

**GARNER - HAYFIELD - VENTURA**

COMMUNITY SCHOOL DISTRICT



**2025-26**

**Middle School and High School (Grades 5-12)  
Student and Parent Handbook**

*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 building principal for information about the current enforcement of the policies, rules, regulations, or student handbook of the school district. If discrepancies exist between the handbook and board policy or state law, board policy and state law supersedes the handbook.*

---

## **Table of Contents - District Information**

Non-Discrimination Statement	2
2025-2026 GHV CSD School Calendar	3
Garner-Hayfield-Ventura Administration	4
GHV Vision Statement	4
GHV Mission Statement	4
Welcome!	5
District Phone Numbers and Website	5
School Hours	5
School Closings or Dismissals	5
Contact Information	5
Definitions	6
Note to Parents	6
Admission Procedures	6
Bus Guidelines	7
Emergency Procedures	8
English Language Learners	8
Fees	8
Freedom of Expression	10
Health Services	10
Illegal Items Found in School or in Student's Possession	14
Library Information	14
Search and Seizure	14
Student Anti-Bullying/Harassment Policy	15
Weapons	17
Table of Contents - HS & MS Information (5-12 Policies and Procedures)	19
Table of Contents - GHV School Information (Notifications)	42

## **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: **Shawn Miller**, *GHV High School Principal*, 605 West Lyons Street, Garner, Iowa 50438. School Phone: (641) 923-2632 Email: [smiller@ghvschools.org](mailto:smiller@ghvschools.org)

# 2025-2026 GHV CSD School Calendar

## GHV Community School District 2025-2026 School Calendar



[www.ghvschools.org](http://www.ghvschools.org)  
 641-923-2718  
 GHV Facebook <https://www.facebook.com/GHVS>  
 GHV Twitter <https://twitter.com/GhySchools>  
 GHV Instagram <https://www.instagram.com/ghvschools/>

- Calendar Legend**
- Professional Development (No School)
  - New Staff Workshop
  - First Day of School, Monday, August 25, 2025
  - No School
  - Quarter Ends
  - Parent Teacher Conferences

**Student Contact Hours:**  
 TK/8 = 6.70 Hours  
 HS = 6.70 Hours  
 PD required = 36 hrs  
 Student required hours = 1,080  
 Student Contact Days = 172

**INCLEMENT WEATHER**  
 Full Staff PD Days may be used as potential make-up for inclement weather days

Print						Student Days	Start & Finish
<b>August 2025</b>							
M	T	W	Th	F			
					1		
4	5	6	7	8			
11	12	13	14	15			
18	19	20	21	22			
25	26	27	28	29	5		
<b>September 2025</b>							
1	2	3	4	5	9		
8	9	10	11	12	14		
15	16	17	18	19	19		
22	23	24	25	26	24		
29	30				25		
<b>October 2025</b>							
		1	2	3	28		
6	8	9	10	11	33		
13	14	15	16	17	38		
20	21	22	23	24	43		
27	28	29	30	31	48		
<b>November 2025</b>							
3	4	5	6	7	53		
10	11	12	13	14	58		
17	18	19	20	21	63		
24	25	26	27	28	65		
<b>December 2025</b>							
1	2	3	4	5	69		
8	9	10	11	12	74		
15	16	17	18	19	79		
22	23	24	25	26	81		
29	30	31			81		
<b>January 2026</b>							
			1	2	81		
5	6	7	8	9	86		
12	13	14	15	16	91		
19	20	21	22	23	96		
26	27	28	29	30	101		
<b>February 2026</b>							
2	3	4	5	6	106		
9	10	11	12	13	111		
16	17	18	19	20	115		
23	24	25	26	27	120		
<b>March 2026</b>							
2	3	4	5	6	125		
9	10	11	12	13	125		
16	17	18	19	20	130		
23	24	25	26	27	135		
30	31				137		
<b>April 2026</b>							
		1	2	3	139		
6	7	8	9	10	143		
13	14	15	16	17	147		
20	21	22	23	24	152		
27	28	29	30		157		
<b>May 2026</b>							
				1	158		
4	5	6	7	8	163		
11	12	13	14	15	168		
18	19	20	21	22	172		
25	26	27	28	29			

## **Garner-Hayfield-Ventura Administration**

<b>Superintendent</b>	Ken Kasper
<b>PS-4 Principal</b>	Michael J. Meyering
<b>5-8 Principal</b>	Debra Steenhard
<b>9-12 Principal</b>	Shawn Miller
<b>7-12 Activities Director</b>	Randy Hall
<b>School Business Official</b>	Holly Fischer

### **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.

## Welcome!

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

Go, Cardinals!

## District Phone Numbers and Website

GHV Elementary (PS-4) Office	(641) 923-2831
GHV Middle School (5-8) Office	(641) 923-7124
GHV High School (9-12) Office	(641) 923-2632
GHV District / Supt. Office	(641) 923-2718
District Website	<a href="http://ghvschools.org">http://ghvschools.org</a>

## School Hours

TK-12: 8:20 a.m. - 3:25 p.m.      **NOTE:** Grades 7-8 will begin at the high school daily at 8:20 a.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://asp.schoolmessenger.com/ghvschools/subscriber/>

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

<b>News Channel 3</b> (KIMT)	<b>93.9 FM</b> (KIAI)	<b>98.7 FM</b> (KSMA)	<b>102.7 FM</b> (KYTC)
<b>106.1 FM</b> (KLSS)	<b>107.3 FM</b> (KIOW)	<b>1300 AM</b> (KGLO)	<b>1490 AM</b> (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**

The parent is the first teacher of a child, and should develop in their child good behavior habits and positive 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.

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.

## **Admission Procedures**

When registering your child, legal names are required in JMC. Please provide all parent contact information for any legal guardians.

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.

## Bus Guidelines

Transporting students requires student and parent cooperation. Communication regarding transportation problems is essential.

