

Garner-Hayfield/Ventura Schools 2014-2015 School Calendar

Start Date: August 18
Day = 6.5 hrs

Hours

Summary of Calendar:
Days/hrs in classroom: 178/1,157
PT Conferences.....2/13 hrs
TOTAL DAYS/HSRS.....180/1170

First Semester 91/573.5
Second Semester 87/544.5
TOTAL DAYS/HOURS **178/1,118**
+ 13 PT CONF HRS = 1,132 hrs

Includes 33 PD hrs
Includes 8 early dismissal hrs =
1,132 TOTAL HRS
Minus 1080 min hrs = 51 hrs
52 hrs/6.5 hrs in a day =
8.00 built in snow days

One-Hr. Wednesday Early Dismissals

Aug. 20, 27
Sept. 10, 24
Oct. 1, 8, 22
Nov. 5, 12, 19
Dec. 3, 10, 17
Jan. 7, 14, 21, 28
Feb. 4, 11, 18, 25
Mar. 4, 18,
Apr. 1, 8, 15, 22, 29,
May 6, 13, 20
Total PD hours = 33 hours

Ann Johnson full PD days
Curriculum Mapping

August 13
Sept. 17
Oct. 15

HOLIDAYS:

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

180 Day/1080 Hours Calendar

August							Student Days/Hours	Date	Events
M	T	W	Th	F	S	S			
04	05	06	07	08			Aug 11	New Teacher Day	
11	12	13	14	15			Aug 12-14	Teacher PD Days	
18	19	20	21	22	5	31.5	Aug 18	First day of School	
25	26	27	28	29	10	63			
September									
01	02	03	04	05	14	89	Sept 1	Labor Day (No School)	
08	09	10	11	12	19	120.5	Sept 17	No School (Teacher PD)	
15	16	17	18	19	23	146.5			
22	23	24	25	26	28	178			
29	30				30	191			
October									
		01	02	03	33	209.5	Oct. 15	No School (Teacher PD)	
06	07	08	09	10	38	241	Oct 24	End 1 st Qtr. (46 days/267 hrs)	
13	14	15	16	17	42	267	Oct 27	1 hr early out PT Conf 4:00-8:00	
20	21	22	23	24	46	298.5	Oct 28	1 hr early out PT Conf 4:00-8:00	
27	28	29	30	31	51	322.5	Oct. 31	No School	
November									
03	04	05	06	07	56	354			
10	11	12	13	14	61	385.5	Nov 26	1 hr early dismissal	
17	18	19	20	21	66	417	Nov 27-28	Thanksgiving (No School)	
24	25	26	27	28	69	435.5			
December									
01	02	03	04	05	74	467			
08	09	10	11	12	79	498.5	Dec 23	1 hr early dismissal	
15	16	17	18	19	84	530	Dec 25	Christmas	
22	23	24	25	26	86	542	Dec 24- Jan 4	Christmas Break (No School)	
29	30	31							
January									
			01	02		542			
05	06	07	08	09	91	573.5			
12	13	14	15	16	95	598.5	Jan 9	End 2 nd Qtr. (45 days)	
19	20	21	22	23	100	630	Jan 9	End 1 st Sem. (91 days/573.5 hrs)	
26	27	28	29	30	105	661.5	Jan 12	No School. Teacher PD	
February									
02	03	04	05	06	110	693			
09	10	11	12	13	115	724.5			
16	17	18	19	20	120	756			
23	24	25	26	27	125	787.5			
March									
02	03	04	05	06	130	819			
09	10	11	12	13		819	March 9-13	Spring Break	
16	17	18	19	20	135	850.5	Mar 20	End 3 rd Qtr. (49 days)	
23	24	25	26	27	140	881	Mar 24	1 hr early out PT Conf 4:00-8:00	
30	31				142	894	Mar 26	1 hr early out PT Conf 4:00-8:00	
April									
		01	02	03	144	906			
06	07	08	09	10	148	931			
13	14	15	16	17	153	962.5	Apr 3-6	No School	
20	21	22	23	24	158	994	Apr 5	Easter	
27	28	29	30		162	1019			
May									
				01	163	1025.5			
04	05	06	07	08	168	1057			
11	12	13	14	15	173	1088.5			
18	19	20	21	22	178	1119	May 22	1 hr early dismissal	
25	26	27	28	29			May 22	Last day of school/4 th qtr. (38 days) (544.5 hrs)	
June									
01	02	03	04	05			May 25	Memorial Day (No School)	
08	09	10	11	12					

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GARNER-HAYFIELD PS - 6 STAFF 2014-15

TEACHERS

Kelley Nedved	Pre-K in AM / 4-Yr.-Old Preschool PM
Stacy Schmidt	Four-Year-Old Preschool
Rayshel Witte	Kindergarten
Karen Springer	Kindergarten
Ben Johnston	Kindergarten
Lisa Johnson	First Grade
Jaci Hayes	First Grade
Julie Jass	First Grade
Racine Dodd	Second Grade
Tracy Smeby	Second Grade
Megan Sears	Second Grade
Stacie Heitland	Third Grade
Becky Rose	Third Grade
Joseph Albertson	Third Grade
Leslie Law	Fourth Grade
Susan Hovda	Fourth Grade
Kelli Just	Fourth Grade
Becky Jolivette	Fifth/Sixth Grade Language
Amy Ewert	Fifth/Sixth Grade Reading
Katie Gaffney	Fifth/Sixth Grade Reading
Tony Heitland	Fifth/Sixth Grade Math
Kristi Carew	Fifth/Sixth Grade Social Studies
Krista Hopp	Fifth/Sixth Grade Science
Rebecca Martinson	Special Education
Sara Olson	Special Education
Kristi Clark	Special Education



