

Garner-Hayfield-Ventura Community Schools

Student and Parent Handbook 2018-2019










Non-Discrimination Statement

It is the policy of the Garner-Hayfield-Ventura Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator: *Jim Haag, GHV High School Principal, 605 West Lyons Street, Garner, Iowa 50438. School Phone: (641) 923-2632 Email: jhaag@ghvschools.org*

2018-2019 School Calendar – Aug. 23 Start

Summary of Calendar:
 Days/Hrs. in classroom:
 First Semester 88/555
 Second Semester 90/563
TOTAL DAYS/HS **178/1118**

CALENDAR LEGEND

Start/End	
Quarter	
Holidays	
Vacation Days	
P/T Conferences	
Teacher PD Days	
Early Out Days	
2-Hour Early Out	
3-Hour Early Out	

Does not include Professional Development days/hours.

HOLIDAYS:

Labor Day	(9/3)
Thanksgiving Day	(11/22)
Christmas	(12/25)
New Year's Day	(1/1)
Memorial Day	(5/27)

August 2018					Student Days/Hours	
M	T	W	Th	F		
13	14	15	16	17		
20	21	22	23	24	2	13
27	28	29	30	31	7	44.5
September 2018						
3	4	5	6	7	11	69.5
10	11	12	13	14	16	101
17	18	19	20	21	21	132.5
24	25	26	27	28	25	158.5
October 2018						
1	2	3	4	5	30	190
8	9	10	11	12	35	221.5
15	16	17	18	19	40	253
22	23	24	25	26	45	284.5
29	30	31			47	297.5
November 2018						
			1	2	49	310.5
5	6	7	8	9	54	342
12	13	14	15	16	59	373.5
19	20	21	22	23	61	386.5
26	27	28	29	30	66	418
December 2018						
3	4	5	6	7	71	449.5
10	11	12	13	14	76	481
17	18	19	20	21	81	510.5
24	25	26	27	28		
31						
January 2019						
	1	2	3	4	83	523.5
7	8	9	10	11	88	555
14	15	16	17	18	93	586.5
21	22	23	24	25	98	618
28	29	30	31		102	643
February 2019						
				1	103	649.5
4	5	6	7	8	108	681
11	12	13	14	15	112	707
18	19	20	21	22	117	738.5
25	26	27	28		121	763.5
March 2019						
				1	122	770
4	5	6	7	8	127	799.5
11	12	13	14	15		
18	19	20	21	22	132	831
25	26	27	28	29	137	862.5
April 2019						
1	2	3	4	5	142	894
8	9	10	11	12	147	925.5
15	16	17	18	19	151	950.5
22	23	24	25	26	155	975.7
29	30				157	988.5
May 2019						
		1	2	3	160	1007
6	7	8	9	10	165	1038.5
13	14	15	16	17	170	1070
20	21	22	23	24	175	1101.5
27	28	29	30	31	178	1118
June 2019						
3	4	5	6	7		
10	11	12	13	14		

180 Days/1080 Hours Calendar

Aug 15	New Teacher PD Day
Aug 16	New Teacher PD Day
Aug 20	Teacher PD Day
Aug 21	Teacher PD Day
Aug 22	Teacher PD Day
Aug 23	First Day of School (Grades 1-12) P/T Conferences (Grades TK-K)
Sept 3	Labor Day (No School)
Sept 19	Teacher PD Day (No School)
Oct 26	End of 1 st Qtr (45 days/284.5 hrs)
Oct 30	P/T Conferences (4:30-8:00)
Oct 31	Teacher PD Day (No School)
Nov 1	P/T Conferences (4:30-8:00)
Nov 21	Teacher Comp Day (No School)
Nov 22-23	Thanksgiving Break (No School)
Dec 21	2-hour early out
Dec 22-Jan 2	Winter Break (No School)
Jan 3	School Resumes from Winter Break
Jan 11	End 1 st Semester (88 Days/560.5 hrs)
Jan 11	End 2 nd Qtr. (44 days/276 hrs.)
Jan 14	Begin 2 nd Semester
Feb 13	Teacher PD Day (No School)
Mar 6	3-Hour Early Out for Teacher PD
Mar 11-15	Spring Break
Mar 22	End 3 rd Qtr. (44 days/276 hrs)
Mar 26	P/T Conferences (4:30-8:00)
Mar 28	P/T Conferences (4:30-8:00)
Apr 19	Good Friday (No School)
Apr 21	Easter
Apr 22	Teacher Comp Day (No School)
May 27	Memorial Day
May 30	2-hour early out
May 30	End 4 th Qtr (46 days/287 hrs)
May 30	End 2 nd Semester (90 days/563 hrs)
May 31	Teacher PD Day (No School)

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GARNER-HAYFIELD-VENTURA ADMINISTRATION

SUPERINTENDENT	TYLER WILLIAMS
K-4 PRINCIPAL	MICHAEL J. MEYERING
5-8 PRINCIPAL	DEBRA STEENHARD
9-12 PRINCIPAL	JIM HAAG
SPECIAL EDUCATION DIRECTOR	RENEE DENNY
CURRICULUM COORDINATOR	DIANNE HINDERS
ATHLETIC DIRECTOR	MATT GRAHAM
DISTRICT OFFICE STAFF	PAULA LAIRD
	HOLLY FISCHER
	PAT SCHMIDT

PS-4 SCHOOL STAFF, 2018-2019

3 YEAR-OLD PRESCHOOL	KRISTI CLARK
4 YEAR OLD PRESCHOOL	STACY SCHMIDT
	KRISTI CLARK
TRANSITIONAL KINDERGARTEN	KELLEY NEDVED
KINDERGARTEN	MEGAN BERNIS
	NIKKI KATTER
	LISA VORBA
1 ST GRADE	RACINE DODD
	SARA OLSON
	ASHLEY YOUNG
2 ND GRADE	JULIE JASS
	TRACY SMEBY
	RAYSHIEL WITTE
3 RD GRADE	LISA JOHNSON
	LISA PALOMA
	MEGAN SEARS
4 TH GRADE	TONY HEITLAND
	BECKY JOLIVETTE
	JANET SCHMITZ
BUILDINGS AND GROUNDS	KRIS HANSON
COUNSELOR	LEANNE ERMER
CUSTODIANS	NEAL HAUGLAND
	GEORGE LALLAK
	KELLY WUNSCH
FOOD SERVICE DIRECTOR	KATHY ZOBRIST
LIBRARY DIRECTOR	KRISTI CAREW
NURSE	BONNIE HISCOCKS
OFFICE STAFF	DORIS DALLMAN
	NANCY IHRKE
PARAPROFESSIONALS	CORIE ALBRECHT

	SHAUNTE BROWN (TK)
	BECCA FORMANEK
	KELLY HAGENSICK
	JUEL HANSON
	KATIE MONSON
	ALYSSA PETERSON (3 & 4 YO PRESCHOOL)
	MARY HANSON
	VICKY WESTCOTT
	LYNDI HARMS (4 YO PRESCHOOL)
	KATHY THIELE (READING CENTER)
PHYSICAL EDUCATION	JIM KRUCKENBERG (K-4)
READING RECOVERY	MEGAN DODD
	DANIELLE DYKSTRA
SPECIAL EDUCATION	MELODEE BIRKE
	THIA CONNELLY
	SHERRI HALFPOP
	MARY HALL
STUDENT ADVOCATE	MARY FISK
TALENTED & GIFTED	JENNIFER KUMSHER
TECH ASSISTANT	MINDY SCOTT
TECH DIRECTOR	BRENDA HAAG
TITLE 1 READING	MEGAN DODD
	DANIELLE DYKSTRA
	THIA CONNELLY
	KATHY THIELE (paraprofessional)
TRANSPORTATION	KEVIN HANSON
TRANSP. PARAPROFESSIONAL	PAT DRABEK
VISUAL ARTS	ANNETTE SMIDT (K-4)
VOCAL MUSIC	SPENCER LARSON

5TH – 8TH SCHOOL STAFF, 2018-2019

ART	BRIDGET FARLEY
BAND	NATE BENZING
	JEFF GRIFFIN
	SPENCER LARSON
BUILDINGS AND GROUNDS	STUB CASH
COUNSELOR	STAN NEWTON
CUSTODIANS	SCOTT CARPENTER
	STUB CASH
	JIM SCHAUMBERG
ENGLISH LANGUAGE ARTS/READING	HILLARY DODGE
	AMY EWERT (MODEL TEACHER)
	BRENNAN FISCHER
	STACIE HEITLAND
	KELLI JUST
	SARAH SVARE

FAMILY AND CONSUMER SCIENCE
FOOD SERVICE DIRECTOR
GENERAL ELECTIVES
INSTRUCTIONAL COACH
LIBRARY MANAGER
MATH

MUSIC/THEATER ARTS/MOCK TRIAL
NURSE
OFFICE STAFF

PARAPROFESSIONALS

PHYSICAL EDUCATION/HEALTH

SCIENCE

SOCIAL STUDIES

SPECIAL EDUCATION

STUDENT ADVOCATE
TALENTED AND GIFTED
TECH APPLICATIONS

TECH ASSISTANT
TECH DIRECTOR
TRANSPORTATION

KASSIE ROBINSON
KATHY ZOBRIST
PAUL SCHONEMAN
KATRINA KLOOSTER
GERI DELANEY
BRENNAN FISCHER
ROB GODDEN
KELLI JUST
KAITLIN MURPHY
PATTY NORMAN
HOLLY FRIEDERICH
CAMEO ECHELBERGER
CONNIE HACKENMILLER
WANDA HISCOCKS
HEATHER HOOK
LOIS RANDALL
PAT DRABEK
JOSH BANSE
BLAKE RISIUS
PAUL SCHONEMEN
EMILY NANNENGA
MICHELE PENNING (MODEL TEACHER)
JOE ALBERTSON
DAVE ZIESMER
RACHEL HEJNA
KIRA HENDRIKSON
REBECCA OBERMANN
AMANDA UHLENHOPP
BECKY ZIESMER
BRENNAN FISCHER
JACK JOHNSON
KELLI JUST
MINDY SCOTT
BRENDA HAAG
KEVIN HANSON

HIGH SCHOOL STAFF, 2018-2019

AGRICULTURE SCIENCE
ART
BUILDINGS AND GROUNDS
BUSINESS EDUCATION

BOB BAUMGARD
JOE OBERMANN
KRIS HANSON
JACK JOHNSON
MATT GRAHAM

CUSTODIANS	KRIS HANSON
	RANDY FORMANEK
	JOHN MESSENBURG
ENGLISH	KAITLYN ABERSON
	ELIZABETH MAY
	KERRY NEUBERGER
FAMILY AND CONSUMER SCIENCE	NICOLE VANSICKEL
FOOD SERVICE DIRECTOR	KATHY ZOBRIST
GARNER ASSET PROJECT	DEB QUINTUS
GUIDANCE	ANGIE BIERLE
INDUSTRIAL TECHNOLOGY	TONY ENGLIN
	JOSH OMANS
	JEFF SHORT
INSTRUMENTAL MUSIC	JEFF GRIFFIN
LAKESIDE ALTERNATIVE PROGRAM	LORA TABBERT / LISA KRAUS
LIBRARY ASSOCIATE	HEATHER BAUMGARD
LIBRARY DIRECTOR	KRISTI CAREW
MATHEMATICS	DUSTIN WARD
	RENEE WEISENSTEIN
NURSE	HOLLY FRIEDERICH
	BONNIE HISCOCKS
OFFICE STAFF	JAN BIER
	VICKY OLSON
PARAPROFESSIONALS	HEATHER BAUMGARD
	GAIL KERAUS
	LISA KRAUS
PHYSICAL EDUCATION	DYAN CHILDRESS
AT RISK COORDINATOR	JIL MITCHELL
SPECIAL EDUCATION	JAMI ADES
SCIENCE	EMBERLY ALBERTSON
	SCOTT VAN DUSSELDORP
SOCIAL STUDIES	BRANDI HALSNE
	SYDNEY HOLMES
SPANISH	JUNE BAHNSEN
TALENTED AND GIFTED	JENNIFER KUMSHER
TECH ASSISTANT	MINDY SCOTT
TECHNOLOGY DIRECTOR	BRENDA HAAG
TRANSPORTATION	KEVIN HANSON
VOCAL MUSIC	JASON HEITLAND

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL

VISION and MISSION STATEMENTS

GHV Vision Statement

GHV's vision is to build positive relationships, inspire passion for learning, and prepare for the future.

GHV Mission Statement

Our mission is to prepare students for a successful future in a kind, caring, and compassionate way.

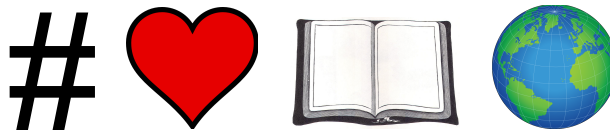
GHV Slogan

Positive Relationships

Passion for Learning

Prepare for the Future

GHV Digital Slogan



WELCOME!

Welcome, returning and incoming students! The students at Garner-Hayfield-Ventura Schools are known for their friendliness, enthusiasm, and hard work. Our outstanding faculty will inspire and challenge all students. Students are encouraged to participate in a number of school-wide activities. Take on the responsibility that comes with being the best each student can be! Good luck and best wishes.

PS-12 DISTRICT PHONE NUMBERS

PS-4 Office:	(641) 923-2831
5-8 Office:	(641) 829-4484
9-12 Office:	(641) 923-2632
District / Supt. Office:	(641) 923-2718 District Website: http://ghvschools.org

SCHOOL HOURS

3-Year-Old Preschool:

8:15-11:15 a.m.

4-Year-Old Preschool:

8:15-11:15 a.m. – AM Class

12:15-3:15 p.m. – PM Class

TK-4: 8:20 a.m. - 3:20 p.m.

5-8: 8:10 a.m. - 3:10 p.m.

9-12: 8:25 a.m. - 3:25 p.m.

SCHOOL CLOSINGS OR DISMISSALS

School closings or early dismissals will be shared through *School Alerts* notifications. To sign up to receive text messages or email updates, visit either of these links:

https://public.govdelivery.com/accounts/IAEDU2403/subscriber/new?qsp=CODE_RED or
<https://bit.ly/2qJygmR>

Closings and dismissals will also be announced on these TV and radio stations:

News Channel 3 (KIMT) 93.9 FM (KIAI) 98.7 FM (KSMA) 102.7 FM (KYTC)
106.1 FM (KLSS) 107.3 FM (KLOW) 1300 AM (KGLO) 1490 AM (KRIB)

CONTACT INFORMATION

If at any time during the school year your address and/or phone number changes, please contact the office of the school your child attends. It is very important to keep this information current so the school is able to reach you.

DEFINITIONS

In this handbook, the word “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal, also means that individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term “school facilities” includes school district buildings and vehicles. The term “school activities” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

NOTE TO PARENTS

Good discipline originates in the home. The parent is the first teacher of a child, and should develop in their child good behavior habits and proper attitudes toward school. A parent should:

1. Recognize that the teacher manages the classroom learning environment, including discipline;
2. Teach the child respect for law, authority, rules, the rights of others, and for private and public property;
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures;
4. Work with the school in carrying out recommendations made in the best interest of the child, including discipline;
5. Talk with the child about school activities; show an active interest in his report cards and progress.
 - Do you encourage your child to be enthusiastic about their school work?
 - Does your child schedule sufficient time for home study?
 - Is there a suitable, quiet place to study at home, at a regularly scheduled time? Pencils, pen, paper, books, dictionary, ruler, etc. should be at hand.
 - Do you have family agreements that are kept regarding the use of phones, video games, or TV?
 - What time is your child in bed each night?
 - What do you suggest as a substitute when you're told there is no homework?

Consider:

1. Reading - a continuous assignment for everyone, including magazines, newspapers, and books chosen for enjoyment.
2. Reviewing - class notes, math processes, grammar usage, spelling.
3. Research - science or other long-term projects that have been assigned.

Your interest and support at home are important to your child, and greatly appreciated by their teachers. If you have questions or concerns, please communicate with the school.

SECTION 504/ADA

Section 504 Rehabilitation Act of 1973 provides that "no otherwise qualified individual with a disability in the United States... shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..." 29 U.S.C. § 794(a) (1988) [*hereinafter*, § 504]. School Districts receiving federal funds are required to provide an education to students with disabilities. The school District not only must provide appropriate educational programming but also must address accessibility issues, including physical accessibility to school District facilities.

A student with a disability is defined as a student who:

- has a physical or mental impairment which substantially limits one or more major life activities;
- has a record of such an impairment; or
- is regarded as having such an impairment.

The phrase "physical or mental impairment" means:

Any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skin and endocrine or any mental or psychological disorder such as intellectual disability, organic brain syndrome, emotional or mental illness and specific learning disabilities.

Physical or mental impairments may also include diagnosed depression, diagnosed chronic fatigue syndrome or diagnosed eating disorders. Common examples in schools may be more hidden disabilities such as

migraines. Educators should recognize that not all disabilities will be visible to the naked eye and those “invisible” disabilities are entitled to accommodations, too.

"Major life activities" means:

Functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

The buildings have pamphlets that explain parents/guardians rights under Section 504 of the Federal Rehabilitation Act of 1973 and the American Disabilities Act (1990). Section 504 of the Federal Rehabilitation Act of 1973 requires annual notification of parent/student rights in identification, evaluation, and placement. Inquiries may also be directed, in writing, to the Iowa Civil Rights Department, or to the director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114. Such inquiry or complaint to the state or federal office may be done instead of, or in addition to, an inquiry or complaint at the local level. Inquiries regarding compliance with Section 504/ADA shall be directed to:

Coordinator: **Renee Denny**
Address: 620 West 11th Street
Garner, Iowa 50438
Phone: 641-923-2831
E-mail: rdenny@ghvschools.org

ADMISSION PROCEDURES

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. The student must provide the school with a completed immunization certificate. Such certificates may be obtained from the school office.

If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. In the case of a homeless student, the administration will make the grade level determination.