If transportation arrangements need to be changed, please notify the office in a timely manner so things continue to run smoothly.

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.

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 to ensure safety for all.
2. Be on time; the bus driver has a schedule to keep.
3. Bus pickup: Wait in a safe location off the road. Wait until the vehicle comes to a complete stop before attempting to enter. Stand away from the doors until they are fully open.
4. Enter and exit the bus in an orderly manner, and please remain seated until the bus has come to a complete stop.
5. Keep your head and arms inside the bus at all times.
6. Keep the aisles clear at all times so that students may enter and leave the bus safely.
7. Control your own behavior by remaining quiet, orderly, and courteous to the bus driver and fellow passengers. Riders may be assigned seats by the driver or any staff.
8. When leaving the bus, be alert to the traffic. Move quickly out of the road so that the bus can continue the route. Follow all drivers instructions when departing the bus.
9. Any damage to a bus caused by a student will be paid for by the parents/guardian of the student responsible for the damage.
10. The driver will not discharge elementary 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.

**First offense:** The first incident, depending on the severity, is typically a warning and possible other consequences.

**Second offense:** The second incident may bring disciplinary action and possible suspension of busing privileges from 1 to 5 days. Communication between the parent and the bus driver, the child's principal, or the transportation director should occur to see if a solution to the problem can be reached.

**Third Offense:** The third incident may bring from 1 day to complete suspension from riding the bus. School staff and parents should communicate 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 situation.

**Emergency Procedures**

The purpose of evacuation, fire, lockdown, bus, and tornado drills is to ensure the safety of all students and employees in the event of an actual emergency. Drill procedures will be covered with students by individual teachers. During these drills, it is important that students practice these in the way they would respond to a real emergency.

**English Language Learners**

Garner-Hayfield-Ventura Community School supports English language learners in its educational policies as required by Section 280.4 of the Iowa Code. The district’s program is available upon request.

**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.

BREAKFAST/LUNCH FEES				
Breakfast	TK-12: \$1.95			Adult: \$2.65
Lunch	TK-4: \$2.90	5-8: \$3.10	9-12: \$3.15	Adult: \$4.97
Extra Milk	\$0.55			
Extra Entrée	Additional Fee			

TEXTBOOK FEES	
TK-4	\$55.00
5-12	\$80.00

OTHER FEES	
School Instrument Rental	\$45.00

<b>Sports Fee (per sport)</b>	\$15.00 (Limit 3 sports maximum per student)
<b>Student Activity Ticket</b>	\$50.00
<b>Adult Activity Ticket</b>	\$150.00

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 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, Middle School Office, or the Elementary School Office. This waiver does not carry over from year to year and must be completed annually. Contact the district 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 add as much money 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 JMC.

Our food service director is Jayna Trenary ([taherfoodservice@ghvschools.org](mailto:taherfoodservice@ghvschools.org).)

### **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. The form is included in the registration packet. Please contact the superintendent’s office (641) 923-2718 for questions.

## **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 students 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. When making this judgment, the administration shall consider whether the activity in which the expression was made is school-sponsored and whether a 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.

## **Health Services**

The health office 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, developmental changes, immunization, dental health, first aid, and CPR. Students are automatically screened unless the parent submits a note asking the student to 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 have permission to go home because of illness from either office or nursing staff. In the case of a serious illness or injury, the school shall attempt to notify the parents/guardians according to the information on GHV's student information system. If the student is too ill to remain in school, the student is released according to the parents' directive. Please notify the school if the parents will be out of town for a period of time.

## **Required Paperwork for Health Records**

Health and safety information collected from families will be maintained via electronic file for each child in the school health office. The health office maintains student health records that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics and/or the Iowa Department of Public Health.

Files are kept current by updating as needed, but at least yearly. It is parent/guardian responsibility to update health office staff with changes to your child's health needs and/or diagnoses throughout the school year. The content of the electronic file is confidential, but is available to the administration or education team as guided per Family Educational Rights and Privacy Act (FERPA).

## **Required Paperwork for Health Records Includes:**

**Dental Certificate of Screening:** The state of Iowa (code 507.1) requires that all kindergarten students and all 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, middle school or high school are also required to have a dental screening. For students in kindergarten, a screening is valid from age 3 years to 4 months after enrollment date. For students in 9th grade, a screening is valid from 1 year prior to enrollment to 4 months after enrollment date.

**Physical:** The state of Iowa (code 507.1) requires students enrolling in preschool or kindergarten or desiring to participate in athletic activities in the school district to have a physical examination by a licensed medical provider and provide proof of such an 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 via online registration, as part of the registration process.

## **Illness Policy**

If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children:

- Fever of 100.4°F or greater
- Vomiting
- Diarrhea
- Pink eye with drainage
- Excessive cough or nasal discharge

The GHV Community School District's established policy for an ill child's return to school:

- Fever free for 24 hours without medication
- Strep Throat: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Pink Eye: 24 hours after initial medication or when without drainage.

Upon arrival at school, each child is observed by teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. When a child develops signs of an illness during the school day, parents, legal guardians, or another person authorized by the parent will be notified immediately to pick up the child. Your child can be picked up from the Health Office, which is located in the Main Office at GHV Elementary/Middle School, and can be accessed at

door S6. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's doctor.

## **Medication Policies And Procedures**

**Policy:** The school will administer medication to children with written approval of the parent and with an order from a health care provider for a specific child as directed on the pharmacy label. Because administration of medication in the school is a safety hazard, medication administration will be limited to situations where an agreement to give medicine outside school hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

**Procedure:** The school nurse coordinates and/or administers medication during school hours only if the parent or legal guardian and health care provider has given written consent and the medication is available in an original labeled prescription or manufacturer's container that is child-resistant. Any other person who would administer medication has medication administration training from the school nurse. Documentation of medications will be kept in the student's electronic health file.