SPECIALS

Dawn Bassett	Media Specialist
Megan Dodd	Title I Reading
Danielle Dykstra	Special Ed/Title I Reading
Leanne Ermer	Guidance Counselor
Mary Fisk	Student Advocate
Brenda Haag	Technology
Bruce Joliette	5-6 Instrumental Music
Jim Kruckenber	Physical Education
Jennifer Kumsher	Talented & Gifted
Rebecca Marty	Vocal Music
Mary Nessel	Special Education
Rebecca Obermann	Special Education
Mark Shepp	AEA School Psychologist
Annette Smidt	Art/Ell/RTI
Cam Treloar	Speech & Lang. Pathologist
Ashley Young	Title I Reading

GARNER-HAYFIELD SUPPORT STAFF

Doris Dallman	Secretary
Nancy Ihrke	Part-time Secretary
Amy Scholl	Part-time Secretary
Bonnie Hiscocks	Nurse

CUSTODIANS

Neal Haugland, Marv Malek, Mike Ringham

PARAS

Becca Formanek, Janet Goll, Kelly Hagensick, Lyndi Harms, Wanda Hiscocks, Heather Hook, Carol Larson, Nikki Renner, Kathy Thiele

SUPERINTENDENT: Tyler Williams

PRINCIPAL: Michael J. Meyering

SPECIAL ED. COORDINATOR: Renee Denny

GARNER-HAYFIELD HIGH SCHOOL STAFF

Ades, Jami	Special Education
Albertson, Emberly	Biology & Chemistry
Bahnsen, June	Spanish 3 & 4, Junior High Spanish
Bassett, Dawn	High School Media Specialist
Baumgard, Bob	Vocational Agriculture 1-4, Ag. Business, College Agronomy/Animal Science, Junior High Ag.
Bierle, Angie	Guidance Counselor
Burzacott, Ben	Athletic P.E.
Bushbaum, Kathy	HS Tech Coordinator
Chenoweth, Gina	Computer Aps., Accounting, Intro to Business
Childress, Dyan	Physical Education, Health
Denny, Renee	K-12 Lead Special Education Teacher/Coordinator
Englin, Tony	Industrial Technology Education
Godden, Rob	General Math, Algebra 2, Calculus
Graham, Matt	Activities Director, Entrep. Acad., Ret. Marketing, Personal Fin. & Invest., Bus. Law
Greiman, Marian	Adv. Health, Life Skills, Culinary Arts, Textiles, Child Dev., Intro. Teaching, Adv. Foods, Per. Fam. Relationships
Greiman, Todd	Physical Science, Physics, Adv. Chemistry
Griesert, Lori	English 11, Journalism, Publications, Fund. Of English 11, Literacy Skills
Griffin, Jeff	Instrumental Music
Haag, Jim	High School Principal
Halfpop, Sherri	Special Education
Halsne, Brandi	Sociology, Economics, Am. Government, Psychology
Heitland, Jason	Vocal Music
Hill, Deb	Found. of Art, Creat. Draw., Photography, TAG, Sculpture, Painting, Graphic Des., Mock Tr.
Hinders, Dianne	Curriculum Director
Jolivette, Erik	W. Cultures, Asian Cultures, Am. History, World History
Klooster, Katrina	Spanish 1 and 2
May, Elizabeth	English 10, English 12, Fundamentals of English 12
Neuberger, Kerry	English 9, College Composition 1 & 2, English 10
Omans, Josh	Industrial Techology Education, College Maintenance Shop Operations
Schmidt, Kristin	Special Education
Schoneman, Paul	S.A.M., Success Center
Short, Jeff	Industrial Technology Education
VanDusseldorp, Scott	Anatomy, Environmental Studies, Intro Col. Biology
Ward, Dustin	Geometry, Consumer Math, Pre-Calculus
Weisenstein, Renee	Basic Algebra, Albebra 1, Statistics

GARNER-HAYFIELD HIGH SCHOOL SUPPORT STAFF

Associates: Josh Banse, Heather Baumgard, Tina Hudspeth, Lisa Kraus
GAP Office: Deb Quintus, Director; Sandy Rayhons, Project Coordinator
Bier, Jan Guidance Secretary
Formanek, Lorrie H.S. Building Secretary
Superintendent's Secretaries: Paula Laird, Pat Schmidt
Custodians: Randy Formanek, Kris Hanson, Henry Nannenga

PS-12 SCHOOL PHONE NUMBERS

PS-6 Grades: 923-2831 / Fax: 923-2031	Nurse: 923-2832	Bus Barn: 923-2134
9-12 Office: 923-2632 / Fax: 923-4005	Central Kitchen: 923-2620	
Supt. Office: 923-2718 / Fax: 923-3825	Web address: www.garner.k12.ia.us	
Supt. Office: 923-2718 / Fax: 923-3825	Web address: www.garner.k12.ia.us	

Cheerleading Squad Members – Kristi Carew, Sponsor

Cheerleading Manager: Kelsey Grimm

Varsity FB: Brooklyn Brown, Olivia Carew, Macy Crosser, Meg Finley, Mackenzie Haag, Brianna Huinker, Danielle Nelson, Autumn Prehn, Shelby Schroeder, Haley Suby, Tiara VanGerpen, Autumn Weaver

JV FB: Breanna Billings, Summer Eenhuis, Jayme Haag, Samantha Hall, Erin Hatch, Alyssa McGuire, Amidy Mego, Paige Rasmuson, Matti Ulven, Reva Winkleman