For students wishing to transfer out of the district, the student or the student's parents should notify the administration as soon as possible. The notice should include the anticipated last date of attendance and the name and address of the school district to which records should be sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch account, etc. No refunds will be made until all fees or fines have been paid.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The Garner-Hayfield-Ventura Community School District has established policy of Equal Employment Opportunity with respect to race, color, national origin, sex, disability, age, religion, creed, sexual orientation and gender identity. The District has an established policy of taking affirmative action in recruitment, appointment, assignment, and advancement of women, minorities and disability. Inquiries regarding compliance with affirmative action and equal employment opportunities shall be directed to:

Coordinator: **Tyler Williams**
Address: 605 W. Lyons Street
Garner, Iowa 50438
Phone: 641-923-2718
E-mail: twilliams@ghvschools.org

ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

Note: Federal law requires a school district to notify students and parents about the school district's asbestos management plan annually. Each school building must have a plan in the office.

BUS BEHAVIOR

Transporting students twice daily requires student and parent cooperation. Communication regarding transportation problems is essential. If transportation arrangements need to be changed, please notify the bus driver, bus garage, and/or the principal immediately to avoid misunderstanding, lost students, or late buses. In the interest of safety, bus students are required to observe the following rules which will be explained to the students during the first week of school; a brief list of rules is posted in the front of every bus. When riding a bus that you usually do not ride, we will need a note from the parent or a phone call to the school office so we can let the bus driver know.

Remember that bus riding is a privilege. Please review the following rules for your safety:

1. The driver is in charge of the students on the bus and students must obey the driver promptly.
2. Be on time; the bus driver cannot wait for students and maintain an accurate schedule.
3. Never stand in the roadway while waiting for the bus. Wait until the vehicle comes to a complete stop before attempting to enter.
4. Enter the bus in an orderly manner. REMAIN SEATED IN THE SAME PLACE WHILE THE BUS IS IN MOTION.
5. Keep your head and arms inside the bus at all times.
6. Keep the aisles clear at all times, so that other students may enter and leave the bus safely.
7. Control your own behavior, remaining quiet, orderly, and courteous to the bus driver and fellow passengers. Riders may be assigned seats by the driver.
8. When leaving the bus, be alert to the traffic. Move quickly out of the roadway so that the bus can continue the route.
9. Any damage to a bus, caused by a student, must be paid for by the student responsible for the damage.
10. The driver will not discharge riders at places other than the regular bus stops near the home or at school, unless the student has written permission or the driver has received authorization from a parent, guardian, superintendent or principal.

Discipline will be handled first by the bus driver and supported by the administration. Should further steps be needed, the bus driver will escort the student to the principal's office.

First offense: The first note is only a WARNING. This note must be signed and returned to the driver the next morning in order for the student to ride the bus.

Second offense: The second note will bring disciplinary action and possible suspension of busing privileges from 1 to 5 days. This note must be signed and returned to the driver the next day in order for the student to ride the bus. In addition, the parent must contact either the bus driver, the child's principal, or the

transportation director to see if a solution to the problem can be reached. If no contact is made, the student will NOT be allowed to ride the bus.

Third Offense: The third note may bring from one day to complete SUSPENSION from riding the bus. Parents or guardian must meet with the bus driver, the transportation director, and the building principal to work out corrective measures and to decide under what circumstances the student will be allowed to ride the bus again. The superintendent will be notified of this meeting.

CHAPTER 103 ANNUAL NOTIFICATION STATEMENT

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your child’s principal or any other school administrator. The complete text of the law and additional information is available on the Iowa Department of Education’s website at <http://www.educateiowa.gov>.

EDUCATIONAL RECORDS & FERPA

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district’s policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration 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 receipt of the request. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
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. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff, law enforcement unit personnel, and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA

employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request. This paragraph meets the annual notice requirement: so, by including the notice here, the school district does not need to notify every parent when records are forwarded.)

4. The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of 18 or parent not wanting this information released to the public must make objection in writing by September 3 of the current year, to the principal. The objection needs to be renewed annually. This is filled out on student information during registration: NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, MAJOR FIELD OF STUDY, PARTICIPATING 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. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.
5. The right to file a complaint with the U.S. 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, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, DC, 20202-4605 or visit the web site at: <http://www.ed.gov/offices/OII/fpco/> for more information.

EMERGENCY PROCEDURES

The purpose of evacuation, fire, lockdown, and tornado drills is to ensure the safe evacuation of all students and employees in the event of an actual emergency. Drill procedures will be covered with students by individual teachers. During evacuation of the building, it is essential that students remain quiet and proceed quickly according to instructions. The fire warning will be 3 intermittent sounds and the severe weather warning will be a continuous sound. In addition, two bus evacuation drills are conducted yearly.

ENGLISH LANGUAGE LEARNERS

Garner-Hayfield-Ventura Community School supports EL students in its educational policies as required by Section 280.4 of the Iowa Code. Statements about the district's LEIP program are available in the administrative offices.

FEES

All students pay the following fees: book rental, activity fees, and PE towel fees. Additional fees may be required of students taking certain courses or activities: athletics, instrumental music, art, shop, and/or vocational agriculture. They are as follows:

Breakfast/Lunch Fees:

Breakfast, K-12	\$1.75 / Adult \$2.50
Lunch, K-4: \$2.65 - 5-8 : \$2.85 - 9-12: \$2.90	Adult: \$3.65
Extra Milk	\$.55 / Extra Entrée \$1.75 or \$2.00

Textbook Fees:

3-Year-Old Preschool:	Snack Milk Fee, \$35.00/year
4-Year-Old Preschool:	Snack Milk Fee, \$70.00/year
Pre K-6 th	\$40.00
7-8 th	\$65.00
9-12 th	\$85.00

Other Fees:

Instrumental Music Uniform Supplies	\$20.00
School Instrument Rental	\$45.00
Vocal Music Robe Supplies	\$ 9.00
Athletic Towel/Laundry Supplies (per sport)	\$11.00 (Limit 3 sports maximum per student)
TK-8 Activity Ticket	\$20.00
Driver's Education	\$230.00
Graduation Fee	\$40.00

Photo Copy/Page	\$0.15
DVD Produced @ HS	\$5.00
Lamination/foot	\$0.50
Transparencies (each)	\$1.00
Computer Disk (each)	\$1.00
Laser Printer per pg.	\$.25
Personal Color Laser per pg.	\$1.00

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

LUNCH PROGRAM

Our lunch program is computerized and families have an account, similar to a checking account. As the students use the account for lunches and breakfasts, the balance goes down. Families may put in as much as they want and students will be notified when the balance is zero. Parents may access their lunch account balance over the internet by using their JMC password. *You may also utilize online payment for family lunch accounts through the GHV website under Payschool.*

FREE AND REDUCED MEALS

The free and reduced-price meal program not only assists the patrons of the community by reducing or eliminating their school meal costs, it also helps our school's financial situation. This student count is used by each district to help receive federal monies for Title I, Chapter 2, and Carl Perkins Vocational Programs. These additional funds enhance our educational programs and allow districts to provide services that we otherwise could not fund. The hot lunch program also benefits the district financially. The district is reimbursed a certain amount for each free or reduced lunch or breakfast that is served. All patrons are encouraged to check the "Income Eligibility Guidelines" and apply for free and reduced-price meals in our school district. Form is included in the registration packet. Please contact the superintendent's office (641) 923-2718 for questions.

MINIMAL LUNCH

When a family's lunch account balance reaches -\$5.00 or greater, the students associated with that account will receive a 'minimal lunch' until such time as the account is paid and the balance is a positive amount.

FREEDOM OF EXPRESSION

Student expression made on the school premises or as part of a school-sponsored activity may be attributed to the school, therefore student expression must be responsible. Student expression must be appropriate to assure that the student learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsibly done. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenities or indecency. The administration when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or the prohibition of the student speech is related to an educational purpose.

Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the educational program of the school district.

Students who violate this policy may be subject to disciplinary measures. School district personnel shall be responsible for insuring students' expression is in keeping with this policy. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

GRIEVANCE PROCEDURE

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

Level One:

Local Police Department (Informal/Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity or socioeconomic status (for programs) are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their race, color, national origin, sex, disability, age, religion, creed, sexual orientation, and gender identity are encouraged to first discuss it with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon their race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation,

gender identity, or socioeconomic status (for programs) are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two:

County Sheriff

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

HEALTH SERVICES

The school nurse is concerned with all aspects of the physical health of students because good health is critical to attendance and learning. The school nurse coordinates programs in vision, hearing, scoliosis screenings, developmental changes, immunization, dental health, first aid, and CPR. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screenings are determined annually. A student who feels ill or wishes to discuss some health problem with the school nurse should ask for a pass from their classroom teacher. Students should never leave the school grounds to go home because of illness without checking through the nurse's office. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents/guardians or, with parental permission, to another person directed by the parents. Please notify the school if the parents will be out of town for a period of time. It is helpful to have Garner contacts in case of emergency, if the parents cannot be reached

REQUIRED PAPERWORK

Medical / Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

Dental Certificate of Screening

The state of Iowa (code 507.1) requires that all kindergarten and 9th grade students have a dental screening and submit a certificate of the dental screening to the school office. All out of state transfer students, at any grade level, entering elementary or high school are also required to have a dental screening. For elementary school student, a screening that is done between the ages of 3-6 years old is acceptable.

Physical

The state of Iowa (code 507.1) requires students enrolling in kindergarten or first grade or desiring to participate in athletic activities in the school district to have a physical examination by a licensed physician and provided proof of such and examination to the school district.

Immunizations

Students enrolling for the first time in the school district shall also submit an up-to-date certificate of immunization. Failure to meet the immunizations requirement will be grounds for suspension. Exemptions from the immunization requirement will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

Annual Health Update

Parents are asked each year to complete the annual student health update as part of the registration process. If you are new to the district, the student health history needs to be completed as well.

IS MY CHILD TOO ILL TO ATTEND SCHOOL?

Parents are often confronted with this decision when their child complains of not feeling well. The guidelines shown below may be helpful. It will not cover every medical condition and does not take the place of seeking medical attention. Please consult your doctor for specific medical advice.

FEVER

- 100 degrees Fahrenheit or higher: **HOME**
- Fever-Free for at least 24 hours without the aid of Tylenol: **SCHOOL**

VOMITING/DIARRHEA

- Within the last 24 hours: **HOME**
- Vomiting/Diarrhea-Free for at least 24 hours: **SCHOOL**

PINK EYE

- Burning, itching, red eyes with yellow discharge: **HOME**
- On prescription eye drops for 24 hours: **SCHOOL**

STREP THROAT

- Sore throat, fever, body aches, sometimes rash: **HOME**
- On antibiotic for 24 hours: **SCHOOL**

HEAD LICE

- Live lice found during school hours: **HOME**
- Lice treatment done at home: **MAY RETURN TO SCHOOL**

MEDICATION

Prescription Medications

No medication shall be dispensed to any student in the Garner-Hayfield-Ventura and Ventura Community School Districts unless the following rules are observed:

1. The medication must be prescribed by a licensed physician, nurse practitioner, physician's assistant, or dentist.
2. The medicine shall be in the original prescription container which shall be labeled with: (a) name of student, (b) name of medication, (c) directions for use, (d) name of licensed provider or dentist, (e) name and address of pharmacy, and (f) date of prescription.
3. The medicine must be accompanied by written permission from the parent or guardian to have the medication given to the student. A parental authorization for school administration of medication form will need to be completed and on file in the school health office as well for long-term medication administration.

4. The medication, while at school, shall be kept in the nurse's office. When required, refrigeration will be provided.
5. The nurse will keep a written and/or computerized record of any medication(s) given at school. This record will include the student's name, the name of the medication, the amount of medication to be given, and the time to be given.
6. At the end of the dispensing time or end of the school year, any remaining medication shall be returned to the student's parents or destroyed.
7. Medications used to treat asthma and/or severe allergies, ie. inhalers, epi-pens, may legally be carried by the student, according to State of Iowa.

Over-the-Counter Medications

The school health office carries: Tylenol, Benadryl (for allergic reactions ONLY), Calagel, hydrocortisone cream, Vaseline, first aid antiseptic, hydrogen peroxide, cough drops, contact solution, eye wash and icy hot. Ibuprofen and Tums are available for students in 7th-12th grades ONLY. Parent/Guardian permission will be obtained yearly upon completion of the student health update in order to administer your student these medications throughout the school year. The school nurse or medication-administration trained secretary will administer medications. If permission is not obtained, a phone call to parent/guardian will be made to obtain permission. If unable to reach parent/guardian, medication will not be able to be administered during the school day.

If parents/guardians wish to keep over-the-counter medications, that the school health office does not carry, for their student they may do so with written permission accompanying medication in the original bottle. A parental authorization for school administration of medication form will need to be completed and on file in the school health office as well for the potential of long-term medication administration.

- When students bring medication to school, they will immediately take the medication to the nurse's office. If the nurse is not there, they will give it to the office secretary. Over-the-counter medications may be given at the school nurse's discretion with parental request. The medication **MUST BE IN THE ORIGINAL CONTAINER** and be accompanied by a note from the parent. Envelopes, tin foil, or plastic bags containing medication will not be accepted. If you have questions or wish to give more information to the nurse, please call the nurse at (641) **923-2831 (Garner)**; **(641) 829-5830 (Ventura)**.

COMMUNICABLE AND INFECTIOUS DISEASES

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to whooping cough, mumps, measles and chickenpox. Please contact the school nurse with any questions/concerns you may have.

STUDENT ILLNESS OR INJURY AT SCHOOL

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents/guardians according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by the parents/guardians.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents/guardians where the student has been transported for treatment.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENT'S POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-alike substances; and possessing or using tobacco, tobacco products, or look-alike substances.

INTERFERENCES IN SCHOOL / CELL PHONES AND ELECTRONIC DEVICES

Students are responsible for the safekeeping of any electronic devices they bring to school. When using these devices students need to use them as to not violate school rules. For example, if a student is using the device to disrespect a student or staff member, it is a rule violation. If these items cause disruptions to education, they may be confiscated and/or disciplinary consequences will be assigned. Disciplinary consequences may increase with repeated violations.

INTERROGATION BY OUTSIDE AGENCY

Generally, students may not be interrogated during the school day by persons other than parents and school district officials and personnel.

Requests from law enforcement officers and those other than parents, school district officials, and personnel to interrogate 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. In making this determination, the principal shall consider the welfare of the students and directives to the principal from the courts. 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 interrogate a student, the principal will defer to the investigator's judgment as to whether the student should be interrogated 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 shall not be taken from school without the consent of the principal and without proper warrant. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

MULTICULTURAL/GENDER FAIR and EQUAL OPPORTUNITY IN PROGRAMS

Enrolled children in the school District community shall have an equal opportunity for a quality public education without discrimination regardless of their race, color, national origin, sex, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion and creed. The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, respect and appreciation for, the historical and contemporary contributions of diverse cultural groups as well as men and women to society. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes. Integration of minority populations will occur throughout the educational program and the school system. Inquiries regarding compliance with equal education opportunity shall be directed to:

Coordinator: **Jim Haag**
Address: 605 W. Lyons Street
Garner, Iowa 50438
Phone: 641-923-2632
E-mail: jhaag@ghvschools.org

NON-DISCRIMINATION ON THE BASIS OF SEX OR HANDICAP

Public laws provide for the resolution of complaints brought by patrons, students or staff of the School District toward any activities sponsored or undertaken by the School District. Complaints will be investigated and resolved within ten (10) days of receipt of same, unless exceptional circumstances exist. Where special circumstances exist, the resolution shall not exceed thirty (30) days. The complaint form is to be filed with the building administrator. In the event the complainant is not satisfied with the resolution at the building level, an appeal may be made to the District complaint officer. FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

NON-DISCRIMINATION STATEMENT

It is the policy of the Garner-Hayfield-Ventura Community School District not to discriminate on the basis of race, color, age, national origin, sex, sexual orientation, gender identity, marital status (for programs), socioeconomic status (for programs), disability, religion, and creed in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973. It is also the policy of the District that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society.

Inquiries regarding compliance with Title IX, Title VI may be directed to the Tyler Williams, Garner-Hayfield-Ventura Community School District, 605 Lyons Street, Garner, Iowa 50438; to the Director of Iowa Civil Rights Commission, Des Moines, Iowa; or to the Director of Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri 64106.

The Garner-Hayfield-Ventura Community School District does have a grievance procedure for any individual who feels that they have been discriminated against. Please contact the Superintendent's Office for information regarding procedures and forms contained in the District's plan.

SEARCH AND SEIZURE

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, or protected student areas, 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 education environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized, or contraband material discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, such as 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.

STUDENT ANTI-BULLYING/HARASSMENT POLICY

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

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

This policy is in effect while students 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 are defined as any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property; ☐
- Has a substantially detrimental effect on the student's physical or mental health; ☐
- Has the effect of substantially interfering with the student's academic performance; or ☐
- Has the effect of substantially interfering with the student's ability to participate in or benefit ☐ from the services, activities, or privileges provided by a school. ☐ "Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies. ☐

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; ☐
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; ☐
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; ☐

- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or ☐
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment. ☐ Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: ☐
- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; ☐
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or ☐
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment. ☐ In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors: ☐
- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or ☐
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student. ☐ Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action. ☐ Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

WEAPONS

The board believes weapons and other dangerous objects and look-alikes 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-alikes. Weapons and other dangerous objects and look-alikes 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 control of the school district. Parents of students found to possess a weapon or dangerous object or look-alikes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Students bringing a firearm 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 a student 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 look-alikes 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.

HUNTING GUNS AND RIFLES

A literal reading of the new federal law would suggest that a hunting rifle in a student's vehicle brought onto school grounds (the parking lot) would be covered by the law and thus prohibited. Students who have guns in their cars/trucks will have to park off-campus.

INFORMATION FOR GHV ELEMENTARY

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WELCOME!

We would like to welcome your family to Garner-Hayfield-Ventura Elementary! Hopefully, this will be a successful and satisfying year for you. This section of the handbook will be helpful in promoting an understanding of PS-4 policies. There are many policies and regulations discussed in these pages. Please read and keep this handbook readily available throughout the year as a resource to answer questions. The PS-4 staff is always available to clarify any school matter. Please feel free to contact Mr. Meyering, PS-4 Principal, if you have additional questions at (641) 923-2831.

