

HLV Schools

HARTWICK LADORA VICTOR
COMMUNITY SCHOOL DISTRICT

PARENT HANDBOOK 2025-2026

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2024-2025 PARENT HANDBOOK

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To the parents, guardians and friends of the HLV Community School District:

On behalf of the HLV teachers and all employees we welcome you to a new school year. Our staff is dedicated to providing every child with the best educational opportunity possible.

To help you enjoy your experiences at HLV we would make the following suggestions: become familiar with the handbook, your school, office, library, cafeteria and playground. Become familiar with the school, staff and employees. Everyone is here to help you.

Our student's attendance at school is a top priority. Students need to be present for the development of academic, physical and social skills. Make attendance a high priority in your home.

We are proud of our school, faculty, students and staff. It is our sincere hope that your child's experience at HLV will be one filled with happiness and success. We realize the importance of developing in each child an attitude of self respect and self worth. We try to provide a variety of opportunities for our students to form a meaningful and responsible relationship. HLV strives through our PBIS system to teach and stress what it means to be responsible, respectful and kind in school, on the bus, and at extracurricular activities.

Parents are our partners in educating our children. I welcome your suggestions. The key to our student's success is for all of us to learn and work together. Again I welcome you!

Sincerely,

Mark D. Tegeler
Pre-K-12 Principal

2024-2025
HLV School Personnel
HLV Community School District

Superintendent	Mr. Brad Hohensee	
Principal	Mr. Mark D. Tegeler	
At-Risk Coordinator/AD	Mr. Beau Jack	
Secretary	Mrs. Ellie Hawkins	
School Nurse	Mrs. Steph Klimesh	Room #326
4 Year Old Preschool	Mrs. Annette Lamb	Room #350
Kindergarten	Mrs. Joanna Read	Room #360
First Grade	Mrs. Autumn Dodd	Room #380
Second Grade	Mrs. Lori Kolesar	Room #390
Third Grade	Ms. Kayla Chizek	Room #370
Fourth Grade	Mrs. Fawn Lahndorf	Room #530
Fifth Grade	Ms. Samantha Bertagnolli	Room #510
Fifth Grade	Ms. Grace Parrott	Room #550
Sixth Grade	Mr. Nick Blomme	Room #570
Sixth Grade	Ms. Emily Wardenburg	Room #590
High School English	Ms. Kyra Thys	Room #023
High School Math	Mr. Devon Maxfield	Room #022
High School/JH Social Studies	Ms. Jenny Schnebbe	Room #024
High School Science	Mr. Max Gordon	Room #213
Family Consumer Science	Mrs. Paula Long	Room #215
Vocational Agriculture	Mrs. Morgan Dietrich	Room #219
Industrial Tech Classes	Mr. Andrew Foster	Tech LAB #888
Spanish	Mrs. Fetzer(proctor)	Room #33
JH Science/Math/Social Studies	Mr. Shawn Welsh	Room #035
JH ELA/TAG	Mr. Chase Sternhagen	Room #032
K-12 General Music/Choir	Mrs. Amber Bayer	Room #119
K-12 Art	Mrs. Samantha Anderson	Room #122
K-12 Physical Education	Mr. Sean Campbell	Room #610
5-12 Band	Mr. Sam Vezina	Room #210
K-12 Special Education	Ms. Teresa Thompson	Room #325
K-12 Special Education	Mrs. Rhonda Ward	Room #410 & 400
K-12 Instructional Coach	Mrs. Stacia Weisskopf	Room #021
Guidance Counselor	Mrs. Karla Robison	Room #037
Title I/Reading Interventionist	Mrs. Michelle Cronbaugh	Room #340

DATE OF SCHOOL OPENING: Classes will begin in the HLV District for the 2025-2026 year on Monday, August 25, 2025. The starting time for school on August 25 and on each subsequent day will be as follows: Junior/Senior High School, 8:15 A.M.; Elementary School, 8:15 A.M.

REGISTRATION: Registration for all Preschool-Grade 12 students will be held virtually starting on Monday, JULY 14, 2025 and will close at the end of the day on August 15, 2025. The purpose of registration is to provide information to you, the parents, regarding class lists, class schedules, transportation routes, lunch account information and school fee information. HLV main offices will be open for registration assistance from August 4 through August 11 from 8:00-3:00. All parents are encouraged to register their children before August 15, 2025. Parents will also be able to pay for certain school fees during registration.

KINDERGARTEN ENROLLMENT AGE: A student may be enrolled in kindergarten during this school year if they are five years of age on or before September 15, 2025.