For prescription medication, parents or legal guardians will provide the school with the medication in the original, child resistant container that is labeled by the pharmacist with the child's name, name and strength of the medication, date the prescription was filled, name of the health care provider who wrote the prescription, the medication's expiration date, and the administration, storage, and disposal instructions.

For over-the-counter medication, parents or legal guardians will provide the medication in a child-resistant container. The medication will be labeled with the child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer, and the name of the health care provider who recommended the medication for the child.

The school health office carries: Tylenol, Benadryl (for allergic reactions ONLY), Calagel, Bacitracin, Aquaphor hydrocortisone cream, Vaseline, hydrogen peroxide, cough drops, contact solution, Refresh eye drops, eye wash and icy hot. All over-the-counter medications carried by the school health office will be administered as directed per manufactured label, unless otherwise directed per student's medical provider via written order. Parent/Guardian permission will be obtained yearly upon completion of the student health update via online registration in order to administer your student these medications throughout the school year. The school nurse, health office assistant, or medication administration trained staff will administer medications. If permission is not obtained, a phone call to parent/guardian will be made to obtain permission. If unable to reach a parent/guardian, medication will not be able to be administered during the school day.

Instructions for the dose, time, method to be used, and duration of administration will be provided to the health staff in writing (by signed note or prescription label) or dictated over the telephone by a physician or other persons legally authorized to prescribe medication. This requirement applies to both prescription and over-the-counter medications.

Medication will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant container that is locked and prevents spillage.

Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or other person legally permitted to prescribe medication. Instructions which state that the medication may be used as needed will be renewed by the physician at least annually.

ALL medications must be transported to/from school via parent/guardian. There is a locked dropbox outside GHV E/MS and GHV HS Main Entrances where parents/guardians can drop off medications after school hours.

**MIDDLE SCHOOL NOTE:** Energy drinks with a warning label for children are not allowed at the middle school during any time of the school day or during extra curricular activities.

### **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 licensed medical provider's approval.

Infectious or communicable diseases include, but are not limited to whooping cough, mumps, measles and chickenpox. Please contact the health office with any questions/concerns you may have. Please view child illness and Exclusion criteria for education and child care settings at <https://hhs.iowa.gov/media/2819/download?inline=> for further details.

### **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. If the student is too ill to remain in school, the student will be released as per parent directives.

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.

Physical Education/Extra-Curricular Activities/Recess:

If your student is unable to participate fully in physical activities, extra-curricular activities and/or recess then a healthcare provider's note is required. A copy of the note should be provided to the

school health office. The school health office staff will provide updates of student's activities to proper staff.

Parents/Guardians may request his/her student to sit out of PE/Recess up to 3 days. If said student needs to sit out of PE/recess longer than 3 days, a note from your student's healthcare provider is required.

## **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.

When illegal substances are found in a student's possession, including in a locker or backpack/bag, here is the procedure that will follow:

- 1) The item is confiscated.
- 2) Local law enforcement is contacted, and the illegal items are turned over to them. A parent contact is made by law enforcement or the school.
- 3) The student is sent home for the remainder of the day with additional days and other consequences possible.
- 4) This is a violation of our Good Conduct Policy.

## **Library Information**

All books checked out to a student throughout the year are the student's responsibility to care for and return back to the school library. Any books damaged beyond repair or not returned will be charged the cost of replacing the book on the student's JMC account at the end of the school year.

## **Search and Seizure**

School district authorities may, without a search warrant, search students and/or their belongings 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. Lockers, desks, or other spaces owned by the school are not a protected student area.

School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. 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 may 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 a material and substantial disruption to the school environment or present 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. 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.

## **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 may be reported to the law enforcement officials, and the student may 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, may 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.

## **Table of Contents - HS & MS Information (5-12 Policies and Procedures)**

<b>Adding/Dropping/Retaking Classes</b>	<b>21</b>
<b>Attendance/Absences &amp; Truancy/Tardies</b>	<b>21</b>
<b>Attendance Rule for Participation in Practices and Activities</b>	<b>23</b>
<b>Bicycles/Mopeds</b>	<b>23</b>
<b>Cafeteria</b>	<b>23</b>
<b>Cell Phones and Electronic Devices</b>	<b>24</b>
<b>Class Loads (High School)</b>	<b>25</b>
<b>Classroom Rules</b>	<b>25</b>
<b>Co-Curricular and Extra-Curricular Participation</b>	<b>25</b>
<b>Conferences/Midterm Reports</b>	<b>26</b>
<b>Computer/Chromebook Acceptable Use Policy for School Issued Chromebooks</b>	<b>26</b>
<b>Dance Regulations</b>	<b>27</b>
<b>Digital Citizenship</b>	<b>27</b>
<b>Dress Code for Students</b>	<b>27</b>
<b>Early Graduation Requirements (Board Policy 505.7)</b>	<b>28</b>
<b>Good Conduct Policy &amp; Extra-Curricular Eligibility</b>	<b>28</b>
<b>Grading System</b>	<b>33</b>
<b>Guidance and School Counseling Services</b>	<b>34</b>
<b>Honor Roll</b>	<b>34</b>
<b>Legal Status of a Student</b>	<b>35</b>
<b>Lost and Found</b>	<b>35</b>
<b>Misconduct By Students</b>	<b>35</b>
<b>Post-Secondary Enrollment Options (High School)</b>	<b>36</b>
<b>Posting Notices and Posters</b>	<b>37</b>
<b>Relations with Other Students</b>	<b>37</b>
<b>Relations with Outside Authorities</b>	<b>37</b>
<b>Release During School Hours</b>	<b>37</b>
<b>Religious-Based Exclusion from a School Program (Board Policy 603.10)</b>	<b>37</b>
<b>Return to Learn and Return to Play Protocol for 7-12 Grade Students</b>	<b>38</b>
<b>Requirements for Graduation (Board Policy 505.6)</b>	<b>38</b>

