permanent record of your electronic identity.

### **STUDENT COUNCIL**

The Student Council of Ridge View High School provides a government for the entire student body. It keeps students informed and tries to promote an understanding between student and teacher. The President, Vice-President and Secretary and Treasurer head the Student Council. The entire student body elects members.

The purpose of the organization shall be as follows:

1. To promote good spirit and general welfare of the school.
2. To teach home, school and community citizenship.
3. To foster, promote and develop democracy as a way of life.
4. To provide school experiences closely related to life experiences.
5. To provide learning opportunities through the solution of problems that are of interest and concern to the student.
6. To act as a go-between between students and teachers, and present problems of both.
7. Plan extra activities to involve the student body.
8. To contribute to the total educational growth of students.

### **STUDENT LAPTOP CHECKOUT PROCEDURE**

The purpose of the laptop computers is to enhance student learning and to help a teacher deliver instruction. They are a great resource for our students and teachers. They are also expensive and fragile. Students are expected to use care in working with them and be responsible in how they are used. In an effort to insure proper use we have instilled the following procedures for checking out the laptops.

The laptops are reserved for classroom use. If a student needs to use a computer for a class then he or she should first have a computer pass from the teacher to use a computer. Students who need to use a computer should first use the desktop computers in the media center. If those are all being used and a student needs a computer then he/she may check a laptop out from media center personnel. The laptop must remain in the media center. The media center personnel will check the computer in and make note of any improper uses of the computer.



Teachers must make arrangements with the media center at least a day in advance to check out the laptop cart. Teachers will complete a form that identifies what student used what computer. The form will be returned to the media center along with the computer cart. The media center personnel will check over each computer for any inappropriate sites or uses when the cart comes back in.

### **STUDENT SENATE**

Student Senate is an extension of student council. Its purpose is to provide opportunities to students who are interested in being a part of the planning, organization, and implementation of school activities that benefit and enhance the educational experience at Ridge View High School. Members of student Senate must have a minimum GPA of 2.5, show exemplary behavior, attendance, and attend meetings on time.

### **STUDY HALLS**

Study halls are maintained to provide students a place to prepare their lessons. Students assigned to the study hall will report in the same manner as classes. They are to be in the seats assigned them and keep busy for the rest of the period. With some modifications by the individual teachers in charge, the following rules will prevail:

1. Students are expected to enter and leave the study hall in an orderly manner. They will sit in their assigned seat. Students must turn off their cell phones and place them on the study hall teacher's desk.
2. Permission to leave the study hall is given only after attendance is taken. If a student wants to see another teacher, get a pass signed by that teacher before going to the study hall. Present this to the study hall teacher. Only students in college classes may ask for a pass from the office to go to the library.
3. Students wishing to come to the High School Principal's office must get a pre-signed pass. They will present this to the teacher in charge and sign out before leaving the study hall.
4. Permission to go to restroom is granted only in emergencies.
5. Permission to speak shall be at the discretion of the study hall teacher and is limited to time necessary for discussion. School related only.
6. Students will not be allowed to go to their lockers during study hall period. Students need to plan their work so that all materials needed for that period are taken to study hall.
7. Student wishing to use the library reference materials are to sign out. Students sent back from library for disciplinary reasons will lose their privileges in the library for a set period of time.
8. Study hall teachers have the discretion to dishonor any pre-signed passes if conduct should warrant this.

### **TARDINESS DEFINED**

Students who are not within their assigned instructional or study areas when the class starts will be considered tardy. Tardies which are not verified by a note from a staff member will be considered unexcused tardies. (More than three unexcused tardies shall result in additional disciplinary action taken by the teacher.)

### **UNEXCUSED TARDIES**

Tardies which are not verified by a note from a staff member will be considered as unexcused. A student who misses more than ½ of a class period will be considered absent.

Unexcused tardies to class beyond three will result in being assigned to one after school detention period for every 3rd tardy.

**TRUANCY** (For complete discussion, see Board Policies 501.12 and 501.12R1)

Truancy is defined as any unexcused absence from school without parental knowledge or comment prior to its occurrence. Missing a class period during the school day without permission is also truancy. The procedure for dealing with truancy is as follows:

1. **First Truancy** - Student shall be expected to have all assignments completed as if the student had been in school. The student will get no additional time to make up work. The student will be expected to make up

double the time missed. Any part of the hour missed shall be considered as a full hour. This time may be served during Saturday Detention. The principal will determine when it is to be served.

2. **Second Truancy** - Student will serve a two-day in-school suspension and a conference must be held with the parents and principal prior to re-admittance to class.
3. **Third Truancy** - Suspension and the student may appear before the board for consideration of expulsion.

### **TRIMESTER REQUIREMENTS**

Freshmen, sophomores, and juniors must take four classes to be considered full time students, unless the student is taking PE. During this trimester, students will take 5 classes. PE must be taken 1 trimester each year. Seniors must take 4 classes each trimester to be considered a full time student and PE may count as their 4th class. Seniors who wish to graduate early must fill out an early graduation form and get the necessary signatures prior to their last trimester. Seniors who wish to request a reduced schedule must receive approval from the principal.

### **STUDENT PLANNERS**

Student Planners will be available for students. Students may request a planner from the office.

### **TRANSPORTATION**

- **Motor Vehicles**

Staff will park in the parking lot #1 (immediately West of the Auditorium and Commons) or along the first row of parking lot #2 (East of Elementary wing).

Students may park in the parking lot #2 (North Parking Lot) or in parking lots #3 or #4 (two parking lots West of staff lot). Students who park inappropriately may face following consequences: warning, detention, car towed, or loss of parking privileges on school grounds.

Mopeds – please park mopeds by bike racks by playground.

- **Motor Vehicles/Extracurricular Activities**

Students may not drive to or from extracurricular activities in which they are participating. If a student misses the bus they still may participate in the activity if they ride to the activity with a parent/guardian or a responsible adult.

- **School Buses**

Students utilizing school transportation shall conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary. The driver shall have the authority to maintain order on the school vehicle; it shall be the responsibility of the driver to report misconduct to the building administrator. The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations. The building principal shall have the authority to suspend transportation privileges of the students or apply other appropriate discipline.

Permission must be obtained from the principal to ride another bus or to be the guest of another student on a bus the guest is not scheduled to ride. Have one of your parents telephone the principal's office or send a note to the principal or superintendent. If permission is granted, a pass slip will be issued to the student. Bus drivers have been instructed not to allow any unauthorized students on a bus without a pass signed by the principal.