Varsity BB: Olivia Carew, Meg Finley, Alyssa McGuire, Courtney Pletcher, Katie Rasmuson, Paige Rasmuson
Alternates: Breanna Billings, Samantha Hall, Reva Winkleman,

Wrestling: Brooklyn Brown, Jayme Haag, Erin Hatch, Brianna Huinker, Danielle Nelson, Autumn Prehn
Alternates: Summer Eenhuis, Matti Ulven

Drum Majors: Parker Schnieders, Tiara Van Gerpen

Colorguard – Jen Osterkamp, Sponsor

Sydney Childress, Bri Doble, Devon Eckert, Courtney Field, Rianan Kadrluk, Montana McNamara, Ana Nannenga, Caitlynn Ostrem, Courtney Pletcher, Paige Rasmuson, Shelby Schroeder, Kayla Stoychoff, Grace Tusha, Hannah Wellik, Alexis Wirtz, Laurel Woody

FCCLA Officers – Pres: Tiara VanGerpen; VP: Sydney Younge; Secretary: Emily Spilman; and Treasurer: Sara Hoover

FFA OFFICERS – President: Jack Bertilson; Vice-President: Colby Reid; Secretary: Grace Tusha; Historian: Kevin Boehnke; Reporter: Alec Goll; Sentinel: Tucker Barickman; Historian: Logan Ryerson

NHS Officers – President: Emily Spilman; Vice-President: Jordan Nelson; Secretary: Michael Chizek; Blood Drive Chairpersons: Mackenzie Haag, Logan Ryerson; Dance Chairpersons: Laura Welsh, Tiara VanGerpen
Historian: Corey Hauptmann

Impulse – Soprano: Sydney Childress, Jasie Heitland, Katie Rasmuson; Alto: Madison Benzing, Mackenzie Haag, Hannah Lau, Autumn Weaver; Tenor: Kevin Boehnke, Parker Schnieders; Bass: Ben Baumgard, Zach Powers, Logan Ryerson

STUDENT COUNCIL

Student Body President: Jack Bertilson

Seniors: President: Mackenzie Haag; Vice-President: Grace Tusha; Secretary: Michael Chizek; Treasurer: Tiara VanGerpen; Class Reps: Kevin Boehnke, Jeremiah Loschen, Logan Ryerson

Juniors: President: Turner Albertson; Vice-President: Ben Baumgard; Secretary: Theo Schoneman; Treasurer: Autumn Weaver; Class Reps.: Sydney Childress, Matt Sonquist, Rachel Weaver

Sophomores: President: Josh Chizek; Vice-President: Mackenzie VanGerpen; Secretary: Haley Suby; Treasurer: Olivia Carew; Class Reps: Derek Brown, Carlie Knutson, Parker Schnieders

Freshmen: President: Jonah Albertson; Vice-President: Tehya Mitchell; Secretary: Alaina Scott; Treasurer: Jillian Heitland; Reps.: Tyler Kumsher, Colton Schroeder, Jacqueline VanOort

Activity Sponsors

Annual Staff Lori Griesert

Dramatics Elizabeth May

Honor Society Erik Jolivette, Kerry Neuberger

School Newspaper Lori Griesert

Speech Contest Heather Baumgard, Chris Phalen

Student Council Brandi Halsne, Dustin Ward

Teen Advisors Deb Quintus, Sandy Rayhons

Class Sponsors

Seniors: Lorrie Formanek, Jan Bier

Juniors: Deb Hill, Paula Laird

Sophomores: Josh Omans

Freshmen: Bob Baumgard

Sports (Head Coach is in bold print.)

Football Ben Burzacott, Steve Smith, **Scott VanDusseldorp**

Cross Country **Erik Jolivette**

Volleyball **Kelsey Steffens**, Dustin Ward, Renee Weisenstein

Girls Basketball **Matt Erpelding**, Kelli Just

Boys Basketball **J. Albertson**, J. Banse, G. Hiemstra, K. Stromer

Wrestling Corey Jenniges, **Steve Smith**

Girls Track **Dyan Childress**

Boys Track Ben Burzacott, **Kelsey Steffens**

Softball Emberly Albertson, Luke Ossman, **Christina Weisner**

Baseball Zach Buseman, **Paul Childress**, Heath Hutcheson

Girls Golf **Todd Greiman**

Boys Golf **Ken Krause**

Soccer – Boys: **Eric Williams** Girls: **Josh Banse**

WELCOME!

Welcome, returning and incoming students! The students at Garner-Hayfield Schools are known for their friendliness, enthusiasm, and hard work. Students have an opportunity to become part of the Garner-Hayfield tradition; our mascot is the cardinal with our colors being red and black. Join in "cardinal pride" and be proud!

SCHOOL SONG

The Garner-Hayfield Ventura School song is as follows:

There's a cheer from the stands and the bleachers as we show our loyalty.

There's a cheer from the students and teachers. We are TOPS as you can see.

Come and join us in song to our colors, red and black we're proud to be!

We are tops above all others. **GARNER HIGH, HATS OFF TO THEE!**

C - Fight A - Fight R - Fight D - Fight I - Fight N - Fight A-L-S - Fight!

An outstanding faculty will inspire and challenge all students. Students are encouraged to participate in a number of school-wide activities. Take on the responsibility that comes with being the best each student can be! Good luck and best wishes.

SCHOOL HOURS

MORNING SESSION: 8:15-11:15 AM

AFTERNOON SESSION: 12:15-3:15 PM (Lunch ends at 12:20 if your child chooses to eat at school.)