SCHOOL FEES: School fees are assessed annually to assist the school financially in certain areas. The fee schedule for the 2024-25 school year is listed below:
Book Fees: Grades K-12 = $50
Laboratory Fees:
Fees are able to be assessed in Family & Consumer Science classes, Industrial Technology classes, and Art classes, when appropriate, and may be collected in other courses, if appropriate. These lab fees are paid as required during the school year.

ELEMENTARY PARENTS

WHAT YOU CAN DO TO HELP YOUR CHILD LEARN

A. Start each day right; a calm beginning at home makes the school day much better.
B. Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least eight hours each night.
C. Praise your child each day for something he/she has done. Have a special place to put school work or whatever is brought home
D. Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day experiences. Ask what two good questions he/she asked in class today. What he/she learned today in school that is worth knowing for the rest of their life.
E. Stress attendance. If the child is ill, home is the best place; otherwise, your child needs to take advantage of every school day.
F. Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation which could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.
G. Take your child to the library and encourage reading for pleasure.
H. Stress organization of school notebooks, materials, etc.
I. Provide pencils, glue, scissors, paper, etc., for your child to use
J. Work at home with skills taught at school.

PLAYGROUND: All playground activities are supervised. Playground rules are discussed with the students throughout the year. The following equipment cannot be used on the school playground: bicycles, skateboards, rollerblades, hard baseballs, radios, electronic games, I-pods, cell phones, MP3 tape players, sleds, air-borne toys, games which may cause injury to your child or another child; or toys, trading cards, and games not suitable for an educational setting. If you do not want something to happen to your toys please leave them home.

RECESS PARTICIPATION: Students should plan on spending their recesses outdoors except in extremely inclement weather. A student who is able to come to school will be considered capable of participating in these activities unless a written excuse from her/his doctor or parent specifically requesting no outside activities is provided to the office.

INVITATIONS TO PRIVATE PARTIES: If your child is having a party, please mail the invitations if not all of her/his classmates are being invited. Public distributions can cause hard feelings for those not invited. By mailing the invitations, the students' minds are on their classroom work rather than party plans or feeling bad because they were not invited.

BIRTHDAY TREATS: Elementary students will be permitted to share birthday treats with their fellow students. The time for handing out treats should be at such a time as to cause the least amount of instructional time to be lost for this purpose. Treats should follow the guidelines of the Healthy kids Act. This will include treats being prepackaged and nutritious.

DOCTOR AND DENTIST APPOINTMENTS: Please let your child's teacher know if you need to take her/him out of school for an appointment prior to the day of the appointment, if at all possible. Children need to be picked up/returned to the **office** for appointments. These appointments are recorded as absences or tardies.

TELEPHONE USAGE: Students are allowed to use the office telephone if their reason is valid. All telephone usage must be approved by the classroom teacher via note to the secretary.

NOTES, NOTES, NOTES: If a town student will be riding a bus, a country student staying in town, there needs to be a note to **the teacher and the bus driver**. If you or someone else will be picking up your student be sure to call or send a note in advance if at all possible. You as parents cannot send enough notes. PLEASE keep us informed.

PHONE CALLS: Please call with changes of plans, absences, types of illnesses, etc. Call 647-2161 ext. 2.

ATTENDANCE AND ABSENCES: SCHOOL ATTENDANCE IS VERY IMPORTANT! If it is necessary for your child to be absent, please call the school on the day of the absence, or send a note the next day, explaining the reason for the absence. If we do not hear from you, because of safety reasons and for your child's best interest the school office will contact you. If the absence is due to illness please tell us the type of illness. We may request a doctor's note to explain prolonged or frequent absences. It is necessary for us to monitor contagious disease, so please notify the office if the illness is a contagious disease such as chicken pox, etc.

Students will be counted tardy after 8:15 a.m., daily. As the secretary is keeping track of attendance, students must report to the office upon arriving back from an appointment or if tardy BEFORE returning to the classroom.

If your child will be gone for several days and needs make-up work, please notify the teacher/office by phone so the materials can be gathered before stopping at school at the end of the day.

When a student reaches 6 days of absences in a semester, the student's parent/guardian will receive an email notification from the Student Success Coordinator. Once a student reaches 9 days of absences in a semester, the student's parent/guardian will receive a formal letter documenting the number of absences and a reminder of the importance of school attendance from the Student Success Coordinator. Once a student reaches 12 days of absences in a semester, the county attorney is notified of the student and their attendance issues by the Student Success Coordinator. Students will also meet with the review board with the student's parent/guardian to address absences and discuss next steps. Once a student reaches 15 days of absences in a semester the principal will notify the county attorney of an attendance meeting to be held with student, parent/guardian, principal and county attorney. Once a student reaches 20 days of absences the student's parent/guardian will be notified of every absence.