Close cooperation between the home and school is essential to promote the best interests of your children. Parents are encouraged to visit school and to attend scheduled meetings of parents and teachers. Mutual benefits occur when there is a meaningful exchange of information between home and school.

ABSENCES AND ATTENDANCE REGULATIONS

Regular and punctual patterns of attendance will be expected of each student enrolled in the Garner-Hayfield-Ventura School District. Students should strive to maintain a good attendance record because there is a direct correlation between attendance and academic success in school. Mandatory attendance laws for the State of Iowa (Iowa Administrative Codes 294.4 and 299.8) requires that students between ages 6 and 16 must be in attendance a minimum of 37 days per quarter; 148 days per school year. Most absences can be kept to a minimum if careful planning is done ahead of time. Please make a commitment to school attendance and getting to school on time. If it is necessary for your child to be absent, please call the school at (641) 923-2831; we have a 24 hour answering service, so you may call at any time. You may also email your student's teacher and the elementary office (ddallman@ghvschools.org or nihrke@ghvschools.org).

ABSENCES: MAKE-UP WORK

When possible, work will be assigned ahead of time in order that students will not miss important concepts or skills.

The student will be allowed to make up the work missed in a manner prescribed by the teacher and will be given credit for the completed assignments. If a student is absent for an extended period of time and needs work sent home, please call the office **in the morning**. Teachers will prepare homework to be picked up after 2:30 PM.

For each day of absence, a student will have that many days plus one additional day to complete the work: Absent one day - two days to complete work; absent two days - three days to complete work; absent four days - five days to complete work. If for any valid reason the work cannot be completed in the allotted time, the student may contact the teacher and request an extension.

AT-RISK STUDENT IDENTIFICATION

The goal of Garner-Hayfield-Ventura Elementary is to help each child reach their maximum potential (Board Policy 500). Elementary personnel recognize that individual potential varies greatly and individuals often need extra assistance at various points in their school careers. With that understanding, the following procedure for identifying students at risk shall be followed:

A student who is experiencing difficulty in one or more subject areas, or who is having difficulty adjusting to the physical, social, or emotional level expected at their current grade level will be referred to the principal or PAS (Program Assisting Students) Committee.

A student at-risk will be targeted for extra assistance as is appropriate for their need and grade level. The teacher/s of the child will meet to confer with the Principal, Counselor, or At-Risk Coordinator and other available specialists to provide ideas and assistance for the student. The school may provide one of the following: homework help, support group, friends program, or a social skills group. Other programs available

are Title I Reading, special education services, or the Limited English Proficiency Program.

A student at-risk will be monitored and an intervention in the general education setting will be applied according to the GEI (General Education Intervention) Process.

A child who demonstrates a lack of English proficiency will be given an individual oral test to ascertain their oral and auditory proficiency of the English language. The student determined to be limited English proficient will be provided individual or group language services daily under the direction of a special clinician for ELL students.

A child who is determined to be in need of extra reading assistance will be offered services in the Title I Reading Program. A child who is determined to be in need of more specialized assistance because of another disability will be staffed into the appropriate program after following the appropriate special education guidelines and procedures. If it is determined that special education services are needed, the special education department utilizes a variety of methods in teaching to meet the student's individual needs.

A child who is determined to be in need of social or emotional help will be referred to the school counselor. If intervention at that level is not successful in alleviating the problem, the student will be referred to other appropriate agencies including the AEA 267 staff. The AEA 267 staff will confer with the parents and gain permission for implementing intervention strategies before working with the student.

A parent who believes their child to be in need of any of the above assistance or programs, may refer the child to the Principal, PAS (Program Assisting Students)Team, or school counselor by calling the school at 923-2831.

BEGINNING OF THE DAY

TK - 4 VENTURA RESIDENT STUDENTS:

- The GHV Intermediate Building in Ventura will be open to walkers, bikers, and car-rider students at 7:45 a.m. Ventura rural route rider times will be determined. Students will wait in the cafeteria area. Breakfast will be available.
- The bus will leave for GHV Elementary in Garner at 7:55 a.m.*
- The GHV Elementary building will be opened at 8:10 a.m. for students to enter; the Ventura Shuttle will arrive at this time.
- GHV Elementary classes begin at 8:20 a.m.

* If your child misses the bus, parents are responsible for transportation

TK - 4 GARNER-HAYFIELD RESIDENT STUDENTS:

- The GHV Elementary Building in Garner will be open only for breakfast eaters at 7:45 a.m.
- All other students will be offered a supervised recess beginning at 7:50 a.m.; students can be dropped off on the east side of the building. Please do not drop students off before 7:50 a.m.
- The GHV Elementary building will be opened at 8:10 a.m. for students to enter; the Ventura Shuttle will arrive at this time.
- GHV Elementary classes begin at 8:20 a.m.

Other Important Times:

8:20 a.m. Attendance is taken at 8:20 a.m each day. Any student arriving after 8:20 a.m. and before 10:00 a.m. will be counted tardy.

10:00 a.m. Any student arriving after 10:00 a.m. will be counted 1/2 day absent. If a student leaves school between 10:00 a.m. and 2:00 p.m., they will be counted 1/2 day absent. Every student must have a written and signed excuse indicating the reason for being tardy or absent.

Please report all absences to the principal's office. Should the parents or child fail to report an absence, the office will attempt to contact the parents or guardian by telephone. On the first day the student returns to school, the student must bring a written excuse, signed by at least one parent or guardian. The excuse should include their name and (1) date of absence, (2) reason for the absence, and (3) parent or guardian's signature.

Excusable absences include:

- (1) illness of the student (Three (3) days or more requires a note from the doctor.)
- (2) death in the family
- (3) an emergency
- (4) doctor/dentist appointment
- (5) authorized religious holiday or school-sponsored activity

BICYCLES

Students, staff, and visitors will park their bicycles, scooters, or skateboards in the two provided areas: the North Bike Racks and the South Bike Racks.

- North Bike Racks: Located within the playground, along the eastern fence (parallel with Division St.)
- South Bike Racks: Located near the intersection of 11th St. and Division, at the edge of the parking lot

No bicycles, scooters, skateboards can be ridden on the school grounds during school hours – including the sidewalks. Students who ride bicycles, skateboards, or scooters must dismount them at the crossings near the school and push them from the crossing to the bike racks. When leaving school, students are not to ride bikes, skateboards, or scooters until off school property. The school is not responsible for the security of student-owned bicycles or other equipment.

CARE OF SCHOOL PROPERTY

Because the school facilities and equipment belong to the whole community, students will treat school district property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. At the discretion of the administration, such students may be turned over to local law enforcement officers. Each student in grades 2 – 4 will be assigned a hall locker. The lockers are for the use of the student during the school year but remain, at all times, the property of the school district. Students are expected to use their own locker and keep it neat. School administrators and/or designated representatives retain the authority to conduct a reasonable search of student lockers periodically. Items in violation of school district policies, rules, or regulations found in student lockers will be confiscated. Illegal items may be given to law enforcement officials.

COMMUNICATION

Have you ever wanted to ask a question about school or make a suggestion for the improvement of something or someone in the school? Have you ever wanted to solve a problem but were unsure of how to proceed? We share the need and desire to communicate with you AND will try to do so with regular email announcements, paper handouts, or other information sent home with students and phone calls when deemed necessary. If you want to make an inquiry, offer a suggestion, or alert someone to a concern please:

1. Talk to the person closest to the situation.
2. Be positive and optimistic.
3. Inform teachers or staff when information is unclear or problems need attention.
4. Inform the principal when the school is not serving you or your child as effectively as possible.

CONFERENCES

Before school conferences are held prior to the start of the school year for the student to meet their teacher and know where their classrooms are located. At this time students may bring any school supplies that they may have to put in their locker or desks. Parent-teacher conferences are scheduled at the

Garner-Hayfield-Ventura Elementary School at the close of the first quarter and in March. (See calendar at the front of this handbook.) Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a student's progress.

In addition to conferences, parents receive progress reports, or "report cards", four times a year at the conclusion of each quarter. Parents should discuss the progress report with their child. If there are questions about the report, please contact your child's teacher first. Parents of grade 4 students can also access their child/ren's grades online. Parents wishing to utilize the online grading service should contact the elementary secretary to secure a password.

DISCIPLINE AND STUDENT BEHAVIOR

The large majority of pupils are industrious, eager to learn, and capable of self-discipline. However, the school cannot permit the unacceptable behavior of a few pupils to be disruptive to the educational process or set a poor example for our younger students.

It is the responsibility of all people who work with students to assist them in developing good habits of behavioral conduct and to teach respect for law and authority. Through cooperation and understanding between the school and the home, our long-range goal is to prepare our students to become good citizens of the Garner-Hayfield-Ventura Community School District and the United States of America.

DETENTION GUIDELINES FOR DISCIPLINE REASONS

Students may need to have their day extended for discipline reasons when issues can't be resolved through the restitution process. Detentions will be served after school from 3:30-4:00 p.m. in assigned classrooms on a day arranged by the teacher with the student and/or parents.

The teachers expect high standards from each student. If there is a problem, the student will serve one detention. If students do not serve the detention at the agreed upon day, the detention will be doubled.

IN-SCHOOL SUSPENSION

In-school suspension is a temporary removal of a student from the classroom setting. The student remains in isolation from their peers while under proper supervision in the office area anywhere from a short period of time to a full day of school. The principal will contact the student's parents or guardian in the event of a full day needing to be served. In-school suspensions may be deemed necessary by the principal or teacher for infractions of school rules which are serious but do not warrant the need to be removed entirely from the school setting.

OUT-OF-SCHOOL-SUSPENSION

Out-of-school-suspensions will only be given in extreme circumstances. The principal will strictly adhere to the board policies involving out of school suspensions and parents will be kept informed.

EXCUSING CHILDREN FROM SCHOOL

Any other absence will be treated as an unexcused absence unless prior arrangements are made with the principal for the student to be absent. **Parents are encouraged to arrange vacations and appointments for times/days that will not interfere with school hours.** If it is necessary to have an appointment during school time, a note of permission signed by the parent or guardian, a phone call, or email is necessary. Individual teachers will not excuse students from classes without authorization from the office. Requests from parents or others for children to be taken from school must always be handled by the principal or secretary.

When parents must take their children out of school for more than three days, they should notify the principal's office and the homeroom teacher.

GUIDANCE AND COUNSELING SERVICES

The counselor is an integral part of the total school program. In addition to working with students individually, the counselor will meet with groups of students and conduct classroom and other small-group activities. Services provided include assistance with adjustment to school and growing up, educational planning, occupational and career information, study skills, school and social concerns, or any questions that may be referred by teachers or students. Students and parents should feel free to contact the counselor with any family or personal problems that may affect the child's school behavior or performance.

HOMEWORK HELP WITH PARENTS

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Here are a few ideas from researchers to help get the most out of that time:

1. A standard time and place should be set aside each day just for studying. This will help students get into a consistent study habit.
2. Parents of fourth graders should review their child's assignment book daily as a reminder of what has been assigned and when it is due.
3. Encourage your child to keep a list of their assignments for each class if they don't use an assignment book. Review these with your children as a reminder of what's been assigned and when it's due; also as a means of assuring that no assignments are overlooked, especially long-term assignments.
4. If there are no assignments for a given subject, suggest that the student review or rewrite their notes for the day or review recent assigned readings.

Parents can play a key role in helping develop good homework habits. Provide a quiet, well-lighted study area where your student can spread out the books and papers. It should be away from family, friends, and television, with as few interruptions as possible.

Help your child/ren study for tests and exams by asking questions from resource materials and notes. Check each night to see that all homework assignments have been completed. Your caring sends a powerful message about the value of learning.

LOST AND FOUND

Each student is responsible for their personal property. We recommend labeling your students' articles, especially coats, boots, hats, etc., with permanent marker. Valuables and money not needed at school should be left at home. There will be two locations for the "Lost and Found" at the elementary; one in the hallway near the K-1 restrooms, and one in the 2-3 hallway. If your child loses any personal items, make sure they look through the "Lost and Found" – many items go unclaimed.

LUNCHROOM EXPECTATIONS

Lunch should be a time for students to socialize with friends/classmates and to enjoy their meal. Because we want our lunchroom to have a positive atmosphere, below are some lunchroom expectations:

1. Be kind, caring, and compassionate to classmates when standing in the lunch line and sitting next to them during lunchtime.
2. Treat each other and all lunchroom personnel with respect.
3. Use an ordinary voice level so others may enjoy table conversation.
4. Dispose of trays, milk cartons, napkins, etc., appropriately. Any left over food should be left in the lunchroom.
5. Follow the lunch program policies: Payments for lunch can be given to your child/ren's homeroom teacher, personally brought to the office by the parent, or paid online. A note will be sent home if you have a negative balance in your account.

MEDIA CENTER

The media center is open to students every class period. Students are encouraged to use the media center equipment and materials. Library books are checked out for a period of six days but may be renewed for additional time. The library provides a variety of books, magazines, and access to materials including internet and electronic resources for student use. Students are responsible for damage to any books, magazines, or lost materials. If a book is lost, a reasonable replacement fee will be charged. Students with overdue books or lost books will not be allowed to check out any other books until the overdue/lost books are returned or reimbursement is made.

In order for all students to have equal access and opportunity to the media center, these rules must be followed while in the media center:

1. Follow the directions of the media specialist and assistant.
2. Magazines are provided for everyone's reading enjoyment and reference purposes.
3. For your convenience, some reference books are available for overnight checkout. Encyclopedias and reference books should be returned the next day before classes begin at 8:20 AM.
4. Return books on time. Overdue notices will be sent to students who forget. If a book is not returned after three notices have been sent, parents will be notified. Students must pay for lost books at the end of the year.

PHYSICAL EDUCATION

All students must participate in PE unless a medical excuse is presented to the instructor. An excuse written by the parent will be honored for one PE class. Medical excuses for longer than one time need to be from a

doctor. Students participating in physical education need clean and dry tennis shoes. It is preferable that the shoes are not the "street shoes" worn to school. A change in shoes will be required for all students.

POSTING NOTICES AND POSTERS

All notices pertaining to activities which are sponsored by Garner-Hayfield-Ventura Schools must be approved by the building administrator before being posted in the school building. Postings should include the following information: name of the organization that is sponsoring the activity, name of the person who is in charge of activity with a phone number where the person can be contacted, and the purpose of the activity.

RECESS EXPECTATIONS

Please keep in mind if you think your child should stay in for recess, they will need a parent note for EACH DAY UP TO THREE DAYS. After the third day, A DOCTOR'S EXCUSE TO STAY IN FROM RECESS WILL BE REQUIRED. Therefore, if your child does not bring a note to school, they will be expected to go out for recess.

PLAYGROUND EXPECTATIONS

Children on the playground are under the direction of playground supervisors at all times for their safety and protection. Children must obey the playground supervisors and respond to the sound of the whistle immediately.

TREAT EACH OTHER WITH COURTESY

1. Throwing, kicking, or moving the wood chips from around the play equipment is unacceptable.
2. Tackling, pushing or fighting will not be tolerated.
3. Name calling, poor sportsmanship, criticizing others, or use of profanity on the playground is unacceptable behavior.
4. Take turns on the play equipment.
5. Throwing snow or hard objects could cause harm to another student and is not appropriate behavior.

USE PLAY EQUIPMENT CORRECTLY

1. The concrete area north of the building is to be used for funnel ball and jump rope activities.
2. Pushing or playing tag on playground equipment, or sliding head first on the slide is unacceptable behavior.
3. Climbing on the swing and slide poles is not appropriate behavior.
4. Only one person on a single swing at a time. Standing or jumping out of the swings is unacceptable. More than one student is allowed on the Triple Big O Swing.
5. Real or toy knives, guns, or other dangerous equipment have no place at school. Also, bringing expensive toys such as Game Boys, collector cards or fragile toys for playground use is not a good choice for students to make. Please remember that the school is not responsible for lost, missing or breakage of personal toys.

PLAY IN DESIGNATED AREAS

1. Children should play well away from the street for safety and security reasons. If balls go into the street, tell a playground supervisor before going to get it.
2. Stay away from the building when classes are in session. This will eliminate disturbing classes.
3. Be respectful and follow the directives of all playground supervisors.

APPROPRIATE DRESS FOR RECESS

General guidelines are as follows:

60° or Warmer: No clothing restrictions

50°s: Layers of clothing

40°s: Coats, Hats, and Gloves

0° or Colder: Inside Recess

Snow: Boots and snowpants are required when the ground is snowy; they can play anywhere on the playground when properly dressed. If they do not have snowpants or snowboots, they will be required to stay on the concrete portion of the playground. Hats and gloves/mittens are also required during cold weather. Students will go out for recess unless it is raining, or the temperature or wind chill are below zero. If the before-school recess is indoors, signs will be posted outside notifying students and parents.

STUDENT PICTURES

All students will have the opportunity to have their picture taken two times a year. A fall picture is taken at the beginning of the school year and a spring picture is offered in March. Students and parents will be notified well in advance of the day pictures will be taken. A picture price list will be sent home. In order to include all students on a class composite, your child/ren's picture will be taken regardless of whether a parents decides to purchase pictures.

TREATS, POP, CANDY, AND GUM

Treats and candy are **not** allowed in school unless the treats or candy are for a scheduled party planned by the classroom teacher. Please do not send them to be consumed during recesses. No drinking juice, sport drinks, or pop, will be allowed in the school halls or out of designated areas. Pop and gum are not allowed except for special circumstances which would be announced.