SCHOOL HOURS K-6 STUDENTS

BREAKFAST HOURS: 7:40-8:20 AM

May enter hallways: PS-6 8:10 AM

(please don't drop off student before 7:30 AM

BEGINNING TIME: PS-6 8:20 AM

PS-6 DISMISSAL TIMES: Bus 3:20 PM/Town after the buses have left.

SCHOOL HOURS 9-12 STUDENTS

BREAKFAST HOURS 7:40-8:20 AM

BEGINNING TIME: 8:25 AM

DISMISSAL TIME: 3:25 PM

7-8 STUDENTS - watch the newsletter for bus / school / start / dismissal times

SCHOOL DISMISSAL

School closings or early dismissals because of weather will be announced on these radio stations:

KIMT-TV (Mason City) Channel 3 KGLO (Mason City) 1300 AM KAAL TV Channel 6

KRIB (Mason City) 1400 AM KLSS (Mason City) 106 FM KISS 98.7 KIOW (Forest City) 107.3 FM

If you have a concern about weather or school closing, listen to the radio. Please do not call the school.

You may also go to www.garner.k12.ia.us and click on the Iowa School Alert icon in the middle of the page and sign up to get text alerts sent to your cell phone of any cancelations or delays.

GARNER-HAYFIELD SCHOOL MISSION STATEMENT

Garner-Hayfield School District will provide a caring, supportive environment and an innovative curriculum to enhance curiosity, to promote lifelong learning and to challenge and nurture students to their fullest potential in order that they develop a positive self-worth and display citizenship for today and in the future.

INTRODUCTION

This handbook is divided into a number of sections. The next section attempts to provide students with information about the Guidelines for Student Conduct, School Board Policies regarding misconduct, disciplinary processes, and other rules relating to the operation of the school. We seek to provide an orderly and humane environment; one which is conducive to student learning.

The other major sections seek to provide students with important information about their lives at school as they pursue their education. Occasionally rules will be found in the information sections. Of course, students are expected to comply with these rules also.

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.

WHO OWNS THIS SCHOOL?

Surprisingly YOU do! Parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses or books must be paid for with your family's money! It is not enough that you should refrain from doing anything to increase this cost, but you must help protect the school by discouraging or reporting such activity by any other.

NOTE TO PARENTS

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

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

Consider:

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

Your interest and support at home are important to your child, and greatly appreciated by his/her teachers.

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.

GARNER-HAYFIELD COMMUNITY SCHOOL DISTRICT
SECTION 504 PLAN & COMPLIANCE PROCEDURES

General Purpose of Section 504

Section 504 of the Rehabilitation Act of 1973 is a broad Civil Rights Law which protects the rights of individuals in programs and activities that receive federal financial assistance from the U.S. Department of Education.

Who is Protected?

All individuals (including school age children) who are identified as disabled and who meet the definition of qualified disabled person; i.e. (1) has or (2) has had a physical or mental impairment which substantially limits a major life activity, or (3) is regarded as disabled by others, are protected. Major life activities include: walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks. The disabling condition need only substantially limit one major life activity in order for the individual to be eligible.

To inquire about a 504 Plan, contact your child's Guidance Counselor.

ADMISSION PROCEDURES

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

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

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

ANNOUNCEMENTS

Daily announcements are posted on the district web page, on the right side, under "HS Daily Announcements". This application is updated many times during the day, so is the up-to-date place to go for high school information.

ASBESTOS NOTIFICATION

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

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

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

BUS BEHAVIOR

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

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

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

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

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

Second offense: The "second" note will bring "DISCIPLINARY ACTION" and possible suspension of busing privileges from 1 to 5 days. This note must be signed and returned to the driver the next day in order for the student to ride the bus. In addition, the parent must contact either the bus driver, the child's principal, or the transportation director to see if a solution to the problem can be reached. If no contact is made, the student will NOT be allowed to ride the bus.

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

ACTIVITY BUSES

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away.

Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the administration or the student's parents personally appear and request to transport the student home with sponsor's approval.

OPEN NIGHT 508.1

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6 p.m. whenever possible. It shall be the responsibility of the building principal to oversee the scheduling of school activities for compliance with this policy.

DRESS CODE FOR STUDENTS

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

Students are expected to adhere to reasonable levels of cleanliness and modesty. No halter tops, tube tops, strapless tops, or backless tops are to be worn in school. The midriff and undergarments must also be covered. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Clothing or attire which may damage school property is also prohibited. Large bags and coats are not to be taken or worn from class to class. Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco, and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Students should not wear shoes with cleats except for outdoor athletic practices; roller blades, skates, and shoes with wheels are prohibited. Sunglasses, hats, caps, hoods, bandannas and other such head dresses are not to be worn unless they are a medical necessity. Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to correct the situation or risk immediate out-of-school suspension. If a student violates the dress code, they may be assigned disciplinary action, such as detention time, in-school suspension, out-of-school suspension, or recommendation for expulsion (through the Board of Education).

All extra-curricular and co-curricular groups must receive approval from their coach or sponsors when ordering dress apparel to be worn at school. All informal groups must have administrative approval if they expect to wear apparel within school jurisdiction.

EDUCATIONAL RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. ***See Appendix A***

EMERGENCY PROCEDURES

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

ENROLLMENT

Open Enrollment

Contact the Superintendent's office for information.

Dual Enrollment Students

Home-school or home-school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the Superintendent's Office for information.

ESSENTIAL LEARNINGS

GARNER-HAYFIELD ELEMENTARY

Our “essential learning standards” identify what all students should know and be able to do by the time they leave Garner-Hayfield Elementary School.