### **VISITORS**

Generally speaking, students will not be allowed to bring visitors to class or school. If special circumstances warrant it, students may be allowed to bring visitors to class or school if permission is granted IN ADVANCE by the principal. A permit will be issued which must be shown to the teachers in charge. Visitors will not be allowed on semester test days.

### **HIGH SCHOOL GUIDELINES FOR SUCCESS**

- **Establishing a sense of responsibility and discipline through ...**
- High expectations of self and others.
- Open communication between all members of the school family.
- Fostering pride in school and self.
- Accepting accountability for actions.
- Recognizing and utilizing individual strengths.
- **Guidelines for Success**
- Accept responsibility.
- Show respect for self, others, and environment.
- Strive for personal success.
- Be involved.
- **Ways to Formally Teach Guidelines**
- Model Behavior
- Establish clear consequences
- Require student and parent contracts that show understanding

### **HIGH SCHOOL: ROLES & RESPONSIBILITIES**

#### **Staff, Parents, Students, and Community**

Our school, students, parents, and community will emphasize reliability, responsibility, doing one's best, cooperating with others, and treating everyone with dignity and respect. This will be accomplished by helping students see how their behavior relates to our school-wide guidelines, life-long skills, and future employment skills.

#### **Staff Roles and Responsibilities:**

- All staff members will focus on teaching, re-teaching, and encouraging responsible behavior. We will strive to instill responsibility and excellence.
- At the beginning of the new school year, and as necessary throughout the school year, students will be taught how to behave responsibly in each type of classroom activity.
- Staff will encourage and recognize positive, appropriate behavior.
- When misbehavior occurs, staff members will calmly, in a timely fashion, and consistently explain expectations and consequences.

#### **Parent Roles and Responsibilities:**

- Establish and help child(ren) meet their goals.
- Encourage child(ren) to be in attendance regularly and to be on time.
- Contact the school by telephone or by written note if your child is absent from school to count as an "excused absence."
- Model respect, responsibility, and dependability to your child (ren).
- Attend parent-teacher conferences.

#### **Student Roles and Responsibilities:**

- Demonstrate responsibility by:
  - \*Being a good role model to younger children by exhibiting appropriate behavior and language in the common areas.
  - \***Attending school regularly and being on time.**

- \*Attending school regularly and being on time.
- \*Showing initiative to complete assignments.
- \*Contacting teacher for missed assignments when absent.
- \*Working cooperatively within groups.
- \*Striving to do your best.
- Demonstrate respect and dignity for others.
- Display a positive attitude.

#### **Community Roles and Responsibilities:**

- Attend and support academic, fine arts, and athletic events.
- Share your knowledge, time, and help in the classroom or as a guest speaker.
- Volunteer to be involved in Citizens' Advisory, Music Parents, Booster Club, GH Foundation, other school projects, etc.

### **ENCOURAGING RESPONSIBLE CHOICES**

#### **Acknowledging Responsible Choices**

##### *1. Positive Interactions and Positive Feedback*

The most important means of encouraging students are the minute-by-minute interactions that occur between staff and students. We will strive to interact with students in a friendly, supportive manner at all times. Staff will attempt to interact with each student more frequently when the student is engaging in responsible behavior than when the student is not being responsible.

Positive interactions will include greeting students, talking to students, making eye contact, smiling, and use of overt praise. When praising students, staff may attempt to provide them with specific information about what behaviors are contributing to success. Overt praise should be given in a manner that does not embarrass the student and is age appropriate.

##### *2. Special Attention*

Occasionally, a student exhibits so much misbehavior that it is difficult for the classroom teacher to use more positive interaction than negative interaction with the student. When this becomes apparent, it is the responsibility of the teacher to discuss this information with the principal or the student assistance team. One of the interventions the teacher may decide to implement is to inform the rest of the staff about the student and to request staff to interact positively with him/her. If every staff member who sees this student in common areas were to say "hello" and to give him/her a few seconds of attention, the positive interaction would increase dramatically. This strategy may reduce the student's need to get attention and recognition through misbehavior.

##### *3. Grades*

Students should be praised for working to their potential. All staff should be careful to avoid implying that a grade of "C" is somehow a bad grade. Let students know that a grade of "C" represents adequate mastery of critical course content and students should therefore be proud of their accomplishments. If a student is capable of getting a grade better than a "C", that student should be counseled privately and perhaps a goal contract should be written.

##### *4. Raptor Recognition Cards*

Staff wishing to recognize individual students for special effort may send them a *Pirate Praise* card. The card is in postcard format allowing the staff member room to write a special message on one side and the opposite side is reversed for the address and stamp.

#### **Correcting Irresponsible Behavior**

### *1. Helping Student with Chronic Misbehavior*

As we implement our basic classroom management procedures, we know that the great majority of our students will strive to meet our expectation for self-discipline and responsibility. However, we also know that no single set of procedures will work to help every student develop the behavioral skills and attitudes needed to be successful in school. Therefore, we will design a series of school-wide procedures. As we adapt our procedures, the focus will remain positive, while recognizing a continuing need for calm and consistent consequences.

#### **Conduct at Extra-Curricular Activities**

1. Practice good sportsmanship and be courteous to those performing. Improper behavior of any kind may cause a student to have an assigned seat, or it may cause removal from the activity. A Misconduct Report may also be issued.
2. If a student leaves a game, play, concert, etc. without permission, he/she may be given permission to reenter, but he/she must pay the admission price. Students that leave an activity should not remain on school property. If a student leaves a school dance without permission he/she may not reenter.
3. Students should not sit in the aisles of the bleachers at basketball or volleyball games.

#### **SEVERE MISBEHAVIOR, OFFICE REFERRAL AND SUSPENSION**

Most misbehavior will be dealt with by discussion or mild consequences as indicated throughout this policy manual. However, three categories of severe misbehavior will result in the student being sent immediately to the office.

- a. **Physically dangerous behavior: fighting, assault, physical intimidation/harassment**  
Staff should firmly inform students to stop a physical altercation. If students do not respond, staff should use professional judgment to determine whether or not to intervene physically. Staff is not required to take action that could be physically dangerous. Another student should be sent immediately for assistance.
- b. **Illegal Acts**  
If a staff member is aware that a student has done or is doing something illegal, the staff member is obligated to refer the situation to the office. The principal must make decisions regarding whether or not to contact any relevant authorities.
- c. **Insubordinate behavior (\*Referral)**  
Insubordinate behavior is defined as the direct and immediate refusal to comply with a responsible staff member's instruction within a specified period of time. A student forgetting homework or being disruptive in class are not examples of insubordinate behavior.