<b>School Property/Lockers and Desks</b>	<b>38</b>
<b>State Tournaments</b>	<b>39</b>
<b>Student Performance</b>	<b>39</b>
<b>Student Rights</b>	<b>39</b>
<b>Student Suspected to Be Under the Influence Procedure</b>	<b>40</b>
<b>Students of Legal Age</b>	<b>40</b>
<b>Threats of Violence</b>	<b>40</b>
<b>Vacations</b>	<b>40</b>
<b>Vehicles</b>	<b>41</b>
<b>Visitors</b>	<b>41</b>
<b>Work Based Learning /Intern Programs (High School) (Code No. 504.7)</b>	<b>41</b>
<b>Table of Contents - GHV School Information (Notifications)</b>	<b>42</b>

## **Adding/Dropping/Retaking Classes**

If class size permits, students have two (2) days at the beginning of each semester to drop or add a class. In order to drop or add a class, students must obtain appropriate permission from the school counselor. Students will not be allowed to add/drop until approved by the Counseling Office.

High School Only: If a student wants to retake a class, the student must make a request with the instructor involved and the request must be presented to the counselor and principal for approval. The class that is retaken must be retaken for a grade. The grade received for the retake will replace the grade the student received when the course was originally taken. Only the retake grade will apply towards the student's grade point average (GPA).

Middle School Only: Parents will be notified for agreement of schedule changes.

## **Attendance/Absences & Truancy/Tardies**

*(Please refer to Board Policy 501.12 on the GHV website for additional information and specific details.)*

Changes in Iowa Law Code (SF 2435) regarding absenteeism have been put in place beginning with the 2024/25 school year. The intent of this law is to assist with providing students with a quality education that can be achieved best through regular attendance. The following guidelines have been put in place by the state. ***Please note that there is no distinction between excused and unexcused absences by the state law.***

GHV is required to implement the following procedures in conjunction with the county attorney as required by law.

- **10% Absenteeism:** When a student's absences reach 10%, parents will be sent a letter regarding attendance and the county attorney will also be notified.  
***NOTE: For these designations, there is no distinction between excused and unexcused absences.***
- **15% Absenteeism:** If the absence rate reaches 15%, a mandatory meeting with the county attorney will be held to set attendance agreements and expectations.
- **20% Absenteeism:** If the absence rate reaches 20%, legal consequences and actions by the county attorney (which could include community based supports, fines, and in extreme cases a child's removal from the home and or jail time for the parents) will be enacted.

GHV will continue to label absences as excused and unexcused for our own tracking purposes.

**However, it is important to remember that total absences, excused or unexcused, is what will be considered for attendance guidelines.**

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.

## **Excused Absences**

These absences include, but are not limited to: illness; family emergencies; recognized religious observances; school-sponsored or approved activities; court appearance if validated by the assigned time on the ticket, and the appearance is validated by the Clerk of Court; for high school students only, college visits with the approval of the guidance counselor or principal, and family trips or vacation approved by the principal and provided that the student's work is finished based upon the agreement with the principal.

For illnesses, the nurse's office may request a doctor's note for any absences of 3 days or more or more frequently if absences are chronic. If notes are not provided, the absences may be unexcused.

High School: A note from the medical provider must be provided for all appointments (doctor, counseling, dentist, physical therapy, etc.) If a student is called in by a parent for an appointment and does not provide a note, it will be an unexcused absence until a note is provided. All other appointments (senior pictures, haircuts, nails, tanning, etc.) are unexcused and should be scheduled outside of the school day.

Students whose absences are excused will make up the work missed and receive full credit for the missed school work according to the deadline established by the teacher.

It is 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 building principal may request evidence or written verification of the student's reason for absence in addition to the times previously mentioned.

**NOTE:** Students who wish to participate in school-sponsored activities must arrive at school by the end of 4th period on the day of the activity unless prior permission has been given by the principal or the principal's designee for the student to be absent.

## **Unexcused Absences**

Any absence that occurs without parental knowledge, or without a reasonable excuse, will be classified as unexcused. Unexcused absences include, but are not limited to: tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations, hair and other grooming appointments, senior pictures, employment, and other reasons deemed as unexcused by the building principal.

Parents will be notified anytime a student is absent from school. The immediate consequence for an unexcused absence will be determined by the building principal and may include a verbal warning, supervised study hall, detention, in-school suspension, or other appropriate disciplinary sanction as determined by the building principal. It is the discretion of the building principal to determine, in light of all relevant circumstances, whether a student may make up work missed because of an unexcused absence.

## **Tardiness**

A student who is late arriving to school is to stop in the office to confirm their arrival and clarify their reason 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. Students that have an unexcused tardy to class may be assigned detention time by their teacher to be made up after school that day during another time arranged by the teacher.

According to Iowa Law Code (SF 2435), tardies will be counted as hours and will follow the attendance guidelines regarding absenteeism, as stated previously.

## **Attendance Rule For Participation In Practices And Activities**

Students who wish to participate in school-sponsored activities must arrive at school by the end of 4th period on the day of the activity unless permission has been given by the principal or the principal's designee for the student to be absent. Individual coaches or sponsors may have a more restrictive attendance policy than defined above.

**NOTE:** Due to chronic absenteeism, students may not be allowed to attend or participate in school dances (including prom), field trips, or extra curricular events as determined by the building principal

## **Bicycles/Mopeds**

Bicycles and mopeds will be parked in the areas provided. 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. Middle School Only: 7th and 8th graders starting their day at the high school may ride their bikes/mopeds there. They may then safely and directly ride from the high school to the middle school when that transition occurs rather than ride the bus for transport. If students are driving a vehicle on a school permit, they may not transport other students.

## **Cafeteria**

All students must be in the cafeteria and remain in the cafeteria during their assigned lunch shift. The following cafeteria expectations should be met:

1. Be courteous to peers and staff.
2. Clean up after yourself
3. Seating is on a first come, first served basis.
4. Students are to remain in the cafeteria until dismissal time.