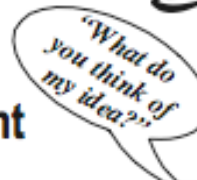
Communicators

- Draw, write and speak clearly
- Listen to others



Team Workers

- Take turns
- Show respect for different ideas that people have
- Stick to the point
- Finish the job well



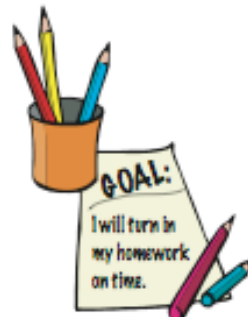
Responsible Citizens

- Are honest
- Show self-control
- Treat others how they want to be treated



Life-Long Learners

- Ask questions
- Make good choices
- Set goals
- Always do their best



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Essential Learnings

The following essential learning standards identify what all students should know and be able to do in order to live and work competitively in the 21st century. It is the district's goal that all students who graduate from Garner-Hayfield are:

Effective Communicators who:

- Communicate in a clear, concise manner
- Adapt techniques to meet the needs of audiences
- Use a variety of methods to communicate
- Access technology and other media to communicate for a variety of purposes

Collaborative Workers who:

- Value and promote teamwork while working collaboratively and cooperatively with co-workers
- Strive for the achievement of group goals while performing a variety of roles
- Display perseverance
- Demonstrate high standards, effective work habits, and strong work ethic
- Respect and appreciate individual and group differences

Productive Citizens who:

- Display self-confidence, self-worth and self-discipline
- Exhibit honesty, integrity and responsibility for their own actions
- Value and respect diversity and the unique qualities of others
- Participate in the democratic process and operate effectively as a responsible member of society

Critical Thinkers who:

- Approach the world with an attitude of inquiry and curiosity
- Acquire, organize, interpret and evaluate information using a variety of techniques and resources
- Assess the value of information to solve problems and make educated choices and decisions
- Meet the challenges of the rapidly changing conditions of society

Self-Directed Learners who:

- Commit to the process of learning
- Take responsibility for setting goals and priorities
- Make wise choices for their health and personal well-being
- Develop their own unique talents and abilities
- Prepare themselves for careers

FEES

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

Band Uniform Rental	\$20.00	<u>Textbook Fees:</u>	
School Instrument Rental	\$45.00	Kindergarten-6 th	\$35.00
Vocal Robe Rental	\$ 9.00	7-8 th	\$65.00
Ath. Towel/Laundry Fee (per sport)	\$11.00	9-12 th	\$85.00
Limit 3 sports per student		<u>Preschool Fees:</u>	\$17.50
Pre-K-8 Activity Ticket	\$20.00	<u>Other Fees:</u>	
Driver's Education	\$230.00	Photo Copy/Page	\$0.15
Class of 2013 Graduation Fee	\$40.00	Produced @ HS DVD	\$5.00
<u>Breakfast/Lunch Fees:</u>		Lamination/foot	\$0.50
Breakfast, K-6; 9-12 th	\$ 1.30 / Adult \$ 1.60	Transparencies (each)	\$1.00
Lunch, K-6 th	\$2.00	Computer Disk (each)	\$1.00
9-12 th	\$2.10	Laser Printer per pg.	\$.25
Adult	\$3.30	Color Laser per pg.	\$1.00
Extra Milk	\$.30		
Extra Sandwich	\$.85		
Ventura, 7/8 th - Breakfast	\$1.45; Lunch \$2.35		

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

Our lunch program is computerized and families have an account, similar to a checking account. As the students use the account for lunches and breakfasts, the balance goes down. Families may put in as much as they want and students will be notified when the balance is starting to get to zero. Parents may access their lunch account balance over the internet by using their JMC password.

You may also utilize online payment for family lunch accounts through the G-H website under Payschool.

FREE AND REDUCED MEALS

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

FREEDOM OF EXPRESSION - PUBLICATIONS CODE NO. 502.5

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

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

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

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

GOOD CONDUCT POLICY - Refer to 9-12 High School Section

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 and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity or disability 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 gender, race, national origin, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and "marital status" isn't a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, religion, marital status, sexual orientation, gender identity or disability 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.

NON-DISCRIMINATION PROCEDURES

It is the policy of the Garner-Hayfield Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status 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;

Tyler Williams
605 Lyon Street
Garner, Iowa 50438
641-923-2718
twilliams@garner.k12.ia.us

NOTIFICATION REGARDING CHAPTER 103

Garner-Hayfield Instructional Program Policy Supporting the Revised Iowa Code 281-Chapter 103

1. Areas used for behavior intervention will ensure that the students have reasonable space, sufficient light, ventilation, and a comfortable temperature and students are allowed reasonable break period to attend to bodily needs (this does not include sleep). The area will be adequately supervised and the student will be able to leave the area during an emergency. The room will be free of dangerous objects or instruments.
2. Revised Iowa Code 281-Chapter 103 applies to all students.
3. Material restraints will not be utilized.
4. Adult supervision is maintained in all areas used for student behavior intervention.
5. Physical restraint, confinements, and detention will only be utilized when reasonable disciplinary techniques have been attempted. Physical restraints will only be utilized to keep the students, staff, and property safe. Prone restraints will not be utilized as a restraint method. If for emergency safety reasons, students are placed in a prone restraint position, the staff must take immediate steps to end the prone restraint.
6. School staff will receive adequate and periodic training prior to using physical restraints.
7. Parents/guardians will receive notification of behavior intervention.
8. The Special Education Coordinator has a copy of Iowa Code 281 - Chapter 103 that is available for parent review.
9. Parents/guardians will receive notification from the school if physical restraints were utilized with their child, and/or if their child was removed from the classroom and placed in an intervention area where the student's egress was physically prevented.