#### **Detention:**

- \*Tardies
- \*Inappropriate behavior
- \*Inappropriate language

#### **Referral:**

- \*Insubordination (defiant behavior)
- \*Chronic misbehavior

#### **Suspension:**

- \*Inappropriate language directed at a staff member
- \*Fighting

#### *Consequences of Referrals:*

##### **1<sup>st</sup> Referral**

- Go to office.
- Letter to parents.
- 1 Detention.
- Student can't participate in extra-curricular activities that day.

##### **2<sup>nd</sup> Referral**

- Go to office.

- Parent meeting with principal and teacher before returning to classroom.
- 2 Detentions.
- Student can't participate in extra-curricular activities that day.

### 3<sup>rd</sup> Referral

- Go to office.
- Dropped from the class (lose credit).
- If it is from a study hall or common area, the student may need to serve 4 detentions (within 3 weeks)  
Student can't participate in extra-curricular activities that day.

Office referrals are to be reserved for severe and chronic misbehavior. The office staff is unable to accept referrals for minor problems, as students soon learn that being referred to the office is “no big deal.” **To maintain effectiveness, office referrals must be used only for severe or recurring problems.**

Records will be kept by the principal and office staff on all office referrals. These records will be compiled and shared with the Problem-Solving team at least four times during the year. Using these records, the team will determine whether there is a need to revise policies, or whether there is a need for further staff development to ensure more consistent implementation of the current policies.

When the principal is in the building, the principal will handle office referrals. When the principal is not in the building, an acting principal will be designated. The school secretary will always know who is the acting disciplinarian in the event of a crisis situation.

## RESPONSIBILITY IN COMMON AREAS

A school's common areas include such places as buses, hallways, commons, assemblies, parking lots, restrooms, bleachers, media center, and central office. Because different staff members supervise these areas, it is important to share consistent expectations for responsible behavior. Without consistency from staff members, there may be continued testing of limits by students. With clarification of expectations, the staff members at Galva-Holstein High School can focus on encouraging student responsibility and reduce the need to correct any misbehavior.

### Assemblies

#### *Goal:*

- To live and work in a safe, courteous, friendly, and respectful environment.

#### *Expectations*

- Be respectful of presenters by being quiet and attentive.
- Remain seated until there is an appropriate break in the program.
- Remain seated until dismissal.

#### *Consequences for Misbehavior*

1. Verbal or visual warning.
2. Removal of student and reteaching student on his or her own time.
3. Loss of assembly privileges.

#### *Supervisor Responsibility*

- Be visible and sit among students.
- Address problems immediately.
- Move near the problem.

### Bleachers (Indoor & Outdoor Activities)

#### *Goal:*

- To live and work in a safe, courteous, friendly, and respectful environment.

- *“The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual’s influence on the behavior of others. Good sportsmanship is viewed by the Iowa High School Athletic Association as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity.”* – Iowa High School Athletic Association Mission Statement

#### *Expectations*

- Students will demonstrate the ideals of sportsmanship as set forth by the Iowa High School Athletic Association.
- School personnel will be regarded as serving the role of the regular school day and will be shown the appropriate respect.
- All people present will demonstrate proper respect by standing still, being quiet, and removing any headgear during *The National Anthem*.
- Litter should be placed in proper receptacles provided by the school.
- High school students will not be allowed in practice football area for any reason other than supervision of smaller children.
- Only performers or athletes are to use the east doors of gym.

#### *Consequences for Misbehavior*

1. Verbal reprimand.
2. Removal from facilities.

#### *Supervisor Responsibility*

- If staff is at an event, be visible.
- Follow administrator’s lead and example.
- Announce about picking up or putting litter in appropriate containers.

#### **Buses**

##### *Goal:*

- To live and work in a safe, courteous, friendly, and respectful environment.

#### *Expectations*

- Remain in seats.
- Keep hands to yourself.
- Language should be appropriate according to school guidelines.
- Demonstrate courtesy to all.
- Follow driver instructions.

#### *Consequences for Misbehavior*

1. Verbal reprimand.
2. Call bus master who calls the appropriate administrator who calls the parent.
3. Conference with driver, student, parents, and administrator as deemed necessary. (problem-solving)
4. Suspension of bus privileges.
- 5.

#### *Supervisor Responsibility*

- Be visible.
- Model behavioral expectations.
- Know and greet all students – take attendance.
- Model appropriate behavior for cleaning the bus and check for garbage before leaving.

## **Central Office**

### *Goal:*

- To live and work in a safe, courteous, friendly, and respectful environment.

### *Expectations*

- All school personnel will be shown the appropriate respect.
- The office is a work area and should be treated as such.
- Be respectful of office staff by being quiet and not interrupting their work. The staff will recognize you when they are able to assist you.

### *Consequences for Misbehavior*

1. Verbal reprimand with reteaching of the skills.
2. A detention may be assigned.
3. Office referral with consequences to be determined by administration.

### *Supervisor Responsibility*

- Be visible.
- Model behavioral expectations.
- Know and greet all students.

## **Commons**

### *Goal:*

- To live and work in a safe, courteous, friendly, and respectful environment.

### *Expectations*

- Conversations should be kept within a 5-foot radius.
- Keep feet off of the chairs.
- Clean up tables before leaving area.
- Stay in commons until the bell rings or until dismissed.

### *Consequences for Misbehavior*

1. Verbal reprimand with reteaching of the skills.
2. A detention may be assigned.
3. Office referral with consequences to be determined by administration.

### *Supervisor Responsibility*

- Be visible.
- If outside or in gym, someone should be present.

## **Entering the Building**

### *Goal:*

- To live and work in a safe, courteous, friendly, and respectful environment.

### *Expectations*

- When entering the building, use the door by student parking lot (by the elementary activity room) or use the Common's doors.

### *Consequences for Misbehavior*

1. Verbal reprimand with reteaching of the skills
2. A detention may be assigned
3. Office referral with consequences to be determined by administration.

### *Supervisor Responsibility*



- Be visible.
- Know and greet all students.
- To issue a detention when an infraction is observed.