**MIDDLE SCHOOL NOTE:** Energy drinks with a warning label for children are not allowed at the middle school during any time of the school day or during extra curricular activities.

## **Cell Phones and Electronic Devices / Interferences in the School Day**

The state of Iowa passed House File 782, Personal Electronic Devices in Schools. GHV adopted Board Policy 508.1, and for purposes of this policy, a personal electronic device is a device that is used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, and any applications or programs installed by the student on a school-owned or issued device. A “personal electronic device” does not include an administration approved device possessed by the student for documented legal, health, and safety purposes and used solely for those purposes.

The school day is defined as the period between the first bell and the last bell of the school day. Instructional time is any time during which a student is under the guidance and supervision of licensed instructional staff or instructional assistants, including independent study time during the school day. Building-level administration determines cell phone usage during lunch and passing periods.

**Middle School:** Phones are not allowed to be on or visible during the school day (8:20 - 3:25) for all grades with the exception of use by 7th and 8th graders in the cafeteria during lunch. Phones should be turned off during the instructional day except for 7th and 8th graders at lunch.

**High School:** Students may use their phones before school, between classes, during lunch, and after school. Cell phones are not to be seen or used in the classroom, nor in the hallways or other areas of the school during class periods.

Students are responsible for the safekeeping of any electronic devices they bring to school. When using these devices, students need to use them so as to not violate school rules. Cell phones and other devices with cameras are banned from capturing images in locker rooms and restrooms at all times.

### **Violations: Discipline Referrals in JMC**

Violation #1 - The cell phone is turned into the office and can be collected at the end of the school day by the student.

Violation #2 - The cell phone is turned into the office and can be collected by a parent. If the parent is unable to retrieve the phone, there are two options:

- The phone can be returned to the student at the end of the day and will receive a 3 day suspension of use at school consequence; or
- The powered-off phone can remain in a locked office and be returned to the student the following day.

Violation #3 - The cell phone is turned into the office. The student is not allowed to have a cell phone at school for 10 school days. Parent communication will be made to determine whether to keep the phone at home or turn it into the office each morning.

Violation #4 - The cell phone is turned into the office. The student is not allowed to have a cell phone at school for 15 school days. Parent communication will be made to determine whether to keep the phone at home or turn it into the office each morning.

Violation #5 - The principal will work with the student and parent to determine the next action.

## **Class Loads (High School)**

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 expectations and 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. Recording of a discipline referral in JMC
3. Removal from class that day by being sent to the office
4. Assignment of detention time, loss of a privilege, or another consequence
5. Parent-student-teacher conference

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

## **Co-Curricular and Extra-Curricular Participation**

We place a very high value on co-curricular and extra-curricular participation at GHV. Students must be present in school by the end of 4th period in order to practice or perform in a co-curricular and/or extra-curricular activity that day unless prior approval from administration is gained. If leaving during the school day, the student is to check with the administration ahead of time for approval to be eligible for co-curricular activities. Please communicate with the building principal regarding special circumstances or appointments.

## **Conferences/Midterm Reports**

Parent-teacher conferences are scheduled at the close of the first quarter and third quarter. (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. Midterm reports are sent to parents of students who 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 your student's teacher. Parents can access student work any time through JMC. Please contact the office if you need assistance with log-in information.

## **Computer/Chromebook Acceptable Use Policy for School Issued Chromebooks**

By increasing student access to technology it allows students to learn at their full potential and prepare them for the real world of college and the workplace. GHV has safety policies and technology protection in place to filter and monitor the online activities of minors/students.

The student is responsible for reasonable care and use to ensure the ChromeBook is not damaged. If the damage is not covered by warranty, or is caused by negligence, as determined by the technology director or administration, the student and parent or guardian may be billed a fee according to the ChromeBook Loan Agreement.

Examples of 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 to be fully charged at home and brought to school ready for use in the classroom. ChromeBooks are intended for educational use only as determined by teachers and administration. All content accessed on our GHV Chromebooks or using GHV accounts must be appropriate for school. It does not matter if it is during school hours or outside of school. Using the Chromebook or GHV account in an inappropriate manner will result in an office referral, restricted access to your account, and / or loss of Chromebook use.

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

This agreement is made effective upon receipt of the ChromeBook, between the Garner-Hayfield-Ventura School, the student, and their parent or legal guardian. The administration retains the right to assign probationary privileges to students.

## **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. Middle school dances are solely for GHVMS students. 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. High school students that bring out-of-school dates must make sure their dates also follow the rules set forth by GHV. Middle school dances will be GHV students only.

## **Digital Citizenship**

Students are responsible for using all technologies and digital devices in a responsible, trustworthy and mature manner. Here are three basic student guidelines towards good digital citizenship we follow at GHV:

1. If you would not say it in person, do not say it online.
2. Think before you post.
3. Everything you post is part of your digital fingerprint.

## **Dress Code for Students**

Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Every staff member has the right to address dress code violations with students. If a student refuses to comply with requests of the staff member, the student can be sent to the office.

Dress code expectations include but are not limited to the items listed below:

- All shorts, dresses, skirts, and shirts are to be of reasonable length.
- Clothing should not advertise or promote items illegal for use by minors including, but not limited to, alcohol or tobacco/drugs.
- Clothing should not display obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays.
- Clothing should not display double-meaning slogans, sayings, or pictures.
- Other items or apparel deemed to disrupt the learning environment are also not allowed.

Consideration will be given to dresses or outfits worn for more formal or special occasions such as homecoming or prom. Coaches and sponsors of extracurricular activities will determine the dress code during practice and competitions. Students not in compliance with the dress code will be asked by a staff member to correct the situation immediately. A high school student may go home to change clothes and then return to school in a timely manner. The building principal has the discretion to address other clothing issues or concerns and makes the final determination of the appropriateness of the student's appearance.

## **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. In such cases, the student must have the approval of the board and a recommendation by the superintendent and building principal.