EQUAL EDUCATIONAL OPPORTUNITY

The board will not discriminate in its educational activities on the basis of race, color, national origin, religion, sex, disability, sexual orientation, gender identity or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

MULTICULTURAL/GENDER FAIR EDUCATION

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The educational program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

ANTI-BULLYING/HARASSMENT POLICY

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

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, 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. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age, or disability is also prohibited.

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes, but is not limited to, communication via electronic mail, internet-based communications, page 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, non-verbal, 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 investigator or designee will be responsible for handling all complaints by students alleging bullying or harassment. The investigator or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

HUMAN GROWTH AND DEVELOPMENT

The school district provides students with instruction in human growth and development. Parents may review with the teacher the human growth and development curriculum prior to its use and have their child excused from specific objectives in the human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development specific objectives.

INTERFERENCES IN SCHOOL/CELL PHONES AND ELECTRONIC DEVICES

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

INSURANCE (STUDENT)

School accident insurance is available to all members of the student body at a nominal cost and is sold soon after school starts in the fall. Whenever a student is injured while under the supervision of a member of the school district staff, the faculty member will file an accident report with the school nurse.

All students in athletics must be covered by accident insurance, either insurance available through the school or by their regular family insurance policy. If insurance is not desired, a release of liability form must be signed by the parents and returned to the coach of the respective sport.

INTERROGATION BY OUTSIDE AGENCY CODE NO. 502.11

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

Requests from law enforcement officers and those other than parents, school district officials, and personnel to interrogate students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. In making this determination, the principal shall consider the welfare of the students and directives to the principal from the courts. Prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

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

Students shall not be taken from school without the consent of the principal and without proper warrant. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

MEDICAL / EMERGENCY FORMS

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

HEALTH SERVICES

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

REQUIRED PAPERWORK

Dental Certificate of Screening

+The state of Iowa (code 507.1) requires that all kindergarten and 9th grade students have a dental screening and submit a certificate of the dental screening to the school office. All out of state transfer students, at any grade level, entering elementary or high school are also required to have a dental screening.

For elementary school student, a screening that is done between the ages of 3-6 years old is acceptable.

Physical

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

Immunizations

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

Annual Health Update

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

IS MY CHILD TOO ILL TO ATTEND SCHOOL?

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

FEVER

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

VOMITING/DIARRHEA

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

PINK EYE

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

STREP THROAT

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

HEAD LICE

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

MEDICATION

Prescription Medications

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

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

6. At the end of the dispensing time or end of the school year, any remaining medication shall be returned to the student's parents or destroyed.
7. Medications used to treat asthma and/or severe allergies, ie. inhalers, epi-pens, may legally be carried by the student, according to State of Iowa.

Over-the-Counter Medications

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

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

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

COMMUNICABLE AND INFECTIOUS DISEASES

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

STUDENT ILLNESS OR INJURY AT SCHOOL

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

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

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENT'S POSSESSION

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

INTERNET

At registration a permission form will be filled out by the parent of each student giving permission to use the internet during school hours. Initial permission requires both the student and their parent to read the school policies concerning internet. ***Appendix C***

ENGLISH LANGUAGE LEARNERS

Garner-Hayfield Community School supports EEL learners in its educational policies as required by Section 280.4 of the Iowa Code. Statements about the LEP program are available in the administrative offices.

SEARCH AND SEIZURE CODE NO. 502.10

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, or protected student areas, based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the education environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

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

WEAPONS, HUNTING GUNS, AND RIFLES

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

DANGEROUS WEAPONS CODE NO. 502.8

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

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

Parents of students found to possess a weapon or dangerous object or look-alikes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than one year.

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

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

WEB PAGE www.garner.k12.ia.us

At registration each parent will be given the option as to whether or not they wish to have their son/daughter's name appear on the web page.

FERPA (Appendix A)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

1. The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff, law enforcement unit personnel, and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or professional responsibility.
Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request. This paragraph meets the annual notice requirement: so, by including the notice here, the school district does not need to notify every parent when records are forwarded.)
4. The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of 18 or parent not wanting this information released to the public must make

objection in writing by September 3 of the current year, to the principal. The objection needs to be renewed annually. This is filled out on student information during registration.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, MAJOR FIELD OF STUDY, PARTICIPATING IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, DC, 20202-4605 or visit the web site at: <http://www.ed.gov/offices/OII/fpco/> for more information.

NO PASS/NO PLAY

"Scholarship Rule," 294.4, 299.8 Adopted 4/3/08; Effective 7/1/08

- * A student must receive credit in at least 4 subjects at all times.
- * Pass all and make adequate progress toward graduation to remain eligible.
- * If not passing all at end of a final grading period, student is ineligible for first period of 30 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.
- * If not passing all at any check point (if school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school.
- * 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.
- * Ability to use summer school or other means to make up failing grades for eligibility purposes is not available.

OPEN GYM REGULATIONS

Q1: What facilities are covered by the term "open gym"?

A: The gymnasium or similar indoor facility excluding the weight room, the swimming pool, and the track.

Q2: When do the open gym rules apply?

A: The open gym regulation within 35.15(6) pertains only to those open gyms held immediately before and after school. Thus, occasions the gym is open in the summer or on the weekends when no school is held are not covered by these rules.

Q3: What does "immediately after school" mean?