## **Hallways**

### *Goal:*

- To live and work in a safe, courteous, friendly, and respectful environment.

### *Expectations*

- Remove hats in the building.
- Keep hands to yourself.
- Language should be appropriate according to school guidelines.
- When asked to speak to a staff member, step aside and visit with the person.
- Demonstrate courtesy to all.
- Refrain from inappropriate public displays of affection.
- Follow staff directions.
- Students should always have a pass visible when in the hall during classes.
- Keep voices lowered when passing between and especially during classes.
- Students may not be in the hallway before 8:20 without permission.

### *Consequences for Misbehavior*

1. Verbal reprimand with reteaching of the skills
2. A detention may be assigned
3. Office referral with consequences to be determined by administration.

### *Supervisor Responsibility*

- Be visible in hallway between classes.
- Monitor student behavior when in the hallway during class time.
- Check for yellow passes and paddle passes. Check dates and times.
- Supervisor should walk through the hallways and other areas of the building if time permits.

## **Media Center**

### *Goal*

- To live and work in a safe, courteous, friendly, and respectful environment.

### *Expectations*

- No food, beverage, or candy is allowed.
- Students may do textbook study, written assignments, leisure reading, or research during the entire period.
- Students are to report to the study hall first.
- Students cannot leave without permission.
- Students are limited to one period per day in the Media Center unless they have a pass from a teacher.
- Students working on computer must be doing assigned schoolwork.

### *Consequences for Misbehavior*

1. Detention may be assigned.
2. Loss of use of Media Center and computer for one week.
3. Loss of use of Media Center for three weeks.
4. Loss of use of Media Center for an amount determined at a conference with the principal, plus one hour of detention.

### *Supervisor Responsibility*

- Model behavior.
- Keep students on task.
- Give prior notice to supervisor if Media Center is needed for an entire class period.
- Accompany students to Media Center unless prior notice is given to supervisor.

### **Parking Lots**

#### *Goal:*

- To live and work in a safe, courteous, friendly, and respectful environment.

#### *Expectations*

- Students are encouraged to use the Student Parking Lot unless full then park on street in appropriate area.
- Students must receive permission through central office to go to vehicles during school day.
- Drive safely, slowly, and respectfully toward others.
- Allow other vehicles enough room to leave parking lot.
- Report accidents immediately.
- Use appropriate language.
- Trash should be placed in proper receptacles.
- Maintain low noise levels in the parking lot.
- Stay out of west lot between the hours of 7:00am-4:00 pm.
- Students are to park in appropriately marked spaces.

#### *Consequences for Misbehavior*

1. Detentions may be assigned.
2. Towing is a possibility. Towing will be at owner's expense.
3. Loss of parking privileges for time determined by principal.

#### *Supervisor Responsibility*

- To issue a detention when an infraction is observed.

### **Restrooms**

#### *Goal:*

- To live and work in a safe, courteous, friendly, and respectful environment.

#### *Expectations*

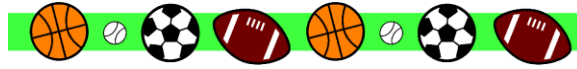
- Respect school property by not damaging or defacing any part of the room.
- Respect the privacy and personal space of others.
- Students must sign out on a sheet provided by supervisor before going to restroom.

#### *Consequences for Misbehavior*

1. Verbal reprimand with reteaching of the skills.
2. A detention may be given that may require the student to remove or repair damage under supervision. Parent(s) may be notified.
3. A referral may be given with lost of unsupervised restroom privileges until determined necessary.

#### *Supervisor Responsibility*

- Provide a sheet for students to sign out on before going to restroom.
- Report any vandalism to office immediately.



**ACTIVITY POLICY**  
**For the Galva-Holstein and**  
**Schaller-Crestland**  
**Community Schools**

**Adopted: November, 2009**

**Ridge View Middle (Grades 6-7-8)**  
**Ridge View High (Grades 9-10-11-12)**



## **FOREWARD**

**It is the philosophy of the Galva-Holstein and Schaller-Crestland Community Schools that our activities program has been developed for the students of the shared school districts.**

**Activities, in the proper framework, can provide an invaluable educational experience--one that not only teaches teamwork, sportsmanship, and self discipline, whether winning or losing, but can aid immeasurably in helping the participants meet the challenges of life. Furthermore it is felt that participants need to demonstrate qualities of honesty, integrity, and sportsmanship, believing that both games and life should be conducted by the rules.**

**It is hoped that the following activity policies provide the framework and guidelines that all participants need to practice in order to promote such a philosophy.**

## **INTRODUCTION**

The following policy statements are intended as broad, general guidelines, and are to be used as an aid to efficient and orderly operation of Ridge View activities. These policy statements pertain to all students, grades 7-12. Any deviation from written policy is to be cleared with the Superintendent. This policy shall be revised from time to time by the respective Boards of Education.

## **GOOD CONDUCT POLICY**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime. Students who fail to abide by this policy may be subject to disciplinary measures. This policy manual and its contents are applicable to students during summer months as well as the school year.

## **STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

The Board of Directors of the Galva-Holstein and Schaller-Crestland Community School Districts offer a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principals of the respective schools shall keep records of violations of the Good Conduct Policy.

The following activities are covered by the board policy and these rules:

Athletics, non-graded instrumental and vocal music performances, drama productions, speech contests, National Honor Society, all honorary and elected offices (e.g., Homecoming, Prom, or Relays King/Queen/court, class office, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the school outside the classroom in a public performance. This would also include any school-sponsored activities such as school trips, contests, homecoming activities, music trips, and other similar events. In the case of a trip, the student will forfeit the trip. Scrimmages, including the Soap Game, are not considered activities. Students may participate in the candle-lit homecoming coronation ceremony, prom grand march, and senior night introduction.

To retain eligibility for participation in Ridge View extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the schools in an activity are expected to serve as good role models to other students and to the members of the community.

The building principal has the responsibility of enforcing the Good Conduct Policy. Anytime a suspected violation of the Good Conduct Policy occurs the building principal will meet with the student.