TRUANCY

It is the responsibility of the parent to contact the school BEFORE 9:00 AM, and inform the school that the student shall be absent and the reason for the absence. PLEASE BE SURE TO CALL THE SECRETARY AT (641) 923-2831 IF YOUR CHILD WILL BE LATE OR ABSENT. Many parents contact the teacher; however, it

is also important to notify the office regarding your child being absent or late. This will help the office keep better records of your child's attendance. If we do not receive a call, you will be called at home or work to verify your child's absence. Failure to receive such information by 9:00 a.m. shall cause the student to be considered truant. A truant student is defined as any child over 6 and under 16 years, in proper physical and mental condition to attend school, who fails to attend school a minimum of 37 days per quarter, 148 days per school year, without reasonable excuse for the absence. (Iowa Code 294.4 & 299.8) As a truant student, the student may be reported to the local law enforcement officers, and the parents may be prosecuted for violation of the state truancy and compulsory education laws. Unless the student has reached the age of 18 or has obtained a court order declaring that student a legally emancipated minor, the parent is responsible, under Iowa law and under the policies and regulations of the Garner-Hayfield-Ventura Community School District to ensure attendance of the student. The local chief of police is designated as the truant officer and will monitor student attendance throughout the district.

A student who is absent without the consent of their parents is truant and the absence is unexcused. Repeated truancy may result in disciplinary action or legal action. Truancy will be reported to the local truant officer who will attempt to pick up the student and return them to school. A student is considered truant when the student:

1. Leaves school without permission and signing out.
2. Is absent from school without prior permission from their parents.
3. Reports to school, but skips classes.
4. Obtains a pass to go to a certain place but does not go there.
5. Has permission from the parent to skip classes/school for no apparent reason.

School officials shall make every effort to get the child to attend school. If the parent or child refuses to cooperate with these efforts, the truancy officer will report the matter to the county attorney.

The county attorney will attempt to mediate the problem first through bargaining or counseling. If no mediation agreement can be negotiated between the home and the school, the county attorney may choose to prosecute to the limit of the law. (See Iowa Code 299.1-5)

VISITORS

The Garner-Hayfield-Ventura Elementary is open to all adult visitors who are parents/guardians. *Please notify the office upon arrival.* Because education is so important to children and because every hour of the day/year is vital to acquiring skills at every grade level, we find it necessary to limit interruptions and distractions at certain times. We encourage classroom visitation EXCEPT FOR THE FIRST TWO WEEKS, AND THE LAST TWO WEEKS OF SCHOOL, AND ANY DAY PRECEEDING A VACATION PERIOD. THIS INCLUDES VISITING FOR LUNCH. Your cooperation is very much appreciated with this. Special invitations may be extended to parents on certain occasions for programs and assemblies. Students from other schools may NOT visit school unless accompanied by an adult and arrangements have been approved by the principal prior to coming.

VOLUNTEERS

Volunteers are an integral part of the educational process at Garner-Hayfield-Ventura. Volunteering gives community members and parents the opportunity to work with the school to provide the highest quality education for our students. Volunteers are an important component in the success of students as they provide teachers with valuable help.

If you would like to work with children and/or assist teachers in the classroom and are willing to give a few hours of your week as a volunteer, please contact Mr. Meyering at (641) 923-2831.

INFORMATION FOR GHV MIDDLE SCHOOL

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WELCOME!

Welcome to GHVMS, a building dedicated to our fifth through eighth graders. We have high expectations for learning in a safe, supportive, and kind environment. We encourage open lines of communication between school and parents.

ABSENCES AND ATTENDANCE REGULATIONS

Students should strive to maintain a good attendance record because there is a direct correlation between attendance and academic success in school. Mandatory attendance laws for the State of Iowa (294.4 and 299.8 Code of Iowa) requires that students between ages 6 and 16 must be in attendance a minimum of 37 days per quarter; 148 days per school year. Our Board policy states students must attend 175 days. Most absences can be kept to a minimum if careful planning is done ahead of time. Please make a commitment to school attendance and getting to school on time. If it is necessary for your child to be absent, please call the school; we have a 24-hour answering service, so you may call at any time.

The school day begins at 8:10 a.m. for middle school students. Students may enter the building for breakfast at 7:30 AM but are to remain in the lunchroom. No student is allowed in other parts of the building before 8:05 AM, unless the student has a written permission slip from a staff member.

Attendance is taken at 8:10 AM each day. If a student leaves school between 10:00 AM and 2:00 PM, they will be counted 1/2 day absent. Every student must have a written and signed excuse indicating the reason for being tardy or absent. For students to participate in extra-curricular activities, they must be present half a day or have made arrangements with the principal.

Please report all absences to the office. Should the parents/child fail to report an absence, the office will attempt to contact the parents or guardian by telephone. On the first day the student returns to school, the student must bring a written excuse, signed by at least one parent or guardian. The excuse should include their name and (1) date of absence, (2) reason for the absence, and (3) parent or guardian's signature.

The student will present the excuse to the secretary in the office.

Excusable absences include:

1. Illness of the student (Three (3) days or more requires a note from the doctor.)
2. Death in the family
3. An emergency
4. Doctor/dentist appointment
5. Authorized religious holiday or school-sponsored activity

For the absence to be excused, such arrangements should include a written request from the parent/guardian for the student to be absent.

ABSENCES: MAKE-UP WORK

The student is responsible for arranging for make-up work. Incomplete grades are given until the work is made up. When a student knows an exam will be given prior to their absence and has participated in the review for the exam, they may be required to take the exam immediately upon return. The student will be allowed to make up the work missed in a manner prescribed by the teacher and will be given credit for the completed assignments. If a student is absent for an extended period of time and needs work sent home, please call the office in the morning. Teachers will prepare homework to be picked up in the afternoon. No make-up work will be prepared for pick-up on the first day of absence.

1. For each day of absence, a student will have that many days plus one additional day to complete the work: Absent one day - two days to complete work; absent two days - three days to complete work;

absent four days - five days to complete work. If for any valid reason the work cannot be completed in the allotted time, the student may contact the teacher and request an extension.

2. If the work is not completed by the due date, arrangements should be made with the teacher for a completion plan.

BICYCLES

Bicycles will be parked in the areas provided. Students who ride bicycles must follow the same traffic laws as motorists. The school is not responsible for the security of student-owned bicycles or other equipment. Bicycles must be in the bike racks and not laying on the ground or on the playground.

CARE OF SCHOOL PROPERTY

Because the school facilities and equipment belong to the whole community, students shall treat school district property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. At the discretion of the administration, such students may be turned over to local law enforcement officers. Each student in grades 5-8 will be assigned a hall locker. The lockers are for the use of the student during the school year but remain, at all times, the property of the school district. Students are expected to use their own locker and keep it neat. School administrators and/or designated representatives retain the authority to conduct a reasonable search of student lockers periodically. Items in violation of school district policies, rules, or regulations found in student lockers will be confiscated. Illegal items may be given to law enforcement officials. Do not bring valuables or large sums of money to school.

COMMUNICATION

Have you ever wanted to ask a question about school or make a suggestion for the improvement of something or someone in the school? Have you ever wanted to solve a problem but were unsure of how to proceed? We share the need and desire to communicate with you AND will try to do so with regular emails and phone calls when deemed necessary. If you want to make an inquiry, offer a suggestion, or alert someone to a concern please:

1. Talk to the person closest to the situation.
2. Be positive and optimistic.
3. Inform teachers or staff when information is unclear or problems need attention.
4. Inform the principal when the school is not serving you or your child as effectively as possible.

CONFERENCES

GHVMS will have orientation / open house meetings before school begins. Students may place items in their lockers at this time. Parent-teacher conferences are scheduled at the close of the first and third quarters. (See calendar in this handbook.) Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a student's progress.

In addition to conferences, parents receive written grade reports four times a year at nine-week intervals. Mid-term reports are sent to parents if students are showing a deficiency in class work (grade D or F) or if students are performing below their potential. Parents should discuss the progress report with their child. If there are questions about the grade report, please contact the teacher. Parents can also access grades online. Parents wishing to utilize the online grading service should contact the secretary to secure a password.

DRESS CODE FOR STUDENTS

There is a strong connection between academic performance, students' appearance, and students' conduct. Inappropriate student appearance may cause material and substantial disruption or distraction to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are

expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Clothing or attire which may damage school property is also prohibited.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco, and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Students should not wear shoes with cleats except for outdoor athletic practices; roller blades, skates, and shoes with wheels are prohibited.

Examples of inappropriate clothing includes, but is not limited to:

- Appropriate dress should not expose cleavage (chest or buttocks), bare stomachs or undergarments.
- Low necklines, front and back, are not acceptable.
- No halter tops, spaghetti straps, tube tops, strapless tops, or backless tops are to be worn in school. All straps should be at least a minimum of two inches wide. (Two fingers wide)
- All shirts must cover the entire torso, including the midriff. (No bare stomachs.)
- All undergarments must be covered. Undergarments must not be visible from the front, side, or back.
- Pants with inappropriately placed holes in them are not permitted.
- Sunglasses, hats, caps, hoods, bandanas, head scarves, and other such head attire are not to be worn unless they are a medical necessity.
- Large bags and coats are not to be taken or worn from class to class.
- Shorts, dresses, and skirts should be of reasonable length and tightness. Skirts are to be at a minimum as long as the fingertips when the arms hang at a person's side.

Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are expected to correct the situation immediately respectfully. If a student violates the dress code, he/she may be assigned disciplinary action, such as detention time, in-school suspension, out-of-school suspension, or recommendation for expulsion (through the Board of Education). All extra-curricular and co-curricular groups must receive approval from their coach or sponsors when ordering dress apparel to be worn at school. All informal groups must have administrative approval if they expect to wear apparel within school jurisdiction.

EXCUSING CHILDREN FROM SCHOOL

Any other absence will be treated as an unexcused absence unless prior arrangements are made with the principal for the student to be absent. **Parents are encouraged to arrange vacations and appointments for times/days that will not interfere with school hours.** If it is necessary to have an appointment during school time, a note of permission signed by the parent or guardian, a phone call, or email is necessary. Individual teachers will not excuse students from classes without authorization from the office. Requests from parents or others for children to be taken from school must always be handled by the principal or secretary.

When parents must take their children out of school for more than three days, they should notify the office. When possible, work will be assigned ahead of time in order that students will not miss important concepts or skills.

GRADES

Grading Scale

A+	100
A	93-99
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

GHVMS ZERO/RETEACH/RETEST POLICY

Our goal is to help students reach the highest level of mastery possible. While our preference is that students complete work accurately and timely, we place more importance on the learning and making sure that learning occurs even if outside of expected timelines.

ZERO POLICY

Our goal is to assign relevant, respectful assignments that help students reach mastery level of the intended standard(s.) We have authentic, engaging work that supports learning of the standards.

Teachers have several options when a student isn't completing an assignment:

- Try to determine WHY the student isn't completing the assignment.
- Make parent contact and ask for assistance at home.
- Work one-on-one with the student during class time.
- Keep the student after school or invite them in before school.
- Assign a working lunch.
- Pull the student from study hall to attend the class an additional period so he/she can complete the assignment with assistance.
- Seek help from student advocates.
- Allow him/her to be tutored by a peer.

The goal is to have the assignment completed to show understanding. We try to avoid students earning zeros, but there are some circumstances where it occurs.

FORMATIVE ASSESSMENTS (DAILY ASSIGNMENTS)

Students should be able to redo assignments where scores did not indicate mastery. This should be done in a timely manner. This can be at the teacher's request or the student's request. There should be tutoring or remediation that occurs to ensure a better understanding and a higher score. The student will receive the higher grade.

PERFORMANCE BASED ASSESSMENTS AND SUMMATIVE ASSESSMENTS (TESTS)

Students should be able to redo tests where scores did not indicate mastery. This should be done in a timely manner. This can be at the teacher's request or the student's request. There should be some tutoring, remediation, or additional studying before the retesting to ensure a better understanding and a higher score. The student will receive the higher grade. Any student can retest one time per assessment. The teacher may schedule an assigned day for retesting or determine when the retesting occurs. The teacher also decides if it will be the same test or one comparable.

LATE WORK POLICY:

All late work must be turned in by the posted due date of midterms and/or grade reporting periods or a student risks a zero on the work. Some teachers may choose to reduce grades for late work; others may choose not to reduce late work.

GUIDANCE AND COUNSELING SERVICES

Mr. Stan Newton, snewton@ghvschools.org, is our 5-8 Counselor. The counselor is an integral part of the total school program. In addition to working with students individually, the counselor will meet with groups of students and conduct classroom and other small-group activities. Services provided include assistance with adjustment to school and growing up, educational planning, occupational and career information, study skills, school and social concerns, or any questions that may be referred by teachers or students. Students and parents should feel free to contact the counselor with any family or personal problems that may affect the child's school behavior or performance.

HOMEWORK HELP WITH PARENTS

Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Here are a few ideas from researchers to help get the most out of that time:

1. A standard time and place should be set aside each day just for studying. This will help students get into a consistent study habit.
2. Parents may access lesson plans online through JMC.
3. Encourage your child to keep a list of their assignments for each class if they don't use an assignment book. Review these with your children as a reminder of what's been assigned and when it's due; also as a means of assuring that no assignments are overlooked, especially long-term assignments.
4. If there are no assignments for a given subject, suggest that the student review or rewrite their notes for the day or review recent assigned readings.

Parents can play a key role in helping develop good homework habits. Provide a quiet, well-lighted study area where your student can spread out the books and papers. It should be away from family, friends, and television, with as few interruptions as possible.

Help your child/ren study for tests and exams by asking questions from resource materials and notes. Check each night to see that all homework assignments have been completed. Your caring sends a powerful message about the value of learning.

TEACHER'S ROLE

Each teacher is responsible for monitoring assignments and behavior of their students. When a student fails to hand in an assignment on time, the work is of unacceptable quality, or the behavior is inappropriate, it is the teacher's job to create a plan with the student to complete it satisfactorily. Those plans may include before school time, during school, a working lunch, or after school time.

HALL PASSES

Students must have a hall pass to be in the halls when classes are in session. Students may obtain a hall pass from any staff member or the principal. Also, each classroom has a hallpass on a lanyard that may be used with permission. Our goal is to maximize instructional time by having students use their passing time wisely. If your child has a medical condition that requires frequent bathroom use, please let the school nurse know so staff can be respectful of that need.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENT'S POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-alike substances; and possessing or using tobacco, tobacco products or look-alike substances. Examples of this could include but is not limited to look-alike devices, vapor pens, and e-cigarettes or electronic cigarettes where the original would include tobacco or nicotine. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students will be reported to law enforcement officials.

INTERFERENCES IN SCHOOL

Students are responsible for the safekeeping of any electronic devices they bring to school. When using these devices students need to use them as to not violate school rules. For example, if a student is using the device to disrespect a student or staff member, it is a rule violation. If these items cause disruptions to education, they may be confiscated and/or disciplinary consequences will be assigned. Disciplinary consequences may increase with repeated violations. Cell phones should only be used when a teacher says it is permissible. Junior High students may use their cell phones at lunch if used appropriately.

INTERNET

At registration, a permission form will be filled out by the parent of each student giving permission to use the internet during school hours. Initial permission requires both the student and their parent to read the school policies concerning the internet. ***Internet Policy & Permission Form In Back of Handbook***

LOST AND FOUND

Each student is responsible for their personal property. Please label coats and sweatshirts (especially ones that have been ordered through the school where there are multiple students with the same article.)

Valuables and money not needed at school should be left at home. Cell phones are the responsibility of the student and should be kept securely out of reach of others. There is a lost in found in each main office. Students should check immediately for any items misplaced or lost.

LUNCHROOM BELIEFS

Lunch should be a time for students to socialize with friends/classmates and to enjoy their meal. Because we want our lunchroom to have a pleasant atmosphere, the lunchroom beliefs listed below will be in effect for all students:

1. Be courteous to classmates when standing in the lunch line and sitting next to them during lunchtime.
2. Treat each other and all lunchroom personnel with respect.
3. Use an ordinary voice level so others may enjoy table conversation.
4. Dispose of trays, milk cartons, napkins, etc., appropriately. Any left over food should be left in the lunchroom.
5. Follow the lunch money policies: Payments for lunch can be given to your child/ren's homeroom teacher or personally brought to the office by the parent. A note will be sent home if you have a negative balance in your account.

MEDIA CENTER

The media center is open to students at GHVMS every class period with teacher permission. Students are encouraged to use the media center materials. Students are responsible for damage to any books, magazines, or lost materials. If a book is lost, a reasonable replacement fee will be charged. Students with overdue books or lost books will not be allowed to check out any other books until the overdue/lost books are returned or reimbursement is made.

PHYSICAL EDUCATION

GHVMS students will have PE every other day depending on their individual schedule. 5th/6th graders will need tennis shoes but will not be required to change their clothes. 7th/8th graders do require a change of clothes as well as tennis shoes. All students must participate in Physical Education unless a medical excuse is presented to the instructor. An excuse written by the parent will be honored for one PE class. Medical excuses for longer than one time need to be from a doctor. Students participating in physical education need clean and dry tennis shoes. It is preferable that the shoes are not the street shoes worn to school.

POSTING NOTICES AND POSTERS

All notices pertaining to activities that are sponsored by Garner-Hayfield-Ventura Schools, must be approved by the building administrator before being posted in the school building. Postings should include the following information: name of the organization that is sponsoring the activity, name of the person who is in charge of activity with a phone number where the person can be contacted, and the purpose of the activity. These may be submitted at each office for approval. The school can also send electronic notices via email if approved by an administrator.

RECESS (5th - 6th graders)

We want our students to participate in recess for many reasons. Playing outside is good for our physical health as well as our social health. If you feel your child cannot participate in recess, please contact a teacher, the nurse, or the principal. Recess is scheduled into each students day and is called Viking Time. The first 20 minutes will be an academic study hall; the last 20 minutes will be social time/recess.

Children on the playground are under the direction of playground supervisors at all times for their safety and protection. Children must obey the playground supervisors and respond to the sound of the whistle immediately.

Boots are required when the ground is snowy. If a student doesn't have boots, he/she will be allowed to stay on the cleared parts of the blacktop. Hats, mittens, and snow pants are requested during cold weather. We trust your judgment as parents but may ask about some choices if we feel dress isn't appropriate for the weather. Students will go out for recess unless it is raining or the temperature or wind chill are below zero.

Treat each other with courtesy, and please be kind.