EARLY DISMISSAL: We are concerned about sending children home in cases of storms or other emergencies before the school day is over. Parents may not always be home and doors could be locked. If you have reason for similar concern with your smaller children, please make arrangements for such emergencies (whether your child rides a bus or lives in town). Instruct your child as to where he/she should go if school is dismissed early for emergencies and send a note to the teacher.

BUS CONDUCT: All students who ride a bus to school must follow all bus rules. Our bus rules are as follows:

1. Walk to your bus stop. Leave home early enough to arrive on time.
2. Wait for the bus in a safe place-well off the roadway. Cross the roadway upon the driver's signal.
3. Enter the bus in an orderly manner, and take your seat
4. Follow the instructions of the bus driver
5. Remain in your seat while the bus is in motion.
6. Keep your head and arms inside the bus
7. Keep aisles clear at all times.
8. Remain quiet and orderly.
9. Be courteous to your bus driver and passengers.
10. Be alert to traffic when leaving the bus.

BUS REFERRAL/ACTION TAKEN: A bus referral will be written for the following reason: standing while bus is moving; not sitting in correct seat; destruction of school property; rude; discourteous behavior; refusal of bus referral copy; annoying to others/ rude, discourteous language; excessively loud talking; throwing of objects; not staying in seat and facing forward, not following bus drivers' request or direction; lack of cooperation; hitting, fighting, shoving and others.

Action that will be taken will be: reminder and warning; conference with student; change student's seat or other action. 1st referral will mean ½ hour detention/recess, 2nd referral will mean 1 hour detention/recess; 3rd referral will mean removal from bus for 1 day; 4th referral will mean removal from bus for 3 days and 5th referral will mean removal from bus for 5 days. The principal reserves the right to use any of the disciplinary actions listed or others that he deems to be appropriate.

DISCIPLINE: The most important message that I would like to convey is that whenever a student is sent to the office, I will ALWAYS address the misbehavior and at the same time protect the child. Our students need to know by our actions that we care for them but not some of their behaviors. At times I use a referral form, which is for the purpose of addressing what happened and what other alternatives are available. Parents will also receive this copy, which they need to sign and return to the office.

COMMON RECESS PROCEDURES:

1. Line up immediately when the whistle blows
2. Line Basics: Strategies to speed up line basics
   - Hand up signal
   - Quiet countdown 5-4-3-2-1
   - Wait time
   - "If you hear me clap one…"
3. Students will enter the building when dismissed by the teacher.
4. Supervisor will remain outside with students at all times, classroom teachers to meet students to assist in quiet entry into the building.
5. Playground consists of an area within the sidewalk/fence, beginning east of the elementary entrance. Kindergarten will remain on the north side of the street unless told differently by the supervisor.
6. Quiet area near the building
7. Students will cross the street at the crosswalk and only with permission, running back and forth is not allowed.
8. Students will dress appropriately for the weather:
   - No boots – designated area (sidewalk, tennis court, playground).
   - No snow pants – designated area (sidewalk, tennis court, playground).
   - Coats and jackets as determined by teacher
9. Everything stays on the ground (rocks, walnuts, etc)
10. Only allowed to enter the building to use the restroom.

PLAYGROUND

1. Dress for the weather
   - no boots – designated area (sidewalk, tennis court, playground).
   - no snow pants – designated area (sidewalk, tennis court, playground).
2. Do not hurt anyone on the inside or out
3. Stay in assigned area
4. Leave sticks, rocks, walnuts, snow, etc. on the ground
5. No rough play
6. Line up when whistle blows (line basics)
7. Walk on the sidewalks
8. No sliding on the ice
9. No tag on the on the equipment
10. Play safely with and on the equipment

GYM RECESS

1. No kicking balls
2. Indoor voices
3. Quiet activities in designated areas:
   - K – 2 Grade - Gym
   - 3 & 4 Grade – Gym
   - 5 & 6 Grade – Gym
4. Line basics at whistle

LUNCH ROOM

1. Stay seated
2. Raise your hand for help
3. Use good manners
4. Body basics
5. Indoor voices

HALLWAYS

1. Walk
2. Indoor voices
3. Body basics
4. No loitering
5. Open and close lockers quietly
6. Keep locker area clean and neat

DEFINITIONS

Body Basics: Keep your hands and your feet to yourself
Active Listening: Ears listening, eyes on the speaker, and hands and feet to yourself.
No Loitering: No wasting time; do your business and return
No Rough Play: No pushing, hitting, spitting, pulling on others or clothes, biting, kicking, tackling, etc. Simply put, you hit, you sit!
Line Basics: Walk, face forward, hands and feet to yourself.
Quiet Countdown: The person on duty counts 5-4-3-2-1 and everyone is quiet and ready to go inside.
Penalty Box: Violation of rules results in time out in the penalty area.