The student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side. If the building principal determines that the student has violated the school's Good Conduct Policy, then the student will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Policy for any of the following behaviors:

- Possession, use or purchase of tobacco products, regardless of the student's age;
- Possession, use or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband (e.g., alcohol or other drugs). (Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;)

- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes, but is not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission. **NOTE:** This could include group conduct! This rule is not intended to prevent a student from expressing his/her religious or political beliefs.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Policy in the previous school, the student shall be ineligible *if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.*

### Penalties

Any student ticketed by a court official, found guilty in a court of law, is witnessed by a school employee, or admits guilt to the principal, athletic director or a school employee shall be subject to the penalties listed below. In addition any student who, after a hearing before the administration, is found to have violated the Good Conduct Policy in any area other than academics during the school year or summer, is subject to a loss of eligibility as follows:

- **First Offense:** Three (3) weeks of ineligibility (any school sponsored event that is not for course credit).
- **Second Offense:** Two (2) calendar months of ineligibility (any school sponsored event that is not for course credit).
- **Third Offense:** Six (6) calendar months of ineligibility (any school sponsored event that is not for course credit).
- **Fourth and subsequent offense:** One (1) calendar year of ineligibility (any school sponsored event that is not for course credit).
- **Severe Offense Penalty:** First offense of the illegal use, possession, or selling of controlled substance, OWI, or damages over \$300 will result in the suspension period being doubled.
- **On School Premises Penalty:** If the violation occurs on school property, or during or en route to or from a school activity, the suspension period doubles. Ex. Student is caught with a controlled substance at school. Penalty would be 12 weeks. (3 weeks 1st offense, doubled for Severe Offense(6 weeks), doubled again for On School Premises(12 weeks total).

The following guidelines will govern the implementation of the Good Conduct Policy:

1. The period of ineligibility will begin on the date of the first scheduled public event the student would participate in if the student were eligible for and currently engaged in an extracurricular activity. The student must be in attendance at school on that date.
2. A student will be ineligible for ALL extracurricular events scheduled during the period of time that the student is ineligible.
3. An ineligible student shall attend all practices or rehearsals but may not "suit up" or perform/participate.
4. The ineligible student must report for practice at the start of the season.
5. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty will attach when the student next seeks to go out for an activity.
6. Students, who admit guilt or plead guilty or are found guilty of misdemeanors or felonies other than traffic violations, in a court of law, may be declared ineligible. The nature of each offense will be taken into consideration, but there will be a minimum of 2 weeks missed.

7. Any student whose habits and/or conduct, both in and out of school, during the school year and during the summer months, are such as to make the student unworthy to represent ideals, principles, and standards of the Ridge View, may be declared ineligible for a length of time which will be determined by the respective high school principal. If after a decision is made, more pertinent information becomes known that would have impacted the original decision regarding an incident, additional ineligibility may be assigned.
8. An arrest is not necessary for the school to impose a penalty for a violation of the Good Conduct Policy. The student will be given due process of law by being told by a school official why the school believes he/she has violated the rule and what evidence exists for that belief. Then the student will be given an opportunity to tell his or her side of the story before a decision is made about the student's eligibility. This hearing is between the student and school officials.
9. If a student is arrested or cited by law enforcement, the school will not always await the outcome of the case in court. The school will conduct its own investigation and due process hearing, reaching a result independent of the juvenile or criminal justice system.
10. Parents must be notified if any disciplinary action is taken. It will be the responsibility of the principal to see that the parent is notified.

### **Reduction of Penalty**

Evaluation & Treatment: A student who has a 2nd violation related to the alcohol or controlled substance portions of the Policy may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's parent/guardian's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, the student's penalty for the violation may be reduced by  $\frac{1}{3}$  of the penalty. This reduction of penalty may only be used on the 2nd offense during an individual's high school career. If the prescribed treatment is longer than  $\frac{2}{3}$  of the penalty, the  $\frac{1}{3}$  reduction will be granted pending completion of the treatment plan. If the student fails to complete the treatment plan, the  $\frac{1}{3}$  remaining penalty will be reinstated.

### **Violations Occurring During Ineligibility**

If a student is ineligible at the time of a violation of the Good Conduct Policy, the penalty for the violation will not begin until the student regains eligibility. *Example:* A student academically ineligible for a quarter is found to have been in possession of tobacco, a Good Conduct Policy violation. When the student is again academically eligible, the penalty attaches. *Example:* A student violates the Good Conduct Policy and is ruled ineligible for three weeks. While ineligible, the student again violates the Policy. The second penalty attaches when the first penalty is completed.

### **Appeals**

Any student who is found by the administration to have violated the Good Conduct Policy may appeal this determination to the Activities Council by contacting the athletic director in writing within 5 days of being advised of the principal's ruling on the violation. The Activities Council shall be comprised of two athletic coaches, two fine arts sponsors, and one teacher that is not a coach or a sponsor. The athletic director of the school involved shall act as its chairman. It shall meet in formal session on call of the chairman or upon request of at least two other members. It shall be the duty of this council to meet and hear any appeals regarding training rules, eligibility rules, and good conduct policy as it pertains to school activities. The penalty will be in effect until reversed. If dissatisfied with the ruling of the Activities Council, a student may appeal it in writing to the superintendent within 5 days of the ruling.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal to the board secretary within 10 days of the superintendent's ruling at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Policy; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's records.

## **STUDENT ACADEMIC ELIGIBILITY**

Students must pass all course work at the end of a grading period to be eligible for extracurricular activities. If at the end of any grading period a student (contestant) is given a failing grade in any course for which credit is awarded, the student (contestant) is ineligible to dress for and compete/participate in the next occurring interscholastic contests and competitions in which the student (contestant) is a contestant for 30 consecutive calendar days. Students are encouraged to continue to practice with the team or group they are involved with.

The 3<sup>rd</sup> Trimester will be used to determine eligibility for summer activities, as well as for the beginning of the following school year.

### **From the IHSAA Handbook:**

If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant **for 30 consecutive calendar days.**

The summer activities will be considered a continuation of the present school year, so students who are academically ineligible at the end year, but don't participate in summer activities will not be eligible at the start of the school year in the fall. The student would be ineligible for **30 calendar days**.

The principal of the school involved shall advise the Athletic Director, head coach, and/or sponsors concerned of any scholastic or disciplinary problem involving any student. If a student receives an in-school suspension or is suspended from school or a class for disciplinary reasons, that student is automatically ineligible during the time of suspension. This would include the weekend activities that fall during a suspension.

Regarding contestants in interscholastic baseball or softball, if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions for 30 calendar days.