RETENTION POLICY

We expect students to put effort in their work. If they do this, they will have no problem getting passing grades. Students should be aware that if they fail two or more core courses for the semester, they may be required to repeat that grade again next year. Teachers will make sure that students are aware of what their grades are, but it is also the student's responsibility to make sure that they find out about their grades and that they do all the work and turn in all assignments. We need to work together to make sure that all students succeed. We encourage parents to call the school secretary to set up an easy-to-use account to monitor student grades online.

STUDENT AT-RISK IDENTIFICATION PROCEDURES

The goal of GHV is to help each child reach their maximum potential (Board Policy 500.) Personnel recognize that individual potential varies greatly and individuals often need extra assistance at various points in their school careers. With that understanding, the following procedure for identifying students at risk shall be followed:

A student who is experiencing difficulty in one or more subject areas, or who is having difficulty adjusting to the physical, social, or emotional level expected at their current grade level will be referred to the principal, counselor, or student advocate.

A student at-risk will be targeted for extra assistance as is appropriate for their need and grade level. The teacher/s of the child will meet to confer with the principal, counselor, or student advocate and other available specialists to provide ideas and assistance for the student. A parent who believes their child to be in need of any of the above assistance or programs, may refer the child to any teacher, the principal, or school counselor.

STUDENT BEHAVIOR AND DISCIPLINE CODE

The large majority of pupils are industrious, eager to learn, and capable of self-discipline. However, the school cannot permit the unacceptable behavior of a few pupils to be disruptive to the educational process or set a poor example for our younger students.

It is the responsibility of all people who work with students to assist them in developing good habits of behavioral conduct and to teach respect for law and authority. Through cooperation and understanding between the school and the home, our long-range goal is to prepare our students to become good citizens of the Garner-Hayfield-Ventura Community School District and the United States of America.

DETENTION GUIDELINES FOR DISCIPLINE REASONS

Students may need to have their day extended for discipline reasons when issues can't be resolved through the restitution process. Detentions will be served either during the day or after school in assigned classrooms on a day arranged by the teacher with the student and/or parents. The consequence is at the discretion of the principal or staff issuing the consequence.

IN-SCHOOL SUSPENSION

In-school suspension is a temporary removal of a student from the classroom setting. The student remains in isolation from their peers while under proper supervision anywhere from a short period of time to a full day of school. The principal will contact the student's parents or guardian in the event of a full day needing to be served. In-school suspensions may be deemed necessary by the principal or teacher for infractions of school rules which are serious but do not warrant the need to be removed entirely from the school setting. Students may not have their cell phones when serving an in-school suspension.

TELEPHONE USAGE

We ask that students use the office phones rather than their cell phones. Using office phones allows the school to be informed of the issue and provide assistance. We ask this especially when students are ill or wanting to go home. If your child calls you from his/her cell phone asking you to come to school, please ask them to call from the office so the office can assist.

THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree to legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

TRUANCY

It is the responsibility of the parent to contact the school **BEFORE 9:00 AM**, and inform the school that the student shall be absent and the reason for the absence. PLEASE BE SURE TO CALL THE SECRETARY AT (829-4484) OR E-MAIL chackenmiller@ghvschools.org or cechelberger@ghvschools.org IF YOUR CHILD WILL BE LATE OR ABSENT. Many parents contact the teacher by classroom phone or e-mail. However, it is also important to notify the office regarding your child being absent or late. This will help the office keep better records of your child's attendance. If we do not receive a call, you will be called at home or work to verify your child's absence. Failure to receive such information by 9:00 a.m. shall cause the student to be considered truant. A truant student is defined as any child over 6 and under 16 years, in proper physical and mental condition to attend school, who fails to attend school a minimum of 37 days per quarter, 148 days per school year, without reasonable excuse for the absence. (Iowa Code 294.4 & 299.8) As a truant student, the student may be reported to the local law enforcement officers, and the parents may be prosecuted for violation of the state truancy and compulsory education laws. Unless the student has reached the age of 18 or has obtained a court order declaring that student a legally emancipated minor, the parent is responsible, under Iowa law and under the policies and regulations of the Garner-Hayfield Community School District to ensure attendance of the student. The local chief of police is designated as the truant officer and will monitor student attendance throughout the district.

A student who is absent without the consent of their parents is truant and the absence is unexcused. Repeated truancy may result in disciplinary action or legal action. Truancy will be reported to the local truant officer who will attempt to pick up the student and return them to school. A student is considered truant in these circumstances:

1. Leaves school without permission and signing out.
2. Is absent from school without prior permission from their parents.
3. Reports to school, but skips classes.
4. Obtains a pass to go to a certain place but does not go there.
5. Has permission from the parent to skip classes/school for no apparent reason.

School officials shall make every effort to get the child to attend school. If the parent or child refuses to cooperate with these efforts, the truancy officer will report the matter to the county attorney.

The county attorney will attempt to mediate the problem first through bargaining or counseling. If no mediation agreement can be negotiated between the home and the school, the county attorney may choose to prosecute to the limit of the law. (See Iowa Code 299.1-5)

VISITORS

GHVMS is open to all adult visitors who are parents/guardians. *Please notify the office upon arrival.* Because education is so important to children and because every hour of the day/year is vital to acquiring skills at every grade level, we find it necessary to limit interruptions and distractions at certain times. We encourage classroom visitation. Special invitations may be extended to parents on certain occasions for programs and assemblies. **Students from other schools may NOT visit school unless accompanied by an adult and arrangements have been approved by the principal prior to coming.**

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WELCOME!

To The Students of Garner-Hayfield-Ventura High School

Welcome back! We hope that you are excited and re-energized for the upcoming school year! The purpose of attending school is to improve your mind and body; to prepare for life beyond high school; and to become productive citizens in our democracy. We want you to enjoy your high school years and set goals for yourself. We hope you will become an active participant in school life so that your years at Garner-Hayfield-Ventura High School are meaningful and memorable. The student body determines the atmosphere of a school and your involvement and participation is a key to our success. Our school should be a place all students want to attend. It should be a kind, caring, compassionate, and respectful environment. There are basic rules and guidelines in our school that all students are expected to follow. Remember our four core values when involved in all school activities:

1. Be here and be on time.
2. Do right.
3. Do your best.
4. Be yourself and be respectful of others being themselves.

To The Parents and Guardians of Garner-Hayfield-Ventura High School Students

Our school functions most effectively with your support and cooperation. We want to work with you and for you to provide the best possible educational experience for your student. Please feel free to visit the school and its personnel anytime. Our phone number is (641) 923-2632; or you may email any teacher or principal at any time. We ask that you continue to monitor your child's educational progress on a daily and weekly basis. Please see that your child dedicates ample time for studying each day. Also monitor your student's progress by using JMC on a regular basis. Please work with us to foster respect and honesty both in and outside of the school. We want our schools to be a safe place for all students.

Let's have a great school year!

Mr. Jim Haag
GHVHS Principal

Activity Sponsors

Drama & Plays:	Stacie LaMoore
Honor Society:	Jil Mitchell
Mock Trial	Heather Baumgard
Musicals:	Elizabeth May, Jason Heitland
School Newspaper:	Kaitlyn Aberson
Speech Contest:	Heather Baumgard
Student Council:	Dustin Ward, Sydney Holmes
Teen Advisors:	Deb Quintus
Yearbook:	Kaitlyn Aberson

Class Sponsors

Seniors:	Jan Bier and Vicky Olson
Juniors:	Paula Laird and Ashley Young
Sophomores:	Josh Omans
Freshmen:	Bob Baumgard

Coaches - (Head Coach is in bold print.)

Football:	Scott VanDusseldorp , Brandon Kammrad, Ben Goll, Josh Banse
Cross Country:	Jeff Short ,
Volleyball:	Kelsey Steffens , Dustin Ward, Renee Weisenstein
Girls Basketball:	Matt Frank , Dustin Ward
Boys Basketball:	Jake Young , Jack Johnson
Wrestling:	Cory Jenniges , Travis Dodd
Girls Track:	Dyan Childress , Emberly Albertson
Boys Track:	Kelsey Steffens ,
Softball:	Kaitlin Murphy , Hannah DeVries
Baseball:	Shawn Schlechter , Paul Childress, Ryley Kosizek
Girls Golf:	Todd Greiman
Boys Golf:	Ken Krause
Boys Soccer:	Eric Williams , Josh Banse
Girls Soccer:	Hannah DeVries

GARNER-HAYFIELD-VENTURA HIGH SCHOOL STAFF

Aberson, Kaitlyn	English 11, Journalism, Publications, Fundamentals of English 11, Literacy Skills
Ades, Jami	Special Education
Albertson, Emberly	Conceptual Chemistry, Intro to Chemistry, Advanced Chemistry, Integrated Science, Physics
Bahnsen, June	Spanish 1-5
Baumgard, Bob	Vocational Agriculture 1-4, Ag. Business, College Agronomy/Animal Science,
Bierle, Angie	Guidance Counselor
Carew, Kristi	High School Media Specialist
Childress, Dyan	Physical Education, Health
Denny, Renee	K-12 Special Education Coordinator
Englin, Tony	Industrial Technology Education
Graham, Matt	Activities Director, NIACC Entrepreneur Academy, Accounting, Personal Finance & Investments
Griffin, Jeff	Instrumental Music
Haag, Brenda	K-12 Tech Coordinator
Haag, Jim	High School Principal
Halsne, Brandi	Sociology, Economics, American Government, Psychology

Heitland, Jason	Vocal Music
Holmes, Sydney	World Studies 1 & 2, Geography, American History
Hinders, Dianne	Curriculum Director
Johnson, Jack	Computer Applications, Introduction to Business, Retail Marketing, Business Law
Kumsher, Jennifer	Talented and Gifted program
May, Elizabeth	English 10, English 12, Fundamentals of English 12
Mitchell, Jil	At Risk Instructor, Success Center
Neuberger, Kerry	English 9, College Composition 1 & 2, English 10
Obermann, Joe	Foundations of Art, Creative Drawing, Photography, Sculpture, Painting, Graphic Design
Omans, Josh	Industrial Technology Education, College Maintenance & Shop Operations
Short, Jeff	Industrial Technology Education
VanDusseldorp, Scott	Anatomy, Biology, Integrated Science, Introduction to College Biology
Vansickel, Nicole	Advanced Health, Foods, Advanced Foods, Culinary Arts, Textiles, Child Development, Intro. to Teaching, Personal & Family Relationships
Ward, Dustin	Geometry, Consumer Math, Pre-Calculus, Calculus
Weisenstein, Renee	Algebra 1A/1B, Algebra 1, Statistics, Algebra 2

GARNER-HAYFIELD HIGH SCHOOL SUPPORT STAFF

Associates:	Heather Baumgard, Gail Keraus, Lisa Kraus
Buildings & Grounds:	Kris Hanson
Custodians:	Randy Formanek, John Messenburg
Food Service Director	Kathy Zobrist
GAP Coordinator:	Deb Quintus
Guidance Secretary	Vicky Olson
High School Secretary	Jan Bier
Superintendent's Secretaries:	Pat Schmidt, Paula Laird, Holly Fischer

SCHOOL HOURS 9-12 STUDENTS

BREAKFAST HOURS	7:30-8:15 AM
BEGINNING TIME:	8:25 AM
DISMISSAL TIME:	3:25 PM

PS-12 SCHOOL PHONE NUMBERS (All are area code 641)

PS-4 Grades:	923-2831 / Fax: 923-2031
5-6 Grades:	829-4482 / Fax: 829-3906
7-8 Grades:	829-4484 / Fax: 829-3995
9-12 Office:	923-2632 / Fax: 923-4005
Supt. Office:	923-2718 / Fax: 923-3825
Web address:	www.ghvschools.org

STUDENT ACTIVITY GROUPS

Drum Majors - Jeff Griffin, Sponsor

Patrick Carew, Alyssa Nelson

Colorguard - Jen Osterkamp, Sponsor

Abby Christians, Rachael Hanson, Olivia Juenger, Stephenie Marzen, Paige Schnieders, Kylee Smith, Hannah Swartout, Lauren Wirtz, Marleya Woody

FFA OFFICERS - Bob Baumgard, Sponsor

Jace Pringnitz, President; Brielle Smeby, Vice President; Zach Eichmann, Secretary;
Jon Erdman, Treasurer; Grace Greiman, Reporter; Erik Goll, Sentinel; Matt Barickman, Historian

Impulse Vocal Jazz - Jason Heitland, Sponsor

Mara Anderson, Kyle Bell, Patrick Carew, Payton Echelberger, Eric Heitland, Madeline Hinz, Cam Lau, Holden Larson, Kenadie Lau, Alyssa Nelson, Caleb Renner, Abby Sokol.

STUDENT COUNCIL - Dustin Ward & Sydney Holmes, Sponsors

Student Body President: Tori Sloan

Seniors: Reece Smith, Pres.; Brielle Smeby, VP; Grace Greiman, Sec.; Mara Anderson, Treas.;
Class Reps: Matthew Barickman, Erik Goll, Dalton Hawe

Juniors: Luke Brown, Pres.; Landon Dalbeck, VP; MyKenzie Darg, Sec.; Nick Billings, Treas.;
Class Reps: Madeline Hinz, Abby Sokol, Carlee Frayne

Sophomores: Travis Schmidt, Pres.; Isaac Knutson, VP; Jayden Frank, Sec.; Jamie Hejlik, Treas.;
Class Reps: Brody Boehnke, Jack Ermer, Morgan Ryerson

Freshmen: Evan Sloan, Pres.; Braden Renner, VP; Kylie Anderson, Sec.; Sam Wood, Treas.;
Class Reps: Paige Roberts, Kylie Hughes, Kevin Garcia

TEEN COUNCIL - Deb Quintus, Sponsor

Abbey Case, MyKenzie Darg, Jayden Frank, Carlee Frayne, Jamie Hejlik, Nicholas Huinker, Hayden Hutcheson, Stephanie Marzen, Vanessa Olson, Morgan Ryerson, Travis Schmidt, Lorna Whelan

CONDUCT OF STUDENTS: POLICIES & PROCEDURES

A JURISDICTIONAL STATEMENT

The guidelines for student conduct laid out in this handbook provide students with the basic principles which seek to guide student conduct at school. All students are expected to follow these guidelines. Violations and inappropriate student conduct may result in the assignment of disciplinary consequences. This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees, and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity, or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rules, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular/co-curricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations, and student handbook. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations, and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the high school or building principal for information about the current enforcement of the policies, rules, regulations, or student handbook of the school district.

ACADEMIC LETTER AWARDS GUIDELINES (9-12)

1. A letter will be awarded to a GHV student who has earned a cumulative grade point average of 3.30 at the conclusion of their sophomore year. A service bar will be awarded to the letter winner each semester who maintains their cumulative grade point average at or above the 3.30 minimum. The maximum award per individual would be one letter and four service bars.
2. If a student fails to qualify after their sophomore year, but raises their cumulative grade point average and meets the requirements as a junior or senior, the letter will be awarded after the semester they have earned a 3.30 cumulative grade point average. A service bar will be awarded each semester thereafter they maintain a 3.30 cumulative grade point average.
3. A transfer student must complete one semester (a minimum of 60 days) at GHV as well as meeting each of the other prescribed minimum requirements.
4. A 3.299 will remain as such and not rounded to 3.30.

ADDING/DROPPING CLASSES

If class size permits, students have four (4) days at the beginning of each semester to drop or add a class. In order to drop or add a class, students must obtain an appropriate form from Mrs. Bierle in the Counseling Office. Students must secure parental approval, counselor and/or principal approval, and notify teachers of the proposed change. Students will not be allowed to add/drop until the appropriate form is signed and returned to the Counseling Office.

AT-RISK STUDENT IDENTIFICATION

The goal of Garner-Hayfield-Ventura High School is to help each child reach their maximum potential (Board Policy 500). High School personnel recognize that individual potential varies greatly and individuals often need extra assistance at various points in their school careers. With that understanding, the following procedure for identifying students at risk shall be followed:

A student who is experiencing difficulty in one or more subject areas, or who is having difficulty adjusting to the physical, social, or emotional level expected at their current grade level will be referred to the principal, school counselor or at risk coordinator. A student at-risk will be targeted for extra assistance that is appropriate for their need and grade level. The teacher/s of the student will meet to confer with the Principal, Counselor, or At-Risk Coordinator and other available specialists to provide ideas and assistance for the student. The school may provide one of the following: homework help, support group, friends program, or a social skills group. Other programs available are Title I Reading, special education services, or the Limited English Proficiency Program. A student at-risk will be monitored and an intervention in the general education setting will be applied according to the GEI (General Education Intervention) Process.

ATTENDANCE AND ABSENCES

STUDENT ABSENCES - EXCUSED Board Policy 501.12

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the educational program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. After each absence, students are to check in at the principal's office to verify that their absence has been excused by a parent or guardian. It shall be the responsibility of the student's parent or guardian to communicate to the principal's office the reason for the student's absence. Communication can be made either by telephone call, email, or by a note written by the parent or guardian.

Students are expected to attend school with regularity and promptness. Since regular and punctual attendance is considered necessary in order for a student to obtain the maximum benefit from the instructional program, students should not be absent any more than is absolutely necessary. Unexcused absences (skips) will result in the assignment of disciplinary consequences.

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities.

Students whose absences are approved shall make up the work missed and receive full credit for the missed school work. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed. Students who know in advance they will be absent from school are strongly encouraged to get their assignments from their teachers. This will allow them to work on their assignments during their absence. Parent/guardian shall notify the school office that their child would be gone from school five days advance of the absence about vacation absences.

Students who wish to participate in school-sponsored activities must arrive at school by 12:29 PM the day of the activity, unless permission has been given by the principal or their designee for the student to be absent.

It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The superintendent or his designee may request evidence or written verification of the student's reason for absence.

The first three (3) days of absence in any semester by any student will result in the teacher being responsible for making sure that the student gets the needed assignments and completes them. Beginning with the fourth (4th) absence, the student becomes totally responsible for seeing the teacher about any missed assignments. The responsibility lies totally with the student if credit is to be received for the necessary work. Students will be allowed the number of days missed plus one to complete make-up work.

ABSENCES - UNEXCUSED Board Policy 501.12

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but not be limited to, (tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations, and employment). Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to supervised study hall or in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be truancy.