LABEL: Please make/label everything that is brought to school. Our lost and found piles seem to get bigger each year. Items left at the end of the year will be donated to GoodWill.

CLASSROOM VISITATIONS/DELIVERIES: We are eager to share with parents the individual and group activities that make up HLV Elementary School's total educational program. If you would like to visit your child's classroom, please refer to the procedures below:

1. Prospective visitors should call the office prior to the visitation. This eliminates conflicts.
2. It is recommended that visitors come after the first two weeks of school and before the last two weeks of school. Please limit the visit to ½ of a day maximum, unless special arrangements are made through the office.
3. Children cannot bring other children to visit school during school class time.
4. ALL VISITORS must come to the office prior to entering our school. The principal or the secretary will take visitors to the classroom in most cases.
5. Deliveries will be made by the secretary towards the end of the school day. This eliminates confusion during class time.
6. If parents need to pick up their children during the school time please call and stop in the office and the office will send for the student.

BIRTHDAY RECOGNITION: Every morning two sixth grade students make the daily announcements.

BICYCLES: HLV does have bike racks located on the south side of the school near the entrance to the main gym.

CHANGES OF ADDRESS AND/OR TELEPHONE, EMPLOYMENT: Each child's enrollment card contains family information. In the event of an emergency, we ask that you keep us updated on any changes of family information.

COMMUNICATION PROCESS FOR PARENTS' CONCERNS: A parent having a concern, should contact the teacher involved, first. A conference can be set up if needed.

E-MAIL ADDRESSES: We would encourage you to supply your email address so we can contact you regarding information about your lunch account balance, and other school business.

DENTAL CARDS: Dental screening is now a law. Your child needs to have been screened since the age of 3 before entering kindergarten. We must have a completed dental form signed by the dentist on file.

GRADING*: We are an ungraded K-4 elementary school*. Teachers assess your child's performance as exceeding grade level expectations, meeting grade level expectations, approaching grade level expectations, little to no progress towards grade level expectations and not being assessed. Teachers grade with positive comments to show students' areas of strength and areas of learning opportunities. Grading for 5th and 12th grade: A+ (100 – 97); A (96 – 90); B (89 – 80); C (79 – 70); D (69 – 60); F (59 and below)

TESTING: Students in grades 3-11 are given the *ISASP (Iowa Statewide Assessment of Student Progress)* in the spring. Results of the Iowa Assessment Tests are shared with the parents.

PETS: Parents wishing to share their family's pet with their child's classmates should contact the classroom teacher, first. After Mr. Tegeler has approved the type of pet to be shared, the teacher will set up an appropriate time with you.

CLOTHING: Our main concern is that students come to school dressed appropriately. The weather can change so quickly, so it is important that your child has a sweater, jacket or other outside wear (mittens, scarf, hat, boots) at school. Please label these items. Your help with this is greatly appreciated.

JUNIOR HIGH/HIGH SCHOOL PARENTS

REQUIREMENTS FOR PARTICIPATION IN HIGH SCHOOL ATHLETICS: All students who plan to participate in athletics are required to have a physical examination before they begin practice. Copies of the physical forms are available in the principal's office. A student/athlete must have a signed concussion form on file prior to the start of practice. This material is available during registration.

INSURANCE CLAIMS FOR STUDENTS: If questions arise either regarding the coverage of student insurance policies or on how to fill out the necessary forms, please contact school representatives.
Supervising teachers are asked to fill out accident reports for incidents that they observe while fulfilling their supervisory duties. Please encourage your child to notify the supervising teacher of any accident that he/she was involved in if the supervising teacher did not observe it.
Parents are asked to contact the school if you take your child to a doctor for examination of an injury that occurred during the time that the child was at school. This notification will assist the school district in its recordkeeping.

REFUND PROVISION: Students transferring to another school district during the school year will receive a refund based on the portion of time remaining in the school year. This refund will include book rental and lunch funds only.

BOOKS & MATERIALS: Textbooks and/or materials are issued by the teachers at the beginning of the school year. At the conclusion of the year, these books and/or materials are collected and fines may be assessed for damaged or lost books and/or materials.

PERMISSION NEEDED TO LEAVE SCHOOL BUILDING: A closed campus policy will be in effect for all students in grades K-12 throughout the school day. In order for any student to leave her/his attendance center, it will be necessary for her/him to have permission from the principal or the superintendent prior to leaving the school grounds.
Students who leave the school grounds without permission will be considered truant and may be dealt with according to the disciplinary standards of the school district. The school will attempt to notify one of the parents if their child is absent from the building without permission.