**Students are responsible for monitoring their grades throughout the grading period. Once a final grade has been posted as an "F", there will be no appeals to the Academic Eligibility Policy.**

**Below are Academic Eligibility Dates for 2018-19 as posted by the State Athletic Organizations:**

**The first date listed after each sport is the first date on which competition is allowed (eligibility period starts). Eligibility resumes at 12:01 a.m. on the 31st day.**



<b>IHSAA Sports</b>	<b>1st competition date</b>	<b>Eligibility resumes at 12:01 a.m. on THIS Date:</b>
Fall Golf	August 9	September 8
Football	August 16	September 15
Cross Country	August 20	September 19
Bowling	November 19	December 19
Swimming	November 19	December 19
Wrestling	November 26	December 26
Basketball	November 26	December 26
Track/Field	March 11 <sup>5</sup>	April 10
Spring Golf	March 25	April 24
Tennis	March 25	April 24
Soccer	March 28	April 27
Baseball	May 20	June 19

<b>IGHSAU Sports</b>	<b>1st competition date</b>	<b>Eligibility resumes at 12:01 a.m. on THIS Date:</b>
Cross Country	August 20	September 19
Swimming/Diving	August 20	September 19
Volleyball	August 20	September 19
Basketball	November 16	December 16
Bowling	November 19	December 19
Track/Field	March 11 <sup>6</sup>	April 10
Golf	March 20	April 19
Tennis	March 20	April 19
Soccer	April 1	May 1
Softball	May 20	June 19

<sup>4</sup> Check Web sites of IHSAA ([www.iahsaa.org](http://www.iahsaa.org)) or IGHSAU ([www.ighsau.org](http://www.ighsau.org)) to make sure these dates have not changed.

<sup>5</sup> and <sup>6</sup> First allowable competition date for track and field is earlier than March 11. However, per agreement between DE, IHSAA, and IGHSAU, the March 11 date is when academic ineligibility commences.

### **Missing School on the Day of Contest or Practice**

Students are expected to be in school on days of games and practice. Only under extraordinary conditions will a student be allowed to participate if absent from school for more than one-half (1/2) day. The principal will make this decision.

### **Two Sports in the Season**

If a student quits a sport in the middle of a season, the student cannot start the next sport until the end of the regular season of the sport that the student dropped.

### **Awards**

Upon lettering in the student's first sport, that student shall be awarded a letter. In addition, the student shall receive the medal symbol and bar for that particular sport. In succeeding years the student would receive only a bar for lettering in that sport. Symbols and bars shall then be awarded for any other sports in which the student might letter.

Upon graduation, an athlete should have received one letter, one symbol for each sport in which the student had lettered, and enough bars to indicate the number of years lettered in each sport. In addition, the student shall receive a medal star for being selected captain of a squad.

An adequate supply of all of these awards will be kept in the office.

At the end of each year, any senior athlete who has earned at least 8 letters will receive the senior athletic award. (This does not include managers, cheerleaders, and drill team members.) A Spirit Award will be given to any cheerleader who has earned 6 varsity cheerleading letters.

Letters and awards will be handed out at a team meeting held following the conclusion of the season.

The awards for fine arts will be determined by the directors in each of those areas.

### **Physical Exams and Insurance**

Physicals will be scheduled each year. Persons not able to attend will be required to get a physical at the student's own expense.

Insurance claims shall be handled by the Principal. All insurance claim checks should be made payable to the physician. Insurance forms are available at the office.

Insurance premiums shall be collected on registration day. Exemption forms may be signed by the parents of athletes if the parent desires to provide insurance other than the school policy.

Injuries should be reported to the coach immediately. The sponsor should fill out a report and file it.

### **Activity Risk and Equipment**

The Activity Director shall notify parents prior to beginning practice of any activity of the risks that may be associated by participation in the activity.

Students are expected to wear only the equipment issued from the equipment room. Exceptions should be cleared through the coach.

Equipment must be turned in at the end of each season. Fines will be assessed against those failing to comply.

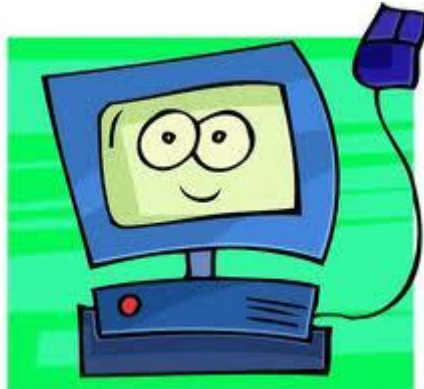
### **Activity Trips and Events**

Students are expected to maintain a quiet, modest attitude on athletic trips. Sponsors will determine the code of dress and personal appearance for their students. Students are expected to be on the buses to and from events. Only in emergencies will this regulation be lifted. This should be cleared with the principal if possible.

When students leave during school time for an athletic event, the time of the departure shall be determined by the principal with the advice of the Athletic Director.



# TECHNOLOGY POLICY



## **APPROPRIATE USE OF COMPUTERS, COMPUTER NETWORK SYSTEMS, AND THE INTERNET**

The Board of Directors of the Ridge View Shared School Districts/Schaller-Crestland and Galva-Holstein Community Schools are committed to making available to students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the Ridge View Shared School Districts/Schaller-Crestland and Galva-Holstein Community Schools and to promote resource sharing, innovation, problem solving, and communication. The Districts' computers, computer networks, and/or internet connection is not a public access service or a public forum. The Districts have the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer networks, and/or internet connections.

Access to the Districts' computers, computer network systems, and the internet shall be available to all students and staff within the Districts. However, access is a privilege, not a right. Each student and staff member must have a signed acceptable use agreement on file prior to having access to and using the Districts' computers, computer network systems, and the internet. The amount of time and type of access available for each student and staff member may be limited by the Districts' technology and the demands for the use of the Districts' technology. Even if students have not been given access to and/or use of the Districts' computers, computer network systems, and the internet, they may still be exposed to information from the Districts' computers, computer network systems, and/or the internet in guided curricular activities at the discretion of their teachers.

Every computer in the Districts having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the Districts shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The use of the Districts' computers, computer network systems, and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the Districts' computers, computer network systems, and internet access. Students' and staff members' use of the Districts' computers, computer network systems, and internet access shall also comply with all District policies and regulations. Inappropriate use and/or access will result in the restriction and/or termination of this privilege and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The Districts' administration will determine what constitutes inappropriate use and their decision will be final. The technology coordinator may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the Districts' computers, the Districts' computer network systems, and the internet. Students and staff members will be instructed by the Districts' technology coordinator or other appropriate personnel on the appropriate use of the Districts' computers, computer network systems, and the internet.