ABSENCES - TRUANCY - UNEXCUSED REGULATIONS Board Policy 501.12

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout his or her lifetime. More and more, employers, colleges, and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only retards their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents, and school.

Students who are absent without a reasonable excuse, as determined by the principal, will be assigned to supervised study hall, detention, early bird school, in-school suspension on a Saturday or non-teaching day, in-school suspension, long-term suspension or expulsion (through the Board of Education), or other appropriate disciplinary sanction. Reasonable excuses include illness, family emergencies, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations if the student's work is finished prior to the trip or vacation. When a student reaches eight (8) unexcused absences in a quarter (32 total for the year), corrective measures will be taken and the

county attorney may be contacted for possible filing of truancy charges against the parents/guardians. A student who is not a mandatory attendee, the age of 16, will be exempt from this and appropriate educational placement will be addressed moving forward.

Students will be allowed to make up all work missed due to any absence and will receive full credit for make-up work handed in on time. Teachers shall not have attendance or grading practices that are in conflict with this provision.

ABSENCES - TYPICAL EXCUSED AND UNEXCUSED

An approved absence is one in which the building principal has approved the parent's request to excuse a student's absence. Any student that has missed the first half of the school day due to an absence will not be able to attend or participate in any extracurricular activity at school. Therefore, parental request for excused absence will not always be granted. Possible acceptable excuses for absence or tardy include, but are not limited to the following:

1. Parent/guardian should phone the building office the same day an absence due to illness or injury occurs. Students will receive an unexcused absence if calls are not made to the building office the same day that the illness/injury occurs.
2. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. Every absence from classes by students will require a written excuse or telephone call from the parent or guardian of the child, clearly giving the reason for such absence. If a note or call is in question, further clarification to determine if the student should be excused will be required. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed two days past the date of illness/injury.
3. **Medical, dental, chiropractic, optometric, or other valid professional appointments. Parents and/or guardians are requested to make their appointments for these type of events during non-school hours if at all possible.** Students/parents are urged to make such necessary appointments during free periods if occurring during the school day.
4. A death in the immediate family or funerals of close relatives.
5. Religious holiday.
6. A court appearance or other legal proceeding which requires the attendance of the student.
7. Quarantine as imposed by a public health officer.
8. Attendance at special events of educational value, which the building principal approves five days in advance.
9. Approved school activities during class time.
10. Special circumstances that show good cause, which the building principal approves five days in advance.
11. If students are late to school due to weather, or parents choose not to send their child to school, or pulled her child from school due to weather, these absences are excused. Principals may need to use some discretion if it is felt a parent is abusing the situation.
12. Students who excuse themselves from school for reasons other than illness, without the consent of parents, principals, teachers, or superintendent, will stand suspended until reinstated.
13. No excuse for absence from school or classes will be accepted for pleasure, shopping, or other inadequate reasons. If a parent personally requests to take his child with them for a special event, the school shall honor this request.
14. No child shall be excused or taken from school during school hours unless positive verification of the validity of the request can be made by a teacher, principal or secretary.
15. **Any student who accumulates three (3) unexcused absences from a class period may be dropped from that class and may receive a grade of "F" and lose credit. That student may also be subject to assignment to the Lakeside Alternative program to recover lost credit.**

Parents and guardians are expected to notify the school regarding a student's absence the same day of the absence. An answering machine operates 24 hours a day. An absence may be reported to the building office by calling: (641) 923-2632.

ATTENDANCE RECORDING

When a student is late to school they are counted tardy in almost every case; an exception to this policy is when a student arrives to school a few minutes late from a dental or doctor appointment (student will be counted tardy excused). If a student has a doctor appointment or professional appointment during the school day and permission from a parent they will not be counted absent if they only miss a study hall. If a student misses over half of a class period, it will be counted as an absence from that class. Generally speaking, if a student misses over 4 hours of the school day it will be recorded as being absent from school for one day; and being absent up to 4 hours is recorded as being absent for 1/2 day. Any time a student is late to class without an admit they are considered tardy. Teachers may assign students detention time for tardiness.

ATTENDANCE RULE FOR PARTICIPATION IN PRACTICES AND ACTIVITIES

Each student must be in school the last half of the day in order to participate in an activity or practice session. Any exceptions to this regulation are at the discretion of the administration and the student needs to communicate to the administration as to why they plan to be absent. Individual coaches or sponsors may have a more restrictive attendance policy than defined above. The last half of the school day will be defined as after **12:29 PM**.

BICYCLES/MOPEDS AT THE HIGH SCHOOL BUILDING

Bicycles will be parked in the areas and racks provided. Mopeds will be parked in the east parking lot by the football press box. Students who ride bicycles and mopeds must follow the same traffic laws as motorists. The school is not responsible for the security of student-owned bicycles, mopeds or other equipment.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. All students must be in the cafeteria and remain in the cafeteria during their assigned lunch shift. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Students eating hot lunches will use their student ID number (do not give that number to anyone else). The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in receptacles provided.
2. Returning all trays and utensils to the disposal area.
3. Leaving the table and floor around your place clean.
4. No food will be taken from the cafeteria.
5. Cafeteria lines will move with order and efficiency, if you are patient and polite in waiting your turn.
6. Do not sit on the lunch tables or heat ventilators.
7. Students are to remain in the cafeteria area after they have eaten their lunch until dismissal time.

CLASS LOADS

Students must be registered for at least 7 of 9 classes per semester unless prior permission is granted by the principal or counselor. There are situations when 7 classes may not be available or appropriate for certain students.

CLASSROOM RULES

The teacher must be the manager of the classroom discipline. Therefore, minor disciplinary offenses are the responsibility of the classroom teacher. Teachers are expected to develop, communicate, and enforce reasonable classroom regulations. When the situation arises in which the educational process is unable to proceed effectively, the classroom teacher may take additional action. Such action may include:

1. Notification of parent/guardian.
2. Assignment of detention time.

3. Parent-student-teacher conference.
4. Removal from class.
5. Saturday detention or suspension.

Students who violate classroom regulations may be referred to the principal's office for disciplinary action.

CO-CURRICULAR AND EXTRA-CURRICULAR PARTICIPATION (9-12)

We place a very high value on co-curricular and extra-curricular participation here at GHVHS. It is our feeling that a student will value their high school experience more deeply if the relationship is more than merely attending classes. Such things as athletics, instrumental and vocal music, FFA, FCCLA, yearbook, school newspaper, speech and drama, etc., give a student an opportunity to belong to a more closely knit group than just being a part of the high school in general. Co-curricular and extra-curricular activities allow students an opportunity to develop their concept of excellence in further detail and should be viewed as valuable experiences. Some of these activities are highly competitive in nature. The values to be gained by each student vary from one activity to another. There is even a difference in the values which are gained by different students within the same activity. Student must be present in school by 12:29 PM in order to practice or perform in a co-curricular and/or extra-curricular activity that day. If leaving during the day for half or more of the school day, the student is to check with the administration ahead of time for approval to be eligible for co-curricular activity. It should not be interpreted that we place co-curricular or extra-curricular activities above academic pursuits. Student must achieve certain academic standards to remain eligible.

CONFERENCES/MIDTERM REPORTS

Parent-teacher conferences are scheduled at the Garner-Hayfield-Ventura High School at the close of the first quarter and in March. (See calendar in this handbook.) Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a student's progress. In addition to conferences, parents receive written grade reports four times a year at nine-week intervals. Mid-term reports are sent to parents of students are showing a deficiency in class work (grade D or F), or if students are performing below their potential. Parents should discuss the progress report with their child. If there are questions about the grade report, please contact the teacher.

CONTROVERSIAL ISSUES

A "controversial issue" is a topic of significant academic inquiry about which a substantial group of citizens of this community, this state, or this nation hold sincere and conflicting points of view.

It is the belief of the Board of Education that controversial issues should be fairly presented in a spirit of honest academic freedom so that students may recognize the validity of the other points of view. Students should learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the facts related to the controversy. It shall be the responsibility of the instructor to present full and fair opportunity and means for students study, consider and discuss all sides of the controversial issues including, but not limited to, political philosophies.

The Board of Education encourages full discussion of controversial issues in a spirit of academic freedom that demonstrates to students that they have the right to disagree with the opinions of others but they also have the responsibility to base the disagreement on facts and to respect the rights of others to hold conflicting opinions.

COMMUNICATION

Have you ever wanted to ask a question about school or make a suggestion for the improvement of something or someone in the school? Have you ever wanted to solve a problem but were unsure of how to proceed? We share the need and desire to communicate with you AND will try to do so with regular bulletins sent home with students and phone calls when deemed necessary. If you want to make an inquiry, offer a suggestion, or alert someone to a concern please:

1. Talk to the person closest to the situation.
2. Be positive and optimistic.

3. Inform teachers or staff when information is unclear or problems need attention.
4. Inform the principal when the school is not serving you or your child as effectively as possible.

COMPLAINTS AND GRIEVANCES CODE NO. 502.6

Student complaints and grievances regarding board policy or administrative regulation violations and other matters should be addressed to the student's teacher or other member of the certificated personnel, other than administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest administrative level.

If the complaint cannot be resolved by the teacher, the student may discuss the matter with the principal within five days. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting.

COMPUTER/CHROMEBOOK ACCEPTABLE USE POLICY FOR SCHOOL ISSUED CHROMEBOOKS

The focus of the one-to-one ChromeBook program at the Garner-Hayfield-Ventura School is to prepare students for their future, a world of digital technology and information. The 21st Century Skills in Education requires that technology be integrated throughout the curriculum. By increasing student access to technology it allows each to learn at their full potential and prepare them for the real world of college and the workplace. This technology encourages problem solving and critical thinking skills, yet does not diminish the teacher from facilitating the learning. The Garner-Hayfield-Ventura School, following the CIPA requirements, has safety policies and technology protection in place to filter and monitor the online activities of minors/students.

This agreement is made effective upon receipt of the ChromeBook, between the Garner-Hayfield-Ventura School (GHV), the student, and their parent or legal guardian. The student and parent(s), in consideration of being provided with a ChromeBook and related materials for use while a student at GHV agree to the following:

To protect the GHV asset, the administration retains the right to assign probationary privileges to students at a minimum of the following:

- Newly arriving student to the district.
- Students with poor attendance records.
- Students who have violated the Acceptable Use Policy.
- Students whose parent/guardian requests the student not take the ChromeBook home.

The student is responsible for reasonable care and use to ensure the ChromeBook is not damaged. Treat this device with as much care as if it were your own. A 'ChromeBook Care' document is posted on the school website. If the damage is not covered by warranty, or is caused by gross negligence, as determined by the administration, the student and parent or guardian will be billed a fee according to the ChromeBook Loan Agreement.

Examples of gross negligence include, but are not limited to:

- Leaving the device unattended and unlocked resulting in loss or damage.
- Lending equipment to others other than one's parent/guardian.
- Using the device in an unsafe environment.
- Using the device in an unsafe manner.

ChromeBooks are intended for use at school each day and brought to all classes, unless specifically advised not to do so by the teacher. ChromeBooks are intended for educational use only as determined by teachers and administration. **(For example, during the school day gaming or other uses not approved by a teacher is a violation of the acceptable use policy.)** ChromeBooks are to be fully charged at home and brought to school ready for use in the classroom. Repeat violations of this policy may result in disciplinary action.

In addition to ChromeBooks, the GHV Acceptable Use Policy applies to student use of all school devices, such as lab computers, classroom computers and iPads. The complete Acceptable Use Policy is available on the GHV website, and a hard copy is available upon request.

CORRIDOR AND HALLWAY COURTESY

1. As students are passing through corridors and rounding corners, walk to the right when possible.
2. Pass through corridors quietly. Be considerate of others in the halls and classrooms.
3. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
4. Leave the school building after dismissal unless under the supervision of a teacher.
5. Roller Skating, rollerblading, shoes with wheels, and skate boarding are not allowed in the building.

DANCE REGULATIONS

School-sponsored dances are held throughout the school year and must be approved by the principal prior to the dance. All basic school rules apply at school dances. Middle school age or students 21 and older may not attend high school dances. At all of our dances there is a "door closed" time. No admittance after that time will be allowed unless the person has made advanced arrangements with the principal or dance sponsor. Secondly, once a student enters, they may not leave and then return later. "Once you step outside the door, you are gone for the night" is a standard rule.

Garner-Hayfield-Ventura High School is committed to providing a safe, respectful, and appropriate environment for students at our school dances. The aforementioned guidelines have been established for school dances at GHVHS. In order to be admitted to the dance, students must agree to follow the guidelines. Students that bring out-of-school dates must make sure their dates also follow the rules and have signed the guest list by the appropriate time.

DIGITAL CITIZENSHIP

Students are responsible for using all technologies and digital devices in a responsible, trustworthy and mature manner. As a school district, we want to be proactive and progressive when it comes to technology advancement and the development of good digital citizens is extremely important. At GHVHS, we accept the responsibility to educate and create users of technology that are conscientious and use the technologies in an appropriate and mature manner. Here are three basic student guidelines towards good digital citizenship we follow here at GHVHS:

1. "If you would not say it in person, do not say it online."
2. "Think before you post."
3. "Once it is, it always is."

DISMISSAL FROM CLASSES

If a teacher finds it necessary to remove a student from the classroom or study hall for disruptive behavior, the student is expected to report immediately to the principal's office. There will be a conference held involving the student, the teacher, and the principal to resolve the issue. This conference will be held at the earliest possible time for the parties involved.

A first removal from a class usually carries a minimum of 30 minutes of detention. Whether the student will go on to other classes will be determined by the principal or his designee as soon as possible.

A second removal from a classroom or study hall may result in the student being suspended from a specific class or from school and/or increased disciplinary consequences.

A third removal from the same class or study hall may result in the student being dropped from that class with an “F”, and the student may be suspended from school with the principal recommending that reinstatement come only when the student has appeared before the Board of Education to show reason why they should be readmitted. Less severe disciplinary action may also be used. The determining factor will be the student’s willingness to act appropriately to re-enter the class.

DRESS CODE FOR STUDENTS

There is a strong connection between academic performance, students’ appearance, and students’ conduct. Inappropriate student appearance may cause material and substantial disruption or distraction to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Clothing or attire which may damage school property is also prohibited.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco, and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Students should not wear shoes with cleats except for outdoor athletic practices; roller blades, skates, and shoes with wheels are prohibited.

Examples of inappropriate clothing includes, but is not limited to:

- Appropriate dress should not expose cleavage (chest or buttocks), bare stomachs or underwear.
- Low necklines, front and back, are not acceptable.
- No halter tops, spaghetti straps, tube tops, strapless tops, or backless tops are to be worn in school. All straps should be at least a minimum of two inches wide. (Two fingers wide)
- All shirts must cover the entire torso, including the midriff. (No bare stomachs.)
- All undergarments must be covered. Undergarments must not be visible from the front, side or back.
- Pants with inappropriately placed holes in them are not permitted.
- Sunglasses, hats, caps, hoods, bandannas, head scarves and other such head attire are not to be worn unless they are a medical necessity.
- Large bags and coats are not to be taken or worn from class to class.
- Shorts, dresses and skirts should be of reasonable length and tightness. Skirts are to be at a minimum as long as the fingertips when the arms hang at a person’s side.

Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student’s appearance. Students inappropriately dressed are expected to correct the situation immediately and without questioning/argumentativeness or risk immediate out-of-school suspension. If a student violates the dress code, they may be assigned disciplinary action, such as detention time, in-school suspension, out-of-school suspension, or recommendation for expulsion (through the Board of Education). All extra-curricular and co-curricular groups must receive approval from their coach or sponsors when ordering dress apparel to be worn at school. All informal groups must have administrative approval if they expect to wear apparel within school jurisdiction.

EARLY GRADUATION REQUIREMENTS - Board Policy 505.7

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy and follow the procedure below. In such cases, the student must have the approval of the board and a recommendation by the superintendent to graduate early.

Students requesting early graduation are to follow the procedure listed below:

1. Initial request for early graduation must be initiated no later than at semester of the students junior year to develop a plan with the school counselor.
2. Formal request for early graduation must be initiated at least one (1) semester prior to the intended graduation date.
3. The student and their parent or guardian should initiate the request for early graduation in writing to the high school counselor clearly stating the reasons a request for early graduation is being made.
4. The counselor will review the written request, assess the students credits, and determine whether early graduation is possible. If the student is eligible for further consideration, the request will be forwarded to the principal with the counselor's recommendation.
5. The principal will schedule a conference with the student to review the request. Upon completion of this conference, the principal will then approve or deny the request.
6. If approved by the principal, the request will then be forwarded to the superintendent to be reviewed by the Board of Education who will make the final approval.

When an early graduation request is granted and the student has met the graduation requirements, the student then forfeits all eligibility rights (ie: music, trips, sports, prom, dances, etc.). Students may return for commencement activities only. Graduated students are not to be in the building during school hours unless approved by the building principal.

GRADING SYSTEM

It is possible to get through school without cracking a book -- if you are one of the fortunate ones born with a superior intellect. All any school has to offer is the opportunity for people to learn. Grades are an evaluation of what you know and are able to do. They become a part of a permanent record that lasts as long as you live. We only keep them - you make them.

<u>Points</u>	<u>Letter grade</u>	<u>Score value</u>	<u>GPA</u>
11	A	94-100	4.000
10	A-	90-93	3.667
9	B+	87-89	3.333
8	B	84-86	3.000
7	B-	80-83	2.667
6	C+	77-79	2.333
5	C	74-76	2.000
4	C-	70-73	1.667
3	D+	67-69	1.333
2	D	64-66	1.000
1	D-	60-63	.667
0	F		

GRADING: ZERO/RETAKE/LATE WORK POLICIES

Our goal at GHVHS is to help students reach the highest level of mastery possible. While our preference is that student's complete work accurately and timely, we place more importance on the learning and making sure that learning occurs even if outside of expected timelines or deadlines. These policies and practices are intended to improve consistency in academic grading among teachers, courses, subject areas, and departments for grades 9-12 and focus on student academic achievement. The primary purpose of the grade assigned to a student is to communicate the academic achievement of that student.