A student who graduates early will no longer be considered a student and will become an alumnus of the district. Students are required to give notice of their intent to graduate early at spring registration. Application forms are available in the counselors' offices and must be completed by December 1 for mid-term graduation, and by April 1 for graduation at the end of the junior year.

Students who graduate early may attend the next graduation ceremony (e.g., if they graduate at the end of their junior year, they may attend that spring's ceremony, or if they graduate at the end of the first semester of their senior year, they may attend the following spring's ceremony). It will be the responsibility of the early graduates to check with the school, in advance of graduation, regarding the following:

1. Picking up announcement package
2. Distribution of cap and gown
3. Attending Graduation practice
4. Providing information to provide to the yearbook staff.

Students requesting early graduation, along with their parents/guardians, should initiate the request for early graduation in writing to the high school counselor clearly stating the reasons for a request for early graduation and abiding by the timelines referenced above.

## **Good Conduct Policy & Extra-Curricular Eligibility**

### **Student Eligibility For Extracurricular Activities**

The Board of Directors of the Garner-Hayfield-Ventura Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy. Participating in these school sponsored activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors.

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

**Athletic:** Archery, Trapshooting, Esports, Football, Cross Country, Volleyball, Wrestling, Basketball, Cheerleading, Track, Golf, Soccer, Softball, Baseball, and any other sports as determined by administration.

**Non Athletic:** Band, Colorguard, Vocal, Speech, Drama, Fine Arts, Mock Trial, Yearbook, FFA, FCCLA, National Honor Society, Student Council, and any other clubs, organizations, or activities as determined by administration.

### **GOOD CONDUCT CODE ELIGIBILITY**

To retain eligibility for participation in Garner-Hayfield-Ventura High School or Garner-Hayfield-Ventura Middle School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

#### **Violations:**

- Possession, use, transmission, or purchase of tobacco, nicotine or imitation products, regardless of the student's age; this is to include, but not limited to, e-cigarettes, electronic smoking devices, vapor devices and tobacco pens.
- Possession, consumption, or purchase of alcoholic beverages
- Possession use, purchase, attempt to purchase, delivery or attempted delivery of illegal drugs, or the unauthorized possession, use, purchase, attempted purchase, delivery or attempted delivery of any drug.
- Committing a Law Violation –Commission of any act which results in any of the following:
  - issuance of a citation or complaint
  - arrest or detention
  - filing of a delinquency petition
  - entering into an Informal Adjustment Agreement or agreement for deferred prosecution
  - finding of adjudication
  - granting of a consent decree, deferred judgment or deferred sentence
  - entry of conviction

A law violation does not include traffic violations punishable by a scheduled fine, non simple misdemeanor, and misdemeanor hunting or fishing offenses.

- Inappropriate or offensive conduct, including but not limited to assaulting staff or students, gross insubordination, disrespect to or refusing to cooperate with authorities, hazing or harassment (even if it does not constitute a violation of the anti-bullying/harassment policy), inappropriate or disparaging comments to or about others, and threats. A Good Conduct Code violation may result from group conduct.

**Student Transfers:** If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Code in the previous

school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.

### **General Definitions**

**Co-Curricular** – student is graded and earns credit for this class and certain activities/performances outside the classroom. If the activity is a graded extension of the classroom, the Good Conduct Code would not be enforced.

**Extracurricular in a Co-Curricular Activity** – activities/performances over and above the expectations of the student in this class.

**Extracurricular** – (Yearly or Seasonal) includes activities that a student chooses to participate in where the student publically represents the school.

### **Consequences of a Good Conduct Violation:**

**(Percentages of events missed will be rounded up to whole numbers in all cases.)**

- **First Offense:** Students who violate the Good Conduct Policy will become ineligible for 20% of their current/next athletic season and 1 event for non athletic activities or events.
- **Second Offense** - Students who violate the Good Conduct Policy a second time within one calendar year will become ineligible for 40% of their current/next athletic season and 2 events for non athletic activities or events.
- **Third Offense** - Students who violate the Good Conduct Policy a third time within one calendar year will become ineligible for all activities for one calendar year from the date of the offense.

A student who is ineligible may practice with their sports team or non athletic activity/event. The student may travel with the team or group as long as the coach or sponsor has granted permission. However, the student in violation of the Good Conduct Policy must not be in uniform and may only perform tasks assigned by the coach or sponsor.

### **Special Notes:**

- Each student must be in school by the end of fourth hour in order to participate in an activity or practice session. Any exceptions to this regulation are at the discretion of the building principal.
- Any student who, on his/her own accord, admits to a school staff member a substance abuse problem prior to a good conduct code violation will not be ruled in violation of this policy. The student will remain eligible contingent upon completion of an approved evaluation and recommended treatment program.
- Any student serving out a period of ineligibility must successfully complete that activity season in full or that sanction will be carried over to the next activity of participation. To serve an ineligibility period a student must begin the activity during the first week of practice.

- Any student declared ineligible shall not participate or be in uniform in any public performances, games or contests, or participate in any other school-sponsored extra-curricular activity. Students are allowed to practice/participate in any/all scrimmages or dress rehearsal type activity during the period of ineligibility.
- In addition to the Good Conduct Code, each coach or sponsor may have additional team rules and guidelines. These rules should be reviewed with the students at the beginning of each season or periodically.
- Upon entering high school, all freshmen students will begin with a fresh start/clean slate of the Good Conduct Policy to start their high school careers. Unique freshmen circumstances/multiple offenses in middle school are at the discretion of the high school administration and activities director.
- **Violations Occurring During Ineligibility:** If a student is ineligible at the time of a violation of the Good Conduct Code, the penalty for the violation will not begin until the student regains eligibility. The second penalty attaches when the first penalty is completed.

### **Appeals**

Any student who is found by the administration to have violated the Good Conduct Code may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed. If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 72 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The penalty will remain in effect pending the outcome of the meeting with the board. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's records.