The following are rules for appropriate use by the Districts' students and staff of the Districts' computers, computer network systems, and the internet:

- Do not make offensive or harassing statements or use offensive or harassing language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.

- Do not send or solicit sexually oriented messages or images.

-Do not post personal, confidential, or proprietary information, including photographic images, about the school, its employees, students, agents or others on any external web site(including social networking sites) without consent of the superintendent. Do not use school district time or property on external sites(including social networking sites) that are not related to educational purposes.

-Do not use the Districts' computers and/or computer network systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.

-Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.

-Do not alter, modify, corrupt or harm in any way the computer software stored on the Districts' computers or computer network systems. Do not install any software on the hard drive of any District computer or on the Districts' computer network systems or run any personal software alter or modify any data files stored on the Districts' computers or computer network systems without prior permission and supervision from the technology coordinator or other appropriate personnel.

**-Do not download any programs or files from the internet without prior permission from the Districts' technology coordinator or other appropriate personnel. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.**

-Do not use any encryption software from any access point within the Districts.

-Do not access the internet from a District computer using a non-District internet account.

-Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.

-Do not access the Districts' computers or computer network systems or use the Districts' internet connection from a non-District computer without prior authorization from the technology coordinator or other appropriate personnel.

-Do not disable or circumvent or attempt to disable or circumvent filtering software.

-Do not play any games that are not related to the Districts' educational program.

-Do not vandalize the Districts' computers or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or the computer network and any attempt to harm or destroy data stored on the Districts' computer equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.

-Do not commit or attempt to commit any act that disrupts the operation of the Districts' computers or computer network systems or any network connected to the internet, including the use or attempted use or possession of computer viruses or

worms or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.

-Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to internet radio, printing web pages without prior permission from the technology coordinator or other appropriate personnel, staying on the network longer than is necessary to obtain needed information).

-Do not use the Districts' computers and/or computer network systems for any commercial or for-profit purposes, personal or private business (including but not limited to shopping or job searching), product advertisement or political lobbying.

-Do not use the Districts' computers, computer network systems, and/or the internet to access, download, and/or transmit any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam e-mails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.

-Do not plagiarize information accessed through the Districts' computer, computer network systems, and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the Districts' computer, computer network systems, and/or the internet.

-Do not use any technology to capture and/or post video of staff or students without their knowledge or permission. Use of video technology will be allowed only when it is for school appropriate assignments, the subjects of the video capturing are aware of themselves being recorded, and permission has been granted by an administrator.

Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Students will be able to access the Districts' computers and computer network systems, including use of the internet, through their teachers and/or other appropriate supervisors. Individual electronic mail addresses will be issued to students. Students will be allowed to use e-mail under very specific, limited educational circumstances. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that e-mail account or use that address to send and receive mail at school without permission from the supervising teacher or administrator.

Parents will be required to sign a permission form to allow their students to access the Districts' computers, computer network systems, and the internet. Students and staff members will sign a form acknowledging they have read and understand the Districts' policies and regulations regarding appropriate use of the Districts' computers and computer network systems, that they will comply with the policies and regulations, and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the Districts will obtain written permission from the student's parents to do so.

The Districts have the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and internet activity including any logs, data, e-mail, computer disks and/or other computer related records of any user of the system. The use of e-mail is limited to District and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send or receive on the Districts' computers and computer network systems, including the internet.

No warranties, expressed or implied, are made by the Districts for the computer technology and internet access being provided. The Districts, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The Districts also are not responsible for the accuracy of information users access on the internet. Any risk and/or damages resulting from information obtained from the Districts' computers, computer network systems, and/or internet access is assumed by and is the responsibility of the user.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the Districts' computers, computer network systems, and the internet.

The interpretation, application, and modification of this policy are within the sole discretion of the Ridge View Shared School Districts/Schaller-Crestland and Galva-Holstein Community Schools. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology coordinator. The Board of Directors will review and update this policy as necessary.

**RIDGE VIEW SHARED SCHOOL DISTRICTS -- SCHALLER-CRESTLAND AND GALVA-HOLSTEIN  
COMMUNITY SCHOOLS  
STAFF ACCEPTABLE USE AGREEMENT**

I hereby certify that I have received, read, and understand the Ridge View Shared School Districts/Schaller-Crestland and Galva-Holstein Community Schools' Appropriate Use of Computers, Computer Network Systems, and the internet policy. I accept full responsibility for my use of the Districts' computers, computer network systems, and the internet through the Districts in accordance with the terms, conditions, and guidelines as stated by the Districts in its policies and regulations and as set out in federal and state law. I understand that violation of these provisions will result in the restriction and/or termination of my ability to use the Districts' computers, computer network systems, and internet access and may result in further discipline up to and including termination of my employment with the Districts and/or other legal action.

I will not hold the Districts responsible in any way for materials accessed through the Districts' computers, computer network systems, and/or the Districts' internet access. I relieve the Ridge View Shared School Districts/Schaller-Crestland and Galva-Holstein Community Schools and its officers and employees from any and all financial responsibility that may be incurred by my use of the District's computers, computer network systems, and the internet.

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Name

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Date

**RIDGE VIEW SHARED SCHOOL DISTRICTS  
SCHALLER-CRESTLAND AND GALVA-HOLSTEIN COMMUNITY SCHOOLS  
CONSENT TO STUDENT USE OF THE DISTRICT'S COMPUTERS,  
COMPUTER NETWORK SYSTEMS, AND INTERNET ACCESS**

I am the parent or guardian of the student named below and I hereby certify that I have received, read, and understand the Ridge View Shared School Districts/Schaller-Crestland and Galva-Holstein Community Schools' Appropriate Use of Computers, Computer Network Systems, and the internet policy.

I recognize that although the Ridge View Shared School Districts/Schaller-Crestland and Galva-Holstein Community Schools has taken measures to restrict access to controversial materials, it cannot guarantee that students will be protected from accessing any controversial materials during the student's use of the Districts' computers, computer network systems, and the internet.

I accept full responsibility for my student's use of the Districts' computers, computer network systems, and the internet through the District in accordance with the terms, conditions, and guidelines as stated by the Districts in its policies and regulations and as set out in federal and state law. I relieve the Ridge View Shared School Districts/Schaller-Crestland and Galva-Holstein Community Schools and its officers and employees, from any and all financial responsibility that may be incurred by my student's use of the Districts' computers, computer network systems, and the internet.