A: An open gym is held "immediately after school" if it occurs when the gym is first available after school. For example, if the school teams are practicing until 7:00 PM in the gym an open gym schedules for 7:00 PM would be immediately after school. But, if no activities were taking place in the gym after school, and the open gym begin at 7:00 PM, it is not immediately after school.

Q4: Who may participate in "open gym" as the term is used in these rules?

A: Under the provisions of the open gym rule, only elementary/secondary students are allowed to participate in before- and after-school open gym.

Q5: The gymnasium is opened each day when school is opened. Students usually show up around 7:45 AM and play basketball, sometimes supervised by the basketball coach, sometimes not supervised at all. Basketballs are always made available by the coach for students to use. School does not start until 8:25 AM. This occurs during the entire school year. Legal?

A: According to the open gym regulations, since this activity occurs immediately before school, it is an "open gym" and must be supervised. Other restrictions on open gyms found in 35.15(6) apply.

Q6: The janitor opens our gym at 6:30 AM for any students who want to come in, and no supervision is provided. This is our Board's written policy. Must we provide supervision? Is 6:30 AM "immediately before" school?

A: The rules require supervision and as Iowa Administrative Code they override local board policy, 6:30 AM is "immediately before school," so supervision must be provided, just as it must after school. A community or adult education recreation program that uses the school gym in the early morning or evening hours would not require supervision under this rule.

Q7: What about a wrestling room?

A: If opened, the wrestling room must be available for any students to wrestle, tumble, do aerobics, or engage in similar activities appropriate to a matted room. It cannot be reserved for wrestling only, any more than a gym can be set aside for volleyball or basketball only.

Q8: What does the term "school personnel" mean regarding who must supervise open gym before and after school?

A: "School personnel" means any school employee or volunteer who is there in the role of supervisor at the request of a school administrator.

INTERNET - APPROPRIATE USE Code No. 605.6 (Appendix C)

I. Responsibility for Internet Appropriate Use

A. *The Board of Directors is legally responsible for all matters relating to the operation of the Garner-Hayfield Community School District.*

B. *The authority for appropriate use of electronic Internet resources is delegated to the professionally trained and licensed staff employed by the school system. For the purpose of this policy, Internet is defined as the following:*

Internet is a collection of more than 20,000 inter-connected computer networks involving an estimated 1.5 million computers and 25 million users around the world. It is a collaboration of private, public, educational, governmental and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.

C. *Training in the proper use of the Internet system will be available to staff members who will then provide similar training to their students.*

D. *Staff members are expected to practice appropriate use of the Internet and violations may result in discipline up to and including dismissal.*

II. Internet Access

A. *Access to the Internet should be made available to all teachers and students as a source of information and a vehicle of communication.*

B. *Student access to electronic mail and authenticated resources will be through their teachers.*

1. *Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate.*

2. *It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.*

3. *The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.*

4. *In order to reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.*
5. *Transmission of material, information or software in violation of any district policy, local, state or federal law is prohibited.*
6. *System users will do a virus check on downloaded files to avoid spreading computer viruses.*

III. Permission to Use Internet

- A. *Parents shall grant student permission to use the Internet on an annual basis using the prescribed form.*
 1. *Internet shall be available to all students within the district through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal within the school.*
- B. *On-line Etiquette*
 1. *The use of the network is a privilege. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.*
 2. *Students should adhere to on-line protocol:*
 - a. *Respect all copyright and license agreements.*
 - b. *Cite all quotes, references, and sources.*
 - c. *Only remain on the system long enough to get needed information. Then exit the system.*
 - d. *Apply the same privacy, ethical, and educational considerations utilized in other forms of communication.*
- C. *Student access for electronic mail will be through the supervising teacher's account. Students should adhere to the following guidelines:*
 - a. *Others may be able to read or access your mail. Never send any messages of a private nature.*
 - b. *Delete unwanted messages immediately.*
 - c. *Use of objectionable language is prohibited.*
 - d. *Always sign your name to messages.*
 - e. *Always acknowledge that you have received a document or file that someone has sent you.*
 - f. *Students should read and act only on their own mail.*
- D. *Restricted Material*
 1. *Students shall not intentionally access or download any text file or picture, or engage in any conference that includes pornography. Also, students shall not intentionally access or download any text file or picture, or engage in any conference that advocates violence, racism, anarchy, treason, or discrimination.*
- E. *Unauthorized Costs*
 1. *If a student gains access to any service via the Internet which has a cost involved, the Garner-Hayfield School District will not be responsible for those costs. The student accessing such a service will be responsible for those costs.*

IV. Student Violations; Consequences and Notifications:

Students who access restricted items on the Internet shall be subject to the appropriate action described in the school's discipline policy handbook or to the following consequences:

1. First Offense:

For the first violation during the school year, a verbal and written "Warning" notice will be issued to the student using the prescribed form. The student may lose Internet access for up to three weeks at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.

2. Second Offense:

On the second violation during the school year, a verbal and written "Second Infraction" notice will be issued to the student using the prescribed form. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet privileges for a period of three weeks.

3. Third Offense:

On the third violation during the school year, a verbal and written "Third Infraction" notice will be issued to the student using the prescribed form. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet privileges for the balance of the school year.

Internet Access Permission Letter to Parents

The Garner-Hayfield Community School District would like to offer your student access to electronic communication known as the Internet. The Internet is a collection of more than 20,000 interconnected computer networks. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will not be issued to students at this time. If a student already has an electronic mail address, he/she will not be permitted to use the address to send and receive mail at school.

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

The use of the network is a privilege. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures.