Zero Policy

Our goal is to assign relevant, respectful assignments that help students reach mastery level of the intended standard(s.) We stay away from “busy work” and we do not have “completion grades.” We have authentic, engaging work that supports learning of the standards.

Allowing a student to earn a zero on an assignment sends several wrong messages:

- 1) The assignment wasn't that important in the first place;
- 2) You're right; you're not capable of doing this; and
- 3) Our assignments in class are optional.

You have several options when a student is not completing an assignment:

- Try to determine WHY the student isn't completing the assignment.
- Make parent contact and ask for assistance at home.
- Work one-on-one with the student during class time.
- Keep the student after school or invite them in before school.
- Find a different format for the student to show they have mastered the materials. Would a verbal discussion work? Would a different type of worksheet work? Would a written paragraph work? Could they use technology to demonstrate mastery/proficiency? Could they verbally demonstrate mastery to you?
- Pull the student from study hall to attend your class an additional period so they can complete the assignment with assistance from you.
- Seek help from study hall teachers and/or student advocates.
- Allow them to be tutored by a peer.

The goal is to have the assignment completed to show understanding. If a student has been given multiple opportunities to complete assignments and chooses not to complete, refuses to do so, or makes no effort to do the assigned work, the assignment of a zero becomes a viable option for the teacher. In this instance, it is strongly encouraged that the teacher makes a parent contact (phone call or e-mail) and receives a response from a parent prior to assigning a zero.

Retake/Retest Policy

Formative Assessments (Daily assignments)

Students should be able to redo assignments where scores did not indicate mastery. Again, mastery of materials is more important than timelines. This should be done in a timely manner. This can be at the teacher's request or the student's request. There should be tutoring or remediation that occurs to ensure a better understanding and a higher score. Students should be prepared for class by having all homework assignments completed and preparation for quizzes done. It is at the discretion of the teacher to allow a retake on a formative assessment (quiz) if a student was not adequately prepared and is attempting to abuse this policy. The student will receive the higher grade.

Performance Based Assessments and Summative Assessments (Tests)

Students should be able to redo summative tests where scores did not indicate mastery. This should be done in a timely manner. This can be at the teacher's request or the student's request. There should be some tutoring, remediation, or additional studying before the retesting to ensure a better understanding and a higher score. Teachers have the discretion to require all late work to be submitted before allowing a retake. The student will receive the higher grade. Any student who receives an “F” can retest one time per assessment. The teacher may schedule an assigned day for retesting or determine when the retesting occurs. The teacher also decides if it will be the same test or one of comparable design and content.

Minimum Retake Procedures

1. Required for all end of unit/chapter assessments.
2. Required for students that failed the original assessment.

Student Expectations:

1. Follow the retake procedure for that class under the supervision of the teacher.
2. Complete the following:
 - a. Missing work for the unit/chapter of the retake.
 - b. Relearning form.
 - * Used to document additional learning activities the student has performed in order to learn the materials (standards/benchmarks).
 - c. Complete retake within 5-days (Days absent included – unless it is the test day) unless granted permission from teacher/administration.

Teacher Expectations:

1. Allow each student the opportunity for 1 retake for end of unit/chapter assessments. Teacher may allow additional retakes, but not required.
 - a. Retake does not have to be in the same format as the original.
 - b. Retake does not have to be inclusive of the chapter/unit, but should include the deficient areas identified for each student.
2. Create retake procedures that support students through the relearning process.
 - a. Procedures should focus on the deficient areas for each student.
 - b. Procedures should take into account the learning needs of each student

Late Work Policy:

Teachers may reduce late work up to 15% when student work is turned in one school day late. It may be reduced up to 30% if student work is more than one day late. All late work must be turned in by the posted due date of midterms and/or grade reporting periods or a student risks a zero on the work. Teachers have the discretion to require all late work to be submitted before allowing a retake. If all late work is not completed, a retake is not required. Some teachers may choose to not reduce late work, but the maximum amount that may be reduced is as stated above. Incompletes are a different scenario. (See below) Midterm dates are typically at the mid-point of each quarter grading period. Grades are posted on report cards at the end of the 1st quarter, 2nd quarter/1st semester, 3rd quarter, 4th quarter/2nd semester. These dates are on the district calendar and will be posted at least one week in advance.

Special notes on Late Work:

- ** The school district's intent on late work is to promote student responsibility help students achieve academic proficiency, attain their highest potential and keep them engaged in the learning process. This late work policy allows the student the ability to pass an assignment or achieve at least at a "C-" for a grade.
- ** For this policy to function properly, teacher consistency is vitally important for the students to understand how these policies and procedures are implemented. This late work policy will promote consistency across all departments, just like our grading system in the high school, to create a general understanding and fairness for all.
- ** An incomplete grade (I) may be assigned at the end of a grading period by the teacher or principal if the student has been absent from school due to reasons beyond their control. For example, extended student illness, hospitalization, or family emergencies. Extended late work time may also be given without penalty for these reasons. The general time frame for incompletes to be completed is 5 schools days.
- ** Completed routine daily work, tests and quiz grades are to be posted by the teacher on the JMC grading systems within five school days for students and parents to view academic progress. There may be a few assignments, such as longer essays, papers or projects that may take 7-10 days to post. Communication to the students will be given in these instances.

GUIDANCE AND COUNSELING SERVICES

The school counselor is an integral part of the total school program. In addition to working with students individually, the school counselor will meet with groups of students and conduct classroom and other small-group activities. Services provided include assistance with adjustment to school and transitions, educational planning, occupational and career information, study skills, school and social concerns, class scheduling, academic testing, post secondary planning or any questions that may be referred by teachers or students. Students and parents should feel free to contact the school counselor with any family or personal problems that may affect the child's school behavior or performance.

HALL PASSES

Students must have a hall pass to be in the halls when classes are in session. Students may obtain a hall pass from their teacher or the principal.

HONOR ROLL

The honor roll is compiled on the basis of: 1) The "A" Honor Roll which is those students who achieve at least a 3.67 GPA for each grading period; 2) the "B" Honor Roll which is those students who have maintained a "B" average in their academic subjects...or a 3.0 GPA. Only courses which carry a full one-credit ranking are used in figuring GPA and Honor Rolls.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENT'S POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-alike substances; and possessing or using tobacco, tobacco products or look-alike substances. Examples of this could include, but is not limited to: look-alike devices, vapor pens, vaping devices, and e-cigarettes or electronic cigarettes; where the original would include tobacco or nicotine. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students will be reported to law enforcement officials.

IN-SCHOOL SUSPENSION

The purpose of In-School Suspension is to better serve the interest of the teachers and students by keeping disruptive/disrespectful students in school instead of removal from the school building for certain behaviors. In-school suspension could be utilized for any level one offense and skipping school. The high school principal or his designee are the only people who may assign in-school suspension.

Guidelines for in school suspension

- Students will report to the high school office with their books and supplies prior to 8:20 a.m.
- Students will not be allowed to leave the in-school suspension area without permission of the in-school suspension supervisor.
- Students will work on classroom assignments and other work as assigned by the supervisor.
- The use of electronic devices, including the school issued computer, may be restricted.
- Students found sleeping in ISS will be sent home and out of school suspension will result.

INTERFERENCES IN SCHOOL, CELL PHONES AND ELECTRONIC DEVICES

Students are responsible for the safekeeping and responsible usage of any electronic devices they bring to school. At GHV high school, we are working hard to keep the focus on learning, minimize the distractions and avoid any academic dishonesty in classrooms from cell phones and electronic devices. If these items cause a disruption to the educational environment, they may be confiscated and/or disciplinary consequences will be assigned. Cell phones and cellular watches should not be on a student's person while in class. Therefore, cell phones/watches should be left in a student's locker or caddied immediately upon entry to the classroom. Each classroom has a phone caddy in a designated area identified by the teacher. When using these devices

students need to use them as to not violate school rules. For example, if a student is using the device to disrespect a student or staff member, it is a rule violation. If a student is using the device to conduct an illegal behavior, (ie: texting, sexting, inappropriate photos) it is a rule violation. Students are not to use or possess communication/electronic devices such as iPods, radios, headphones, earbuds or other similar items during school hours. Individual teachers and staff have the right to set parameters in their individual classrooms as well. There may be times when staff members allow usage of some of these items for educational purposes. The school is not responsible for any loss or stolen personal property.

Teachers will communicate expectations about cell phones and electronic devices early in the school year and review periodically. It is within the teachers discretion to decide whether a verbal or written warning is given to any student in event of a violation of this policy.

Consequences for interferences in school violations are as follows:

First violation: Electronic device taken away from student by teacher/staff and brought to the office. Parent will be contacted and requested to come and pick up the electronic device and a written consequence of a 30 school day, no phone in school restriction imposed. If a parent is unable to come and pick up, phone will be given to the student at the end of the day. Increased violations of this policy will incur increased disciplinary consequences and lengthier no cell phone in school restrictions.

Second violation: Electronic device taken away from student by teacher/staff and brought to the office. Parent will be contacted and requested to come and pick up the electronic device and a written consequence of a 45 school day, no phone in school restriction imposed. If a parent is unable to come and pick up, phone will be given to the student at the end of the day. Increased violations of this policy will incur increased disciplinary consequences and lengthier no cell phone in school restrictions. Detention time will be assigned (usually one hour), and privileges may also be restricted.

Three or more violations: Electronic device taken away from student by teacher/staff and brought to the office. Parent will be contacted and requested to come and pick up the electronic device and a written consequence of a 60 school day, no phone in school restriction imposed. If a parent is unable to come and pick up, phone will be given to the student at the end of the day. Additional discipline may include: in-school suspension (usually four hours on a non-school day), out-of-school suspension, removal of school privileges, long-term suspension or expulsion (through the GHV Board of Education).

INTERNET USAGE

All students should use school issued computers and Internet in an appropriate and respectful manner. Any variance from this policy will result in disciplinary action. At registration, a permission form will be filled out by the parent of each student giving permission to use the internet during school hours. Initial permission requires both the student and their parent to read the school policies concerning internet.

LEGAL STATUS OF A STUDENT

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

LOST AND FOUND

Each student is responsible for his or her personal property. Please label coats and sweatshirt (especially ones that have been ordered through the school where there are multiple students with the same article.)

Valuables and money not needed at school should be left at home. Cell phones are the responsibility of the student and should be kept securely out of reach of others. There is a lost in found outside the main office. Students should check immediately for any items misplaced or lost.

MEDIA CENTER (LIBRARY)

Students are encouraged to use the media center for quiet study. This can include doing reference work, working on assignments, etc. There are special rules for reference books, magazines, reserved books, audio visual materials, and computer usage. Learning the use of the media center and observing its rules helps to develop good citizenship and is the responsibility of the student. Students who abide by the rules will find that the media center is a useful aide in the pursuit of academic achievement. Students who violate the rules may be removed for the semester so that the student who wishes to use the area properly will be able to do so. The media center is the one area in which students should be most concerned about proper behavior.

MISCONDUCT/SERIOUS MISCONDUCT BY STUDENTS

The following student conduct is considered misconduct or serious misconduct.

1. Disrespect for, or defiance of, the authority and/or orders of school employees.
2. Misuse of, damage to, or destruction of school property.
3. Disrespect for the rights and welfare of other students or school employees.
4. Violation of attendance policies.
5. Any conduct which intentionally causes the substantial disruption in school or at school activities.
6. Intentional damage or destruction of private property, on or off school grounds, during a school activity.
7. Intentional damage to, theft of, or unlawful possession of school property or other property.
8. Assault on a school employee or student.
9. Fighting or physical abuse of a student or other person not employed by the school.
10. Possession of a weapon or dangerous instrument.
11. Possession, sale, use, or being under the influence of alcoholic beverages, tobacco and drugs.
12. Repeated violations of school rules.

Penalties for misconduct or serious misconduct include: warning given to the student through a conference with the principal, conference with the student, parent(s), and principal for disciplinary action, school probation, removal of school privileges; the assignment of detention; in-school suspension; out-of-school suspension; in-school suspension on a Saturday, Saturday school or non-teaching day; short-term suspension (up to ten (10) days); long-term suspension or expulsion (through the Board of Education). Incidence of misconduct or serious misconduct may be reported to the police, ex. fighting, smoking, theft or other potential law violations.

PARENT ACCESS

Parents may access their student's academic progress and attendance at any time by gaining access JMC online. Call the principal's office if interested.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held at designated times in the school year. Generally, conferences are held after the first nine weeks, and in the spring of the year. All teachers will be available in their classrooms or other more appropriate settings. If a teacher is unavailable, contact information should be left in the teacher will set up a conference at a time that is agreeable to all parties. Parents may see any staff member by scheduling an appointment at times other than the scheduled parent-teacher conference.

POST SECONDARY ENROLLMENT OPTIONS (9-12)

Students in grades 9-12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities.

The school district may pay up to \$250 of the cost of a course taken by 9-10th grade talented and gifted students and 11-12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse

the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over, or the parents of students under age 18, shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district. Students interested in participating in this program should contact the high school principal. Senior Year Plus... "the availability and requirements of the PSEO program shall be included in each school district's student registration handbook. Information about the program shall be provided to the students and the student's parent prior to the development of the student's core curriculum plan (8th grade plan) under Iowa Code 279.61. The school district shall establish a process by which students may indicate interest in and apply for enrollment in the program."

POSTING NOTICES AND POSTERS

The building principal or his designee must approve all notices pertaining to activities that are sponsored by Garner-Hayfield-Ventura High School before being posted in the school building. Postings should include the following information: name of the organization that is sponsoring the activity, name of the person who is in charge of activity with a phone number where the person can be contacted, and the purpose of the activity. These may be submitted to the principal's office for approval.

RELATIONS WITH OTHER STUDENTS

Students are expected to treat other students with respect. This includes, but is not limited to, refraining from name calling, the use of obscenity, vulgarity, or profanity while on school property or at school events. Students are prohibited from fighting, pushing, shoving or scuffling with others while at school or school events. Students shall conduct themselves in a safe and non disruptive manner. Excessive noise is prohibited. The public display of affection is considered inappropriate. Students may hold hands during school, but other displays of affection are prohibitive to a proper school climate and will be disciplined.

RELATIONS WITH OUTSIDE AUTHORITIES

Students are expected to refrain from possessing or using tobacco products on school property or at school-sponsored events. In addition, the possession or use of alcoholic beverages or any controlled substance by a student while they are on school property or at a school-related activity is prohibited. Other city ordinances or state laws related to students, juveniles, or minors shall be enforced by the school when within its jurisdiction.

RELATIONS WITH TEACHERS AND STAFF

Students shall treat teachers and staff members with respect. This includes but is not limited to addressing teachers and staff members respectfully, refraining from argumentativeness, working cooperatively with teachers and staff, and complying with directives issued by teachers and staff members.

RELEASE DURING SCHOOL HOURS

Students will be allowed to leave school grounds during school hours only with prior authorization from their parents. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, employment for which the student has been issued a work permit, and other reasons approved by the administration. If a student must leave the building for any reasons, they must sign out in the office. Students should be aware that the school must have approval from parents before a student can leave even in the case of illness. This is a matter of legal responsibility which the school cannot avoid. Therefore, students are expected to be aware of the seriousness of the circumstances if these procedures are not followed. All requests to leave school during school hours must be made before the school day begins unless it is an emergency.

RELIGIOUS-BASED EXCLUSION FROM A SCHOOL PROGRAM - Board Policy 603.10

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the superintendent. The board authorizes the administration to allow the exclusion if it is not disruptive to the educational program and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations. In notifying the superintendent, the parents shall abide by all of the following:

1. The notice shall be in writing.
2. The objection shall be based on religious beliefs.
3. The objection shall state which activities or studies violate their religious beliefs.
4. The objection shall state why these activities or studies violate their religious beliefs.
5. The objection shall state a proposed alternate activity or study.

Students who are allowed to be excluded from a program or activity which violates their religious beliefs shall be required to do an alternate supervised activity or study.

REPORT CARDS

Report cards are issued at the end of each nine week grading period. Semester grades are indicated on the reports of the second and fourth nine weeks.

REQUIREMENTS FOR GRADUATION - Board Policy 505.6

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate. It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete forty-five (45) credits prior to graduation. The following credits will be required for graduation from GHV High School:

English/Language Arts	8 credits
Science	6 credits
Mathematics	6 credits
Social Studies	6 credits
Physical Education	4 credits (.5/semester)
Health/CPR	1 credit
Electives	14 credits

12th graders may be excused from physical education that they are in a school-sponsored activity or athletic program. (Iowa Code 256.11(5)(G)(1)(b)).

The required courses of study will be reviewed by the board annually. Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individual Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

SCHOOL PROPERTY/LOCKERS AND DESKS

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Books and school materials are to be stored in lockers. Students are expected to keep their locker locked for security purposes and to prevent damage or theft of property. Students are not to kick or hit lockers to open or shut them; locks are not to be tampered with to prevent the locker from locking. Use of tape or other material that may damage the paint of the lockers is not to be used. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, a student may be reported to law enforcement officials.

Students shall respect the personal property of others. Theft of another's property is a violation of school rules. Property belonging to other students or to staff members should not be used without the permission of the

owner. Students are expected to take care of their own property and attempt to protect it from others. Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. School books and materials are not to be stored on the tops of lockers or on the floor. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces 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, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

SCHOOL SPONSORED EVENTS

Students are expected to follow all school rules at school-sponsored events or activities whether it is held in our building or not.

SEARCH AND SEIZURE

School authorities may, without a search warrant, search a student, student locker, desk, work area or student automobile based on a reasonable suspicion. The search must be conducted 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 and school personnel. School authorities may also seize any illegal, unauthorized, or contraband materials discovered in the search. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities. (Iowa code, Chapter 232-1991). Any inspection of lockers or student desks will only occur in the presence of the student(s) whose locker or desks are being inspected or in the presence of at least one other person. The school regularly partners with local police agencies to bring drug dogs through the school and school grounds.

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, or protected student areas, 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 education environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized, or contraband material discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, such as 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.