PHYSICAL EDUCATION PARTICIPATION: Students participate in physical education (PE).
Parents should be aware of when their child has physical education and see to it that their child has gym clothing on gym days. Failure to have gym clothing on gym day is not considered a valid excuse for failing to participate in gym.

FIELD TRIPS: Field trips are considered to be one component of the HLV curriculum. Before students are taken on field trips, however, notices will be sent to the parents explaining the nature of the field trip and the time requirements for the trip.
Depending on the type of field trip that is involved, parents may be asked to submit a written statement granting parental permission for their child to attend.
Prompt cooperation in completing parent permission forms for field trips during the upcoming year will be appreciated.

CELL PHONE USE: Cell phones may be used from 7:45 – 8:15 AM, during the lunch hour and between classes. Cell phone use will be prohibited all other times unless permission is granted from the principal. Parents may call the HLV school phone number at 319-647-2161 ext. 4. Students should not call parents on cell phones during the day. Students can use the high school office phone during the day to call parents. If cell phones are used during class, the student's phone will be sent to the office. 1st Offense – Warning, 2nd Offense – ½ hour detention, 3rd Offense – 1 hour detention, 4th Offense – phone stays with Principal all day.

COLLEGE VISIT: A school-approved college visit out of the district, is not a school sponsored activity and the school bears no responsibility or liability for this absence. The student and guidance counselor will arrange the visit.

BUS TRANSPORTATION: Bus transportation will be provided for rural HLV students and for HLV students who reside in the cities of Hartwick and Ladora. Bus drivers will contact parents regarding bus pickup and discharge points. Any questions regarding school transportation should be directed to the principal's office (647-2161, Ext. 2).

PARENT-TEACHER CONFERENCES: Parent-teacher conferences will be held on October 29 & 30, 2024 and in March, 26 & 30 2025. The purpose of these conferences will be to provide the parents with information relative to the educational progress of their child. The parents may also be able to provide information to teachers that will be helpful to them in understanding and assessing the child's progress.

If parents feel conferences with staff members would be beneficial at other times, they are encouraged to contact either the teacher(s) individually or to contact the principal's office. The scheduled dates for parent-teacher conferences are:

October 29, 2025	3:30 - 7:30 P.M.	March 25, 2026	3:30 - 7:30 P.M.
October 30, 2025	3:30 - 7:30 P.M.	March 26, 2026	3:30 - 7:30 P.M..

DAMAGE TO BUILDING AND/OR SCHOOL PROPERTY: Persons found responsible for destroying or damaging school property may be required to reimburse the school for the cost of replacing or repairing the damage. If the person responsible for the damage is an HLV student, disciplinary action may also be taken.

STUDENT DRESS: Student dress is expected to meet the following requirements: 1) Cleanliness, 2) Decency, 3) Safety. These simple regulations are needed in order to provide a good, safe, and healthful learning atmosphere.

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, or making reference to prohibited conduct or similar displays. Inappropriate attire includes halter tops, tube tops, and spaghetti strap tops that are not covered with a shirt/top. Shirts/tops should cover the waist of the pants, skirts, or shorts being worn, and should not have the sleeves cut out. Shorts must have a 4" inseam.

HOMEWORK POLICIES: With the number of activities scheduled within the school day, it is impossible for students to complete all their necessary assignments within the school day. Homework is a critical process in learning and this may need to be done at home. Parents can reasonably expect, therefore, that students in upper elementary through secondary will be assigned homework on a regular basis. HLV students will not plagiarize or copy from another student's work. If a student is found to plagiarize or copy another student's work they will receive a "0" for that specific assignment.

USE OF PROFANITY: The use of profanity while in school or at school sponsored events can only be described as being out of character. A student may be disciplined for the use of profanity.

SEVERE WEATHER: In case of severe weather parents will be notified by ICEIS, Iowa County Emergency Information System either by text message or phone message to alert you of a delay or closing due to weather. Parents should listen to one of the following radio or TV stations:

WMT, 600, Cedar Rapids
KCCI, Channel 8, Des Moines
WHO, 1040 AM, Des Moines
WHO TV, Channel 13, Des Moines
KGAN-TV, Channel 2, Cedar Rapids
KGRN, 1410 AM, Grinnell
KWWL-TV, Channel 7, Waterloo

Every effort will be made to have announcements regarding school delays or cancellations on the air before 7:00 A.M or on the HLV Website. Parents can also receive messages regarding school delays and/or cancellations by calling 319-647-2161, Ext. 2. Any announcement regarding a school delay or cancellation will be recorded on 319-647-2161, Ext. 2, by 7:00 A.M.