### **ACADEMIC ELIGIBILITY - High School Only**

#### **IOWA SCHOLARSHIP RULE - NO PASS/NO PLAY**

The Iowa Scholarship Rule, 281—IAC 36.15(2), often referred to as No Pass, No Play, puts forth minimum academic eligibility requirements for participation in activities. The state allows local control to each district to impose additional eligibility requirements.

GHV's approach is that any student with a failed class is ineligible in any activity for the next 30 calendar days. This applies to all events, included but not limited to those in music, band, speech, archery, trapshooting, cheerleading, and FFA as well as all sanctioned sports. Upon completion of the 30 day ineligibility period, the student will be reinstated as eligible without any further waiting period.

### **General Guidelines:**

**Summary of Scholarship Rule, 281—IAC 36.15(2) Iowa High School Athletic Assn.** The following

requirements were effective 7-1-08:

- A student must receive credit in at least 4 subjects at all times.
- A student must pass all and make adequate progress toward graduation to remain eligible. College courses are included.
- **If a student is not passing all classes at the end of a final grading period, the student is ineligible for the first period of 20 consecutive calendar days in the interscholastic athletic event in which the student is a contestant.** There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- The ability to use summer school or other means to make up failing grades for eligibility purposes is not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.

**Music** - Any participant receiving a failing grade in any course for which credit is awarded is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA-sponsored event that is non-graded within a period of thirty consecutive calendar days. School districts may impose additional restrictions within the 30 day period.

**Speech** - At the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any event sanctioned by the IHSSA or IHSSA-sponsored event within a period of thirty consecutive calendar days. School districts may impose additional restrictions within the 30 day period.

### **ACADEMIC ELIGIBILITY - Middle School Only**

At Midterm Progress Report Time: Students with an F in one or more classes will be deemed ineligible until they raise their grade. Communication of the grade changing to passing is the responsibility of the student, teacher, and coach/sponsor.

At Quarter Report Card Time: Students with an F in one of more classes will be deemed ineligible until the next quarter midterm progress report. If they hold passing grades at that time, the student has regained eligibility.

## **Grading System**

Grades are an evaluation of what students have learned and are able to do. They become a part of a permanent school record.

LETTER GRADE	SCORE VALUE	GPA
A	93-100	4.000
A-	90-92	3.667
B+	87-89	3.333
B	83-86	3.000
B-	80-82	2.667
C+	77-79	2.333
C	73-76	2.000
C-	70-72	1.667
D+	67-69	1.333
D	63-66	1.000
D-	60-62	.667
F	0-59	

### **Grading: Zero - Retake - Late Work Policies - Withdrawal from a Class**

Our goal at GHV 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 5-12 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, standards-aligned assignments that help students reach proficiency. 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 an option. Student, teacher, and parent(s) should collaborate to avoid this.

#### RETAKE / RETEST POLICY

- Formative Assessments (Daily assignments and/or quizzes)

Students should be able to redo assignments where scores did not indicate proficiency. This should be done in a timely manner and at the teacher's request or the student's request. There

should be reteaching 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 assessments done.

- Performance Based Assessments and Summative Assessments (Tests)

Students should be able to redo summative tests where scores did not indicate proficiency. This should be done in a timely manner and at the teacher's request or the student's request. There should be some reteaching 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. Any student who receives an "F" can retest at least 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.

Student expectations for retake procedures and late work will be communicated to students by the classroom teachers.

#### WITHDRAWAL FROM CLASSES - HIGH SCHOOL

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. Exceptions to this rule may be granted by the principal if special or extenuating circumstances exist.

### **Guidance and School 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.

### **Honor Roll**

The A Honor Roll is those students who achieve at least a 3.667 grade point average for each grading period. The B Honor Roll is those students who have maintained a B average in their academic subjects or grade point average between 3.0 - 3.666. Only courses which carry a full one-credit ranking are used in figuring GPA and Honor Rolls.

## **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. School documents require the use of a student's legal name.

## **Lost and Found**

Each student is responsible for his or her 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 outside the main office. Students should check immediately for any items misplaced or lost.

## **Misconduct By Students**

The following student conduct is considered misconduct:

1. Disrespect for, or defiance of, the authority and/or directives 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 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 may include a 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, or expulsion. Incidents of misconduct may be reported to the police.

## **Post-Secondary Enrollment Options (High School)**

### **Instruction At A Post-Secondary Educational Institution: Board Policy No. 604.6**

Students in grades nine (9) through twelve (12) may receive academic or vocational-technical credits that count toward the graduation requirements set out by the board for courses successfully completed at post-secondary educational institutions. The student may receive academic and/or vocational-technical credits through an agreement between the district and a post-secondary educational institution or with the board's approval on a case-by-case basis.

Students in grades nine (9) through twelve (12) who the district has identified as talented and gifted students and/or meet the eligibility requirements set forth by the district may be allowed to take post-secondary educational courses with approval from administration and the school counselor. Eligible students wishing to participate in the post-secondary educational courses shall apply to the eligible postsecondary educational institution.

Students may not enroll in a post-secondary education course if the district offers a comparable course through its curricular program. For purposes of this policy, comparable courses are determined at the discretion of administration and generally means that the content of a course provided to a high school student for post-secondary credit consists of substantially the same concepts and skills as the content of a course provided by the school district.

Eligible students who successfully complete courses at post-secondary educational institutions under an agreement between the district and the post-secondary educational institution or with the board's approval shall be reimbursed for tuition and other costs directly related to taking any post-secondary education course during the school year up to \$250, except as otherwise outlined in this policy. The district may, instead of reimbursing the student, directly pay the post-secondary educational institution. Only courses preapproved by administration apply.