SENIOR STUDY HALL RULES (Only Seniors are eligible)

1. Eligibility Is Never Permanent There is an ongoing responsibility on your part if you wish to maintain this privilege, whether in terms of academic progress or behavior standard. The responsibility rests squarely on your own shoulders as to whether you stay in--or out. Regularly scheduled evaluation is every 4 - 1/2 weeks for academic progress. Behavior evaluations can be at any time. Additionally, there is an attendance factor. All seniors must pass a quiz to maintain status in senior study hall, the quiz will be given during the first few weeks of school.
2. Keeping your grades up A combination of 3 or more grades or reports (midterms) of "D+" or lower, or an "F" grade or report (midterm) in any required course, will make you ineligible for Senior Study Hall. Also, if you are not turning in make-up work or not working up to your potential a teacher has a right to pull you out of Senior Study Hall.
 - A. Behave yourself! A senior in high school knows full well what is and what is not acceptable behavior. Any combination of (2) faculty votes that are negative about a particular student's behavior will result in being ineligible for Senior Study Hall. Mr. Haag reserves the right to pull anyone out of Senior Study Hall for behavioral purposes.
 - B. Have good attendance Any student who receives an unexcused absence will have their Senior Study Hall eligibility eliminated for the entire year. Also a student is only allowed two unexcused tardies per semester. A third unexcused tardy in a semester will be grounds for the denial of this privilege. In order for an absence to be excused, the student's parent/guardian must call the school to explain the reason for the absence (expectation: within 2 days). A total of 12 absences with tardies counting as 1/2 day absence is the maximum number of days any student can miss during the course of the year. A student will be excused totally for hospitalizations and funerals. Any other instance that the student feels should be exempt from the Senior Study Hall eligibility requirements will have to cleared through Mr. Haag.
3. Media Center There is a sign-out sheet for your use. Do not just scribble initials on the sheet. Please write your name clearly. Seven (7) members of Senior Study Hall are allowed to check out to the media center each period. It is your responsibility to count correctly! If one person returns early from the media center to SSH, another student may take their place.
4. Sign-Out Sheet Other than the media center, the sign-out sheet is to be used for music lessons only. SSH students may simply walk over to the Counselor's Office without checking out. Other than that, all rules pertaining to passes to see teachers, go to the shop, etc. are the same as for underclassmen. You are not to go to your lockers or wander the halls during SSH.
5. Do Not Bring These Items: Playing cards, or any other similar items which common sense would tell you do not belong in SSH. This is an area for study or for relaxed conversation...nothing more.
6. Pop Cans/Bottles All pop cans are to be kept in the cafeteria area, and are to be placed in the proper recycling containers. Cans or garbage left in the cafeteria or courtyard and not thrown away properly will most likely result in the pop and refreshments being restricted to the cafeteria. Use common sense in cleaning up after yourselves. After each SSH period the cafeteria should be clean. Whether you left the garbage or not...it should be picked up.
7. Restrooms Maintaining basic cleanliness is the responsibility of seniors for those two restrooms.
8. Other
 - *The courtyard will be open for your use when the weather is nice, but remember to keep it clean and treat school property with respect.
 - *Do not sit on the lunch tables or heat ventilators in the cafeteria. In addition keep the lunch tables away from the walls and any mural that may be on display.

THE MAIN THING IS TO BE FAIR WITH US, SHOW MATURITY, AND THERE WILL BE NO PROBLEMS!

STATE TOURNAMENTS

When Garner-Hayfield-Ventura has students participating in a state contest, fellow students will be allowed to watch the competition. An acceptable dismissal time will be announced. Students may attend state tournament competitions if their school work is made up in advance and consent from parents is given in advance. Proper notification from the parent must be given to the principal's office personnel at least one day in advance of the absence. If this procedure is not followed, the student may be considered as unexcused.

STUDENT PERFORMANCE

Students are expected to use the educational opportunities offered to them by the taxpayers of the school district. Students are expected to finish assignments on time, hand in homework when asked, participate in appropriate discussion during classes, listen to the contribution of others, take tests honestly, and demonstrate in other appropriate ways their willingness to capitalize on the opportunities offered them. Students are expected to do their own school work. Cheating by looking at another student's school work, copying others' work, copying from other sources or similar cheating is not tolerated, or assisting another student in doing the same. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit.

STUDENT RIGHTS

All students who are being considered for school suspension are entitled to a fair hearing before the school administration. All students being considered for expulsion are entitled to a fair hearing before the school administration and board of education.

STUDENT SUSPECTED TO BE UNDER THE INFLUENCE PROCEDURE

When school personnel suspects a student to be under the influence, the following procedure will be followed:

1. The student will be referred and escorted directly to the main office and/or counseling office when a staff member suspects a student to be under the influence based on odor, physical signs, or behavioral signs.
2. The school will interview the student in order to ascertain whether or not the student may indeed be under the influence.
3. The school will contact the student's parents by phone, explaining the situation. If the student denies being under the influence, the school will call law enforcement to test the student.
 - a. If the student or parent refuses to cooperate in the administration of the breath analysis/drug test, and the school has enough information to suspect usage and being under the influence, the school good conduct policy for being under the influence will be applied.
 - b. Results from the breath analysis/drug tests are usually obtained within a week's time. Upon receiving the results, the school will inform the student and the parents of the results and school policy will be applied accordingly.

STUDENTS OF LEGAL AGE

Students of legal age not wanting certain information released to their parents or guardian should inform the administration in writing of their request. If this procedure is not followed it is the district's policy to routinely communicate with parents.

STUDY HALL GUIDELINES

1. Study hall is to be a quiet study area. Students are expected to have school work with them or other appropriate material to keep them busy during study hall. Students who need to speak to another student in relation to class work are expected to ask permission from the instructor.
2. No food or drink in the study hall rooms.
3. Radios, musical electronics, cell phones, games, playing cards, tarot cards, gaming cards, are not to be used during study hall, unless approved by the supervisor.
4. Seating charts will be used by teachers in all study halls. Attendance will be taken immediately to start the study hall. No students are to check out or leave with passes until attendance check has been completed.
5. Students must sign out with teacher permission to their destination and have a hall pass from the study

hall supervisor.

6. You are to keep your feet on the floor and not lean back on chairs.
7. **Passes** (issued by teacher for student to receive help during certain time.)
 - a. Teachers have been instructed that they are to issue passes only before school and to a student when they are in class. Students are not to go into a teacher's room at the end of one period and ask for a pass to that room or to that teacher.
 - b. All passes are to have one student's name only. No multiple passes.
 - c. Teachers have been instructed to give no locker passes.
 - d. Students with passes are to put name and destination on sign-out sheet.
 - e. Passes are to be initialized by the study hall instructor and taken by the student to their destination then given back to the original instructor who made it out.
8. Direct Route: All students are to use passes of any type only for the direct route between that study hall and their destination...no detour routes.

Students will find that if they abide by the basic regulations listed above, the study hall system will provide them with a quiet area where they can concentrate on getting their work done...and the system also provides them with the procedure for making contact with any teachers. The whole thing depends upon students being willing to live by these guidelines and not trying to "beat the system".

TARDINESS

A LITTLE TOO LATE IS TOO LATE - As with attendance, the record of tardies is part of each student's permanent transcript. These can have serious effects on job opportunities, etc. Future employers are going to look with strong reservations upon the potential value of a person who asks for employment and yet has serious tardiness and/or absenteeism records.

A student who is late arriving at school is to stop in the office to confirm their absence, arrival and clarify their excuse for being absent. A student who is late arriving to a class should have a slip from the teacher or office person who kept them late before entering that class. Teachers are instructed that any student who arrives late to class without having an admit slip is to receive a tardy..."I'll go back and get a slip" is not to be accepted by the teachers.

Continued tardiness is poor planning and frequently indicates that the student has a negative attitude about the classroom situation to which they came late. The school will try to help students to look forward to coming to school, but it is a two-way street. The student must work on this too. Disciplinary consequences may be given to students who are frequently tardy. Students that have an unexcused tardy to class may be assigned detention time by their teacher. A student who has three unexcused tardies or more will see disciplinary consequences increase to a minimum of one hour of detention or dropped from the class without credit.

Any student who accumulates six (6) unexcused tardies to a particular class period may be dropped from that class and may receive a grade of "F" and lose credit.

TELEPHONE

The office telephone is for school business and it may be used by students only in cases of emergency with permission of the principal or his secretary. Students may use the telephone for school-related business. Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency.

THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree to legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

TRESPASSERS / STALKERS

It is illegal for anyone to enter or remain in a school building, school bus, or any building belonging to the school

- * without permission
- * with no legitimate business purpose
- * without previously-given notice.

Whenever you have reason to believe that there is a trespasser, YOU MUST notify your principal, an administrator or a trusted adult. The chief school administrator should notify the local police department or its designee.

TRUANCY

It is the responsibility of the parent to contact the school **BEFORE 9:00 AM**, and inform the school that the student shall be absent and the reason for the absence. PLEASE BE SURE TO CALL THE SECRETARY AT (923-2632) OR E-MAIL (volson@ghvschools.org) IF YOUR CHILD WILL BE LATE OR ABSENT. Many parents contact the teacher by classroom phone or e-mail. However, it is also important to notify the office regarding your child being absent or late. This will help the office keep better records of your child's attendance. If we do not receive a call, you will be called at home or work to verify your child's absence.

Failure to receive such information by 9:00 a.m. shall cause the student to be considered truant. A truant student is defined as any child over 6 and under 16 years, in proper physical and mental condition to attend school, who fails to attend school a minimum of 37 days per quarter, 148 days per school year, without reasonable excuse for the absence. (Iowa Code 294.4 & 299.8) When a student reaches eight (8) unexcused absences in a quarter (32 total for the year), corrective measures will be taken and the county attorney may be contacted for possible filing of truancy charges against the parents/guardians. As a truant student, the student may be reported to the local law enforcement officers, and the parents may be prosecuted for violation of the state truancy and compulsory education laws. Unless the student has reached the age of 18 or has obtained a court order declaring that student a legally emancipated minor, the parent is responsible, under Iowa law and under the policies and regulations of the Garner-Hayfield-Ventura Community School District to ensure attendance of the student. The local chief of police is designated as the truant officer and will monitor student attendance throughout the district.

A student who is absent without the consent of their parents is truant and the absence is unexcused. Repeated truancy may result in disciplinary action or legal action. Truancy will be reported to the local truant officer that will attempt to pick up the student and return them to school. A student is considered truant when the student:

1. leaves school without signing out and proper consent through the Principal's Office.
2. leaves school at lunch without a pass.
3. is absent from school without prior permission from your parent.
4. is absent from class without permission (skipping).
5. obtains a pass to go to a certain place and does not report there.
6. becomes ill and goes home or stays in the restroom, instead of reporting to the Principal's Office.
7. becomes ill, has permission to go home, and does not go home.
8. comes to school but does not attend classes.

Steps in truancy notification process:

- Step 1: 6th unexcused day = Letter from school notifying parent/guardian that student has accumulated six unexcused absences.
- Step 2: 9th unexcused day = Meeting with school officials.
- Step 3: 12th unexcused day = Mandatory Administrative Attendance Hearing. Parent/guardian will be served notice and a copy of the meeting request will be sent to the Hancock County Attorney's office.

School officials shall make every effort to get the child to attend school. If the parent or child refuses to cooperate with these efforts, the truancy officer will report the matter to the county attorney.

The county attorney will attempt to mediate the problem first through bargaining or counseling. If no mediation agreement can be negotiated between the home and the school, the county attorney may choose to prosecute to the limit of the law. (See Iowa Code 299.1-5)

VACATIONS

Vacations should be scheduled to avoid missing school whenever possible. If a student wishes to take a vacation while school is in session, they must have approval from the principal before leaving. If a vacation is taken without prior approval it may be considered as unexcused.

VEHICLES

Safety in the parking lots is the utmost concern. All students who drive to school must acknowledge and understand that parking in the school parking lot is a privilege.

1. Students who drive automobiles to school must know and obey good driving practices.
2. Cars driven to school are to remain parked from the time the student arrives at school until school is dismissed for the day unless the student has specific permission from the principal, superintendent, or staff member.
3. Student vehicles are to park in either paved lot to the east or west of the building. Vehicles are to be parked in accordance with lines painted in the west and the east lot. Faculty and visitor parking will be in the parallel zones in front of the building. (Parking permission can be denied to students as a result of poor driving habits around the school or improper parking on school property. Regular disciplinary consequences may also be assigned for violations.)
4. There is to be no loitering or eating of lunches in parked vehicles.
5. No student will be allowed to ride in any vehicle during the school noon period. Exceptions are a student riding with parents or immediate adult members of the family to and from lunch; and students riding with adult drivers when given specific permission by a faculty member.
6. Any student who violates any or all of the parking and traffic regulations above may be forbidden to drive to school for a definite period of time and/or may be suspended from school.
7. Parking in a handicap area will be reported to the police for the proper fine to be issued.
8. Bicycles and mopeds shall park in the marked areas in the east high school lot.

VISITORS

All visitors must be buzzed into the building through the north doors, and then check in with one of the administrative offices. Examples of those people not having legitimate business in the building would include:

1. Boyfriend/girlfriend stopping in to say hello to a student in our building.
2. Non-students stopping in just to wander around for a while. The unauthorized visitors will be asked to leave. If they fail to cooperate, the police will be called.

Guests to the school grounds must check in at the Principal's Office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit well in advance (usually one week) of the scheduled visit. This is a privilege and requests may be denied. Permission will depend on the daily schedule, daily number of requests, and whether the guests may cause a disorderly environment. In general, guests will not be allowed to go from class to class with another student.

WITHDRAWALS FROM CLASS (9-12)

If a student withdraws from a class after the accepted drop date of five school days, a failure "F" grade will be issued at the grading period. Exception to this rule may be given by the principal if circumstances exist (for example, serious illness of student).

WORK/INTERN PROGRAMS (9-12) CODE NO. 504.7

The Work Release Program of the Garner-Hayfield Community School is designed to combine part-time school work and part-time job experience enabling students to become more occupationally adequate in preparation for post-high school careers. Work Release is primarily intended for those students who will be terminating their education upon completion of high school, but does not exclude the student interested in additional vocational or technical programs.

The general objectives will be as follows:

- ❖ To develop the basic academic skills necessary in functional daily living.
- ❖ To acquire practical background expected of adult citizens.
- ❖ To achieve self-acceptance and a sense of dependability within the community.
- ❖ To develop qualities of personality, character, and work habits necessary for employment.
- ❖ To explore the world of work and develop economic usefulness.

In order to participate, the student must have approval, in writing, from the student's parents, approval of the employer stating the type of work involved, and approval of faculty and administration of the Garner-Hayfield-Ventura Community School District. Additional guidelines shall be established by the superintendent in cooperation with the board of education.

Garner-Hayfield-Ventura Senior Release Permission Form

Garner-Hayfield-Ventura High School's Senior Release Program is an opportunity for seniors who are in good academic standing to develop and demonstrate responsibility. Seniors who have the pair permission form signed and are in good academic standing have the opportunity, within the guidelines of the program listed below, to have release time instead of study hall. The Garner-Hayfield-Ventura Board of Education has given the high school principal the authority to determine when and if an early dismissal program will be initiated each year.

As our seniors are preparing to enter post-secondary education and/or the world of work, it is important that they have school opportunities to develop and demonstrate appropriate and responsible use of their time and time management skills.

Based on individual student scheduling needs, graduation requirements, and the master schedule, not all students will be able to have senior release time. Beginning on Monday, March 23, 2016 (4th quarter) any senior with parental permission may leave school following his/her final scheduled class of the day.

Senior Release eligibility stipulations:

1. Seniors only.
2. 8th or 9th period only.
3. Must be taking six classes (senior release is not a class) and all courses to meet graduation requirements.
4. Must be passing ALL classes at midterm, quarter, and semester grading periods to remain eligible for Senior Release.
5. Seniors not passing ALL classes at any grade check will be assigned to study hall and grades will be checked at midterm and the end of each grading period. Senior release will not be granted or reinstated until the senior is passing ALL classes.
6. Parents can discontinue senior release approval at any time.
7. Senior release privilege may be revoked or initially denied by the principal for any of the following reasons:
 - a. Attendance problems - more than 10 per semester (excluding doctor excuses, court appearances, funerals or family emergencies)
 - b. Discipline problems - detention, suspensions, classroom discipline problems, etc.
 - c. Tardy problems - more than 4 to school.
 - d. Abusing privileges - ie. Being in an unauthorized area, disrespectful, disruptive or other flagrant violations.
 - e. Taking or providing rides to any student not authorized to leave campus.
 - f. There may be certain days when a senior may not have senior release. Examples: large group test or assembly program.
 - g. A student must **not** have lost Senior Study Hall privileges. Any senior whose behavior results in a suspension, removal from class, etc. forfeits senior release rights.
 - h. **Sign-Out:** Each student is to actually sign out himself/herself before leaving. Group signouts by one student is a violation of the Senior Release Agreement causing loss of eligibility. Once the sheet is signed, the student is to leave the building directly. (No peeking in the classrooms, disturbances in the hallway, etc.). For reason on the sign-out sheet put "Senior Release."
8. Students are welcome on campus during the release time in the following areas:
 - a. Sitting quietly in the cafeteria/SSH.
 - b. Media Center following media center rules if there is space available.
 - c. Meeting with a teacher with a pass from that teacher.
 - d. Students on release will not be allowed to "wander" in and out of these areas. Once they arrive on campus they need to go to an acceptable area and stay there. Students will not be allowed to be in the gym, weight room, wrestling room, or any athletic locker rooms.

Participation in the Senior Release Program is fully voluntary. Although students must follow both school rules, and the rules/regulations of this program, GHV schools will carry no liability for accident, injury, or a student's actions while a student is out of school on the Senior Release Program.

PARENT/STUDENT AUTHORIZATION/WAIVER

We have read and are willing to accept the provisions governing the Senior Release Program.

Student's Name Printed

Date

Grade

Student's Signature

Period(s) requested for Senior Release (8th/9th)

Parent's Signature

Parent Phone Number

Date

This completed form must be brought to the principal's office before senior release is granted.