EARLY DISMISSAL: When it is necessary to dismiss school early because of inclement weather or for other emergency reasons, notification will be made by ICEIS and the stations listed under the previous heading as soon as an early dismissal decision has been made. Information regarding early dismissals will also be on the school's information line. The school's information line number is 647-2161, Ext. 2.

IMPORTANCE OF REGULAR ATTENDANCE: Poor student attendance is related to poor student achievement. It is essential, therefore, that students in the HLV Community School District attend classes regularly. Parents are asked to help create an attitude towards school in their homes that will encourage their children to attend school on a regular basis. Students who are truant from school will be disciplined. If you have questions during the year about whether your child was in attendance at school on a particular day, please contact your child's principal.

TARDINESS: Junior/Senior high school students who arrive late for school must report to the office of the principal for an admit to class. This admit is to be presented to the teacher whose class was entered late. These tardies will be excused or unexcused, depending upon the reason.

Since sufficient time has been allowed in the schedule for students to get from one class to another, there is no excuse for being late to class. Classroom teachers will handle tardy problems as needed for the students in their classes. Those students who are tardy continually or those who are tardy for unacceptable reasons may be given detentions or otherwise disciplined. If detained by a teacher after class, the student must get a pass from the teacher to enter the next class.

SENIOR EARLY WORK RELEASE: Early work dismissal for seniors is a privilege. The abuse of this privilege or violation of the following guidelines will result in this privilege being withdrawn. The guidelines that must be followed for this program are as follows:

1. Students must have earned 15 units of credit and have passed three years of physical education in order to qualify.
2. Students shall have attended school for six semesters since entering ninth grade before being eligible for this program.
3. A student must have identified some person to whom he/she will be responsible. If working at home, the parent or guardian; if at a job, the immediate supervisor. The name of this person must be submitted to the school administration.
4. Students must complete a request form, follow all appropriate procedures, and have the Principal approve the request. Any dissatisfaction with a decision rendered by the Principal could be appealed to the Superintendent of Schools.
5. Students who fail one subject during either the quarter and/or semester grading period will have the privilege revoked. If a student receives a midterm report, the early work release privilege will be suspended until the student increases the grade to a C or above.

6. Students shall not be involved in any major disciplinary action. An example of this would be unexcused absences, excessive unexcused tardies, continual disruptions of class, or vandalism of any kind. If a student is involved in disciplinary action, it could result in her/his early work release privilege being discontinued.

7. Early release shall not interfere with any school activity in which the student wants to participate. School activities will always take precedence.

8. If a school activity is scheduled during the period of the early work release, it will be the responsibility of the student to make arrangements with the principal to see if he/she is to attend this school activity.

9. Students are to go directly to their job when they leave school. If students are found loitering in town, their work release privilege will be suspended.

10. Students involved in a sport will not be given early work release for that season.

CARS: No student is permitted to sit in or drive a car at noon or during the school day unless permission is obtained from the principal.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974: This act provides for access by parents to permanent school records and an opportunity to challenge any content which may be inaccurate, misleading or inappropriate.

The HLV Community School District collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and her/his education, and may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, education-vocational honors and activities, discipline data, objective counselor or teacher ratings and observations and external agency reports.

The records of each student are generally located with the school principal. Any exception will be noted in the student's other records or by the person in charge of record maintenance for the school. The name and position of the person responsible for the maintenance of school records for each building is as follows:

Building	Person Responsible	Position
High School	Mark Tegeler	Principal
Junior High School	Mark Tegeler	Principal
Elementary School	Mark Tegeler	Principal.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years:

1. School officials and teachers with legitimate educational interest
2. Officials of other schools in which the student proposes to enroll
3. Representatives of state and local governments when auditing and evaluating federal programs
4. Governmental officials to which information is to be reported under state law adopted prior to November 9, 1974
5. Organizations which process and evaluate standardized tests
6. Accrediting organizations for accreditation purposes
7. Parents of dependent children regardless of child's age
8. In connection with an emergency
9. In connection with a student's financial aid application.

Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

Student records are reviewed and inappropriate materials are removed periodically. At a minimum, this is completed when a student moves from elementary school to junior high school, from junior high school to senior high school, and/or when a student transfers out of the district. Those records not of permanent importance may be destroyed within three (3) years after graduation or discontinued attendance.

Parents of students under age 18 and students age 18 or over may exercise the opportunity to review the educational records of their child/themselves, to obtain copies of the records, to write a response to material in the record, to challenge the content of the records on the grounds of inappropriateness, inaccuracy or invasion of privacy and to have the records explained.
The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any of the aforementioned persons responsible for the maintaining of student records in each building.