**STUDENT'S NAME:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_ **My child may have access to internet:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**I hereby give the District permission to publish my child's work, picture, and/or first name on the internet through the District's web site.** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Parent or Guardian Name:** \_\_\_\_\_

\_\_\_\_\_  
**PARENT/GUARDIAN SIGNATURE**

\_\_\_\_\_  
**DATE**

If you have consented to your child's use of the District's computers, computer network systems, and internet access, please have your child review and sign the following:

I have read the Ridge View Shared School Districts/Schaller-Crestland and Galva-Holstein Community Schools' Appropriate Use of Computers, Computer Network Systems, and the internet policy and agree to abide by its provisions. I understand that violation of these provisions will result in the restriction and/or termination of my ability to use the Districts' computers, computer network systems, and internet access and may result in further discipline up to and including expulsion and/or other legal action. I agree to be responsible for payment of costs incurred by accessing any internet services that have a cost involved.

\_\_\_\_\_  
**STUDENT SIGNATURE**



**RIDGE VIEW SHARED SCHOOL DISTRICTS/SCHALLER-CRESTLAND AND  
GALVA-HOLSTEIN COMMUNITY SCHOOLS**

**IMPLEMENTATION OF TECHNOLOGY PROTECTION MEASURES  
REGARDING THE USE OF THE DISTRICT'S COMPUTERS,  
COMPUTER NETWORK SYSTEMS, AND INTERNET ACCESS**

The purpose of this policy is to provide a safe environment for students through the use of technology protection measures (i.e. filtering software) to enhance education in the Ridge View Shared School Districts/Schaller-Crestland and Galva-Holstein Community Schools.

The internet is an ever expanding resource that adds large quantities of content on a daily basis. However, some of the content is inappropriate for student use and may even be harmful to students' health, safety and welfare. Therefore, the Ridge View Shared School Districts/Schaller-Crestland and Galva-Holstein Community Schools have determined that it will establish this policy to limit student access to certain undesirable topics, including but not limited to, information and images that are obscene, constitute child pornography or are otherwise harmful to minors. Since it is not feasible for the District to continually monitor the content of the internet, the Ridge View Shared School Districts/Schaller-Crestland and Galva-Holstein Community Schools will employ technology protection measures in the form of internet filtering software in an attempt to block access to these types of harmful and inappropriate materials.

The Districts' implementation of internet filtering software does not guarantee that students will be prevented from accessing materials that may be considered inappropriate and/or harmful. However, it is a meaningful effort on the part of the District to prevent students from accessing inappropriate and/or harmful materials on the internet. The District makes no guarantee that the filtering software will be available at all times or that the filtering software will block all inappropriate and/or harmful material.

If there is an accessible Uniform Resource Locator [URL] that may be inappropriate, students, staff, and parents may request a review by designated District personnel, by completing an Add URL to Blocked Status form. Upon review, the technology coordinator or other appropriate personnel will make a determination about blocking access to that site. If there is an educationally valuable URL that is blocked, students, staff, and parents may fill out the Remove URL from Blocked Status grievance form. The technology coordinator or other appropriate personnel will review the request and make a determination about unblocking the site.

Staff members may request that the internet filtering software be disabled for bona fide research or other lawful purposes. A bona fide research form will need to be filled out and reviewed by the technology coordinator or other appropriate personnel before the internet filtering software is disabled.

**RIDGE VIEW SHARED SCHOOL DISTRICTS/SCHALLER-CRESTLAND AND GALVA-HOLSTEIN COMMUNITY SCHOOLS**

Add URL to Blocked Status Form

Name: Position: Date submitted:

URL http://

Primary focus of the web site:

What material is deemed objectionable:

Reviewed by: Date reviewed: Action taken:

**RIDGE VIEW SHARED SCHOOL DISTRICTS/SCHALLER-CRESTLAND AND GALVA-HOLSTEIN COMMUNITY SCHOOLS**

Remove URL from Blocked Status Form

Name: Position: Date submitted:

URL http://

Primary focus of the web site:

Academic value of material being sought:

Reviewed by: Date reviewed: Action taken:

## **RIDGE VIEW SHARED SCHOOL DISTRICTS/SCHALLER-CRESTLAND AND GALVA-HOLSTEIN COMMUNITY SCHOOLS**

Bona Fide Research/Other Lawful Purpose Form for Disabling Internet Filtering Software

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Reason that requires full access to the internet with no filters:

Academic value of material being sought:

Reviewed by: \_\_\_\_\_ Date reviewed: \_\_\_\_\_ Action taken: \_\_\_\_\_

I \_\_\_\_\_ accept the responsibility of full access to the internet for bona fide research or other lawful purposes. I understand that I am the only one authorized for full access and will not allow others to use this access for any reason. Once I am completed with this research, I will notify the administration so the filters can be reenabled.

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### **WEB SITE DISCLAIMER**

Every effort is made to provide accurate and complete information on this web site. However, the Ridge View Shared School Districts/Schaller-Crestland and Galva-Holstein Community Schools cannot guarantee that there will be no errors. With respect to information on this website, neither the Ridge View Shared School Districts/Schaller-Crestland and Galva-Holstein Community Schools, nor their students, employees, representatives or Board members make any warranty, expressed or implied, including the warranties of merchantability and fitness for a particular purpose with respect to information available from this web site. Additionally, the Ridge View Shared School Districts/Schaller-Crestland and Galva-Holstein Community Schools assumes no legal liability for the accuracy, completeness or usefulness of any information disclosed herein and does not represent that use of such information would not infringe on privately owned rights.

Reference on this web site to any specific products, process, service, manufacturer, company or trademark does not constitute its endorsement or recommendation by the Ridge View Shared School Districts/Schaller-Crestland and Galva-Holstein Community Schools.

Links from this web site to external web sites are for the convenience of the user. Such links do not constitute an official endorsement or approval of any web site, product or service.

### **ADDITIONAL SUGGESTIONS REGARDING WEB SITE**

In addition to the disclaimer, the District should put a copyright notice on its web site. The notice should state: "Copyright © 2004 Schaller-Crestland Community School District, All Rights Reserved, Schaller, Iowa 51053." At the bottom of the web page, you may want to put a link to contact the webmaster to report technical problems or concerns or just to make comments about the web page.