Should a student fail any course at a post-secondary educational institution and fail to receive credit for any course at a post-secondary educational institution, the student over the age of eighteen (18) or the parent of a student under the age of eighteen (18) shall be responsible for the costs of the course. Prior to registering for any course at a post-secondary educational institution, students under age eighteen shall have a parent sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit for the course. Students who fail a course and fail to receive credit for a course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another district, in the board's discretion, may not be responsible for the costs of the course. Students dissatisfied with the board's decision regarding the repayment of the costs of the course may appeal to the AEA for a waiver of reimbursement.

Students who take courses, other than courses taken under an agreement between the District and the post-secondary educational institution and/or approved by the Board, are responsible for tuition, transportation to and from the location where the course is being offered, and other costs directly related to taking any post-secondary education course. The students and/or their parents shall not receive reimbursement for tuition, transportation, or other expenses. Students who take courses during the summer months when school is not in session are responsible for tuition, transportation to and from the location where the course is being offered, and other costs directly related to taking any post-secondary education course.

### **Posting Notices and Posters**

The building principal or designee must approve all notices pertaining to activities before being posted in the school building or sent through email. 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 and will be addressed.

### **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, school approved work experience placements, and other reasons approved by the administration. If a student must leave the building for any reason, they must sign out in the office. **Students should not communicate directly with a parent to arrange a release during the school day without knowledge of the main office or the clinic.** Please call the school office and we will relay the information to the student.

### **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 administration. 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 may be required to do an alternate supervised activity or study.

### **Return to Learn and Return to Play Protocol for 7-12 Grade Students**

If a Student/Athlete sustains a concussion, there are certain protocols that must be followed. Parents are expected to communicate with the school nurse and Athletico trainer if there is a concern regarding a student having a concussion.

 Updated '24 GHV RTL/RTP Contract

### **Requirements for Graduation (Board Policy 505.6)**

Students must successfully complete the courses required by the board and the 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-six (46) 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
Financial Literacy	1 credit
Electives	14 credits

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. Students found to have damaged, destroyed or otherwise harmed or vandalized school property may be required to reimburse the school district. In certain circumstances, a student may be reported to law enforcement officials.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. Rules outlined previously in the Search and Seizure section apply.

### **State Tournaments**

When Garner-Hayfield-Ventura has students participating in a state contest, fellow students will be allowed to attend the competition. An acceptable dismissal time will be announced. Students may attend state tournament competitions with consent from parents given in advance.

### **Student Performance**

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 such as AI 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 credit at the high school level.

### **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 and/or nurse's office and 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 be under the influence.
3. If the interview confirms the school's suspicion but the student denies being under the influence, the school will call law enforcement.

## **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.

## **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 may 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.

## **Vacations**

Vacations should be scheduled to avoid missing school whenever possible. Please notify the school if your child will be absent for a vacation so staff can communicate expectations for the work that will occur during the absence. These absences will count towards the state guidelines regarding chronic absenteeism

## **Vehicles / Parking Lot**

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

park in either paved lot to the east or west of the building. Vehicles are to be parked within the painted lines. If any type of driving or parking lot violations occur, disciplinary action may be taken and law enforcement may be notified. The principal has discretion to revoke parking privileges on school property if problems continue to exist.

Middle school students who begin at the high school should park on the west side of the building if parking on school grounds and should not transport peers back to the middle school when that transition occurs. Mopeds need to be parked in the designated area if on school grounds.

## **Visitors**

All visitors must notify the office upon arrival and share their reason for the visit. If a parent, family member, or friend would like to visit the school, this must be scheduled in advance through the building principal.

No one may enter or remain in a school building, school bus, or any building belonging to the school without permission or with no legitimate purpose. Whenever you have reason to believe that there is a trespasser, notify the closest adult promptly so it can be shared with the principal.

## **Work Based Learning/Intern Programs (High School) (Code No. 504.7)**

The Work Based Learning Program of the Garner-Hayfield-Ventura 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 Based Learning 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.

## **Table of Contents - GHV School Information (Notifications)**

Section 504/ADA	43
Affirmative Action/Equal Employment Opportunity (EEO)	44
Asbestos Notification	44
Chapter 103 Annual Notification Statement	45
Educational Records & FERPA	45
Grievance Procedure	46
Homeless Youth	47
Multicultural/Gender Fair and Equal Opportunity in Programs	47
Non-Discrimination on the Basis of Sex or Handicap	48
Non-Discrimination Statement	48

## **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.

Parents/guardians rights under Section 504 of the Federal Rehabilitation Act of 1973 and the American Disabilities Act (1990) are found at the Iowa Department of Education website and you may also request additional information from the building principal.

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:

District Coordinator: **Michael J. Meyering**

Address: 620 West 11<sup>th</sup> Street  
Garner, Iowa 50438

Phone: 641-923-2831

E-mail: [mmeyering@ghvschools.org](mailto:mmeyering@ghvschools.org)

### **Affirmative Action/Equal Employment Opportunity (EEO)**

The Garner-Hayfield-Ventura Community School District has established a 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 disabilities. Inquiries regarding compliance with affirmative action and equal employment opportunities shall be directed to:

Coordinator: **Ken Kasper**

Address: 605 W. Lyons Street  
Garner, Iowa 50438

Phone: 641-923-2718

E-mail: [kkasper@ghvschools.org](mailto:kkasper@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.*

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

If you have any questions about this state law, please contact your 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.

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 to 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 an 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. 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. Visit the website at <https://studentprivacy.ed.gov/ferpa> for more information.

## **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.

## **Homeless Youth**

In Iowa, the rules regarding Education for Homeless children are located in [281--Iowa Administrative Code 33](#). Click the link below for more detailed information.

[McKinney-Vento Homeless Education Resources](#)

## **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: **Shawn Miller**  
Address: 605 W. Lyons Street  
Garner, Iowa 50438  
Phone: 641-923-2632  
E-mail: [smiller@ghvschools.org](mailto:smiller@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 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.

### **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 (for employment), 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 lifestyles open to women as well as men in our society.

Inquiries regarding compliance with Title IX, Title VI may be directed to **Ken Kasper**, 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.