The principal, or person in charge of the attendance center, may release the following types of information to the public as he/she sees fit: name, address, telephone listing, student photo, date and place of birth, major field of study, height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous school or institution attended by the student. Any parent objecting to the public release of such information must file a written objection with the aforementioned person responsible for maintaining student records in each building. The information objected to in this written form will not be publicly released.
Student records will be forwarded to an agency or institution when a student seeks or intends to enroll in said institution unless a specific written request is on record with the school district from the parents or student, if eighteen years of age, requesting that records not be made available to such institutions.

NOON LUNCH PERIODS: Students in grades K-12 will remain on school grounds during their lunch periods. The only exception to this policy will be if a parent signs the request form and submits it to the principal of the building in which her/his child attends school asking the principal to allow her/his child to go home for lunch. If the principal approves this request, the student will be allowed to go home for lunch. Students will not be allowed to drive during the lunch periods. If the open-lunch privilege is violated by the student, the principal may revoke it.

SCHOOL LUNCH PROGRAM: The HLV Community School District will once again operate a food service program during the 2025-2026 school year. The specific fees charged for meals for the 2025-2026 year are listed on the fee schedule that is attached at the back of this handbook.
The school system will utilize a computerized food service accounting system during the 2025-2026 year. It will only be necessary for parents to send one check for the lunches of all family members.
Family members will be allowed a $15 maximum charging limit for food service items before food service will be discontinued for students unless payment is provided to the school (either by cash or check). When the $15 charging limit is met, your child(ren) will be notified in the lunch line that they are unable to eat by charging to the family lunch account. The child(ren) may, however, pay cash to eat.
If your family's account balance is currently a negative amount in excess of $15.00, parents will need to make a payment prior to the opening of school in order to have their account reflect a positive balance at the beginning of the 2024-2025 school year.
If parents have questions about the food service program for the 2025-2026 year, please feel free to contact HLV Head Cook Amber Pierce.
Free/Reduced meals will be available during the 2025-2026 year to children whose parents meet the financial criteria established by the federal government. Applications for free/reduced meals will be distributed at registration time to interested parents/guardians. These application forms must be returned to the school and approved by the school before free or reduced meals can begin to be provided to students.
Students who want to purchase an extra carton of milk or juice will be able to do so on the computerized food service program as well. The amount charged for milk or juice will be deducted from the amount in each family's account.

BREAKFAST PROGRAM: The HLV Community School District will also offer a breakfast program to its students again during the 2025-2026 school year. The specific fees charged for breakfast for the 2025-2026 year are listed on the fee schedule that is attached at the end of this handbook. Students can charge breakfasts on the school's computerized lunch system.
Breakfast will be served from 7:45 A.M.-8:10 A.M. in the junior/senior high school cafeteria area.
Any questions regarding participation in the breakfast program should be directed to the building principal's office.

EDUCATIONAL EQUITY POLICY STATEMENT: "It is the policy of HLV Community Schools not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7. If you have questions or grievances related to compliance with this policy by HLV Community Schools, please contact either the school principal or the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th Street, Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: http://www.state.ia.us/governemnt/crc/index.html."
It is also the policy of this 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 lifestyles open to women as well as men in our society. One of the objectives of the total curriculum is to reduce stereotyping and to eliminate bias on the basis of race, color, age, national origin, gender, disability, religion, creed, sexual identity, socioeconomic status, gender identity and marital status. The curriculum should foster respect and appreciation for the cultural duties, and responsibilities of each individual as a member of a pluralistic society.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.
This institution is an equal opportunity provider

Iowa Non-Discrimination Statement:

"It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: https://icrc.iowa.gov/."

GRIEVANCE PROCEDURE POLICY:

Any student or employee of the HLV Community School District shall have the right to file a complaint alleging noncompliance with regulations outlined in Title VI in the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The procedure that should be followed in the filing of such a complaint is listed below:

Level I -- Hearing With Title VI, Title IX And Section 504 Compliance Officer. Any student or employee who believes that he/she has been discriminated against on the basis of race, color, age, national origin, gender, disability, religion, creed, sexual identity, socioeconomic status, gender identity and marital status. national origin or disability may file a written complaint with the building principal. The complaint shall state the nature of the grievance and the remedy requested. A copy of a compliance violation form can be obtained from the principal's office.

The filing of a formal written complaint must occur within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievant could reasonably have become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the building principal. A minor student may be accompanied at the grievance hearing by a parent or guardian.

The building principal, who shall serve as the compliance officer, shall investigate the complaint and attempt to resolve it. A written report from the principal regarding any action taken should be sent to the student or employee within fifteen (15) working days after receipt of the complaint

Level II -- Superintendent. If a complaint is not resolved at Level I, the grievant may process her/his complaint to Level II by presenting a written appeal to the Superintendent of Schools within ten (10) working days after the grievant receives the report from the principal (compliance officer). The grievant may request a meeting with the superintendent or her/his designee. The superintendent or her/his designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent or her/his designee within ten (10) working days after receipt of the written appeal.

Civil Rights Commission, other agencies available for mediation or rectification of affirmative action grievances or to seek private counsel for complaints alleging discrimination.

Name of Title VI, Title IX and Section 504 Compliance Officer:
Elementary, Junior/Senior High School:
Mark D. Tegeler, Principal
HLV Community School District
Victor, IA 52347
Phone Number: 319-647-2161
Office Hours: 8:00 A.M.-4:00 P.M., Monday-Friday

HUMAN GROWTH AND DEVELOPMENT CURRICULUM: Information regarding the contents of any Human Growth and Development curriculum taught at your child's grade level will be made available to you. If you are interested in reviewing this material prior to its use in the classroom, please contact the building principal's office and request to review the instructional materials before they are used in the classroom.
A pupil will not be required to take instruction in Human Growth and Development if the pupil's parent or guardian files with the principal a written request that the pupil be excused from the instruction.

CONCURRENT ENROLLMENT:
To be eligible to take a concurrent enrollment course, this does not apply to participation in Career and Technical concurrent enrollment classes (Academies).

- a student in 9th or 10th grade must be identified as a talented and gifted student or be advanced in reading and language arts/writing on the ISASPs and have a cumulative GPA of 3.3 or higher.
- A student in 11th or 12th grade must be proficient in reading and language arts/writing tests in ISASPs, have a cumulative GPA of 2.8 or higher
- Students who take the ACT Assessment and score the following may be eligible to take concurrent enrollment courses:
- English/Writing = 18
- Reading = 18
- Math = 19
- Students who take the SAT Assessment and score the following may take concurrent enrollment courses
- English/Writing = 430
- Math = 510

Students who fail a concurrent enrollment course may not take another the following semester and will need to meet eligibility requirements as well as have a current GPA of 3.3 or higher, and follow through in the appeal process with the community college.

Students may withdraw from a concurrent enrollment course the 1st week of HLV's Jr/Sr High School semester. Any student who withdraws from a concurrent enrollment course beyond the 1st week of HLV's Jr/Sr High School semester will receive an F on the HLV report card.

OPEN ENROLLMENT: Parents/guardians considering the use of the open enrollment option to enroll their child(ren) in another public school district in the State of Iowa should be aware of the March 1 application deadline for the 2024-2025 year.
Parents/guardians of open enrolled students whose income falls at or below the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. Parents/guardians should be aware that open enrollment may result in the loss of athletic eligibility.
For further details, contact the school superintendent's office.

LOCKER INSPECTIONS: Inspection of student lockers by school officials can take place at any time. The student will be allowed to be present, if possible, if her/his locker is the only locker inspected. A student does not have to be present, however, if all lockers are being routinely inspected.

WEAPONS: The HLV Board of Education believes weapons and other dangerous objects 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. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.
Parents of students found to possess a weapon or dangerous objects 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.
Students bringing a firearm to school shall be expelled for not less than twelve months. 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 tem "Firearm" includes 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.

POLICY ON ANTI-BULLYING/HARASSMENT

It is the policy of the HLV Community School District to maintain a learning and working environment that is free from harassment. No employee or student of the district shall be subjected to sexual harassment nor shall any employee or student of the district be subject to harassment on the basis of race, color, age, national origin, gender, disability, religion, creed, sexual identity, socioeconomic status, gender identity or marital status.

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have contact with students will not be tolerated in the school or school district.
The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while in 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 includes 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 an 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 prohibited. An individual who knowingly files a false harassment complaint 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. The building principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

SPECIAL EDUCATION NOTICE: Additional support services are available to assist teachers when concerns arise with students. These services include our building staff, (special education teachers, principal, etc.) and Grant Wood Area Education Agency support staff, (psychologist, social worker, consultant, speech-language pathologist, occupational and/or physical therapists, and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students through teacher or
parent request. Working together, we can provide the best education possible for all of our children.

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

2025-2026 LUNCH PRICES

Lunch K-5 $3.30 6-12 $3.35 Adult $5.00

Reduced Price Breakfast $.30 Reduced Price Lunch $.40

Breakfast K-12 $2.30 Adult $3.00

Milk/Juice $.45