- *Students should abide by the policies and procedures of these other networks.
 - *Students should respect all copyright and license agreements.
 - *Students should cite all quotes, references, and sources.
 - *Students should only remain on the system long enough to get needed information.
 - *Students should apply the same privacy, ethical, and educational considerations utilized in other forms of communication.
 - *Student access for electronic mail will be through the supervising teacher's account. Students should adhere to the following guidelines:
 - a. Others may be able to read or access your mail. Never send any messages of a private nature.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign your name to messages.
 - e. Always acknowledge that you have received a document or file that someone has sent you.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

GARNER-HAYFIELD COMMUNITY SCHOOL BOARD OF EDUCATION
Code No. 605.6E2

Internet Access Permission Form for Students

The Internet can provide a vast collection of educational resources for students. It is global network, making it impossible to control all information available. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Consequently, some students might encounter information that may not be of educational value to them.

Please determine whether you would like your child to be granted Internet access and return the permission form to your child's school.

Student Name _____ Grade _____ School Date _____

____ I give permission for my child to be granted Internet access.

____ I request that my child be denied access to Internet from the date of this request for the balance of the school year.

(Parent or guardian's signature) _____

If you have granted your child Internet access, please have them respond to the following:

* I have read the expected network etiquette and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet privileges.

* I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.
(Student's signature) _____

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WELCOME!

We would like to welcome your family to Garner-Hayfield Elementary. Hopefully, this will be a successful and satisfying year for you. This section of the handbook will be helpful in promoting an understanding of Pre-S-6 policies. There are many policies and regulations discussed in these pages. Please read and keep this handbook readily available throughout the year as a resource to answer questions. The Pre-S-6 staff is always available to clarify any school matter. Please feel free to contact Mr. Meyering, Preschool - Grade 6 Principal, if you have additional questions at (641) 923-2831.

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

GARNER-HAYFIELD ELEMENTARY BELIEF STATEMENT

The Garner-Hayfield Elementary Staff believes each of us must be respectful, responsible, and safe in a needs fulfilling environment.

ABSENCES AND ATTENDANCE REGULATIONS

Regular and punctual patterns of attendance will be expected of each student enrolled in the Garner-Hayfield School District. Students should strive to maintain a good attendance record because there is a direct correlation between attendance and academic success in school. Mandatory attendance laws for the State of Iowa (294.4 and 299.8 Code of Iowa) requires that students between ages 6 and 16 must be in attendance a minimum of 37 days per quarter; 148 days per school year. Most absences can be kept to a minimum if careful planning is done ahead of time. Please make a commitment to school attendance and getting to school on time. If it is necessary for your child to be absent, please call the school (923-2809 or 923-2831); we have a 24 hour answering service, so you may call at any time.

The school day begins at 8:20 a.m. for elementary students. Students may enter the building for breakfast at 7:40 AM, but are to remain in the lunchroom. If your child is not eating breakfast they should not be at the school before 8:00 AM. All students may enter the building when the 8:10 AM. In case of inclement weather, students will be allowed to stand in the hallways. No student is allowed in other parts of the building before 8:10 AM, unless the student has a written permission slip from a staff member.

Attendance is taken at 8:20 AM each day. Any student arriving after 8:20 AM and before 10:00 AM will be counted tardy. Any student arriving after 10:00 AM will be counted 1/2 day absent.

If a student leaves school between 10:00 AM and 2:00 PM, he/she will be counted 1/2 day absent. Every student must have a written and signed excuse indicating the reason for being tardy or absent.

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

The student will present the excuse to the secretary in the principal's office and obtain an admit slip.

Excusable absences include:

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

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

EXCUSING CHILDREN FROM SCHOOL

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

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

Students in grades 4-6 must get a PRE-EXCUSE FORM from the principal's office. The student will take the form to the teachers and arrange make-up work with the teachers before the absence. Make-up work will be due when the student returns to class.

ABSENCES: MAKE-UP WORK

The student is responsible for arranging for make-up work. Incomplete grades are given until the work is made up. When a student knows an exam will be given prior to his/her absence and has participated in the review for the exam, he/she may be required to take the exam immediately upon return. The student will be allowed to make up the work missed in a manner prescribed by the teacher and will be given credit for the completed assignments. If a student is absent for an extended period of time and needs work sent home, please call the office **in the morning**. Teachers will prepare homework to be picked up after 2:30 PM. No make-up work will be prepared for pick-up on the first day of absence.

1. For each day of absence, a student will have that many days plus one additional day to complete the work: Absent one day - 2 days to complete work; absent two days - 3 days to complete work; absent four days - 5 days to complete work. If for any valid reason the work cannot be completed in the allotted time, the student may contact the teacher and request an extension.
2. If the work is not completed by the due date, the late work will be made up after school in a supervised study hall.

BICYCLES

Bicycles will be parked in the areas provided. **No bicycles, scooters, skateboards can be ridden on the school grounds during school hours.** Students who ride bicycles, skateboards, or scooters must dismount them at the crossings near the school and push them from the crossing to the bike racks. When leaving school, students are not to ride bikes, skateboards, or scooters until off school property. Students who ride bicycles must follow the same traffic laws as motorists. The school is not responsible for the security of student-owned bicycles or other equipment. Bicycle must be in the bike racks and not laying on the ground or on the playground.

CANDY AND GUM

Candy and gum are **not** allowed in school unless the treats are for a scheduled party planned by the classroom teacher or a birthday treat. Please do not send them to be consumed during recesses. No drinking juice, sport drinks, or pop, will be allowed in the school halls or out of designated areas.

CARE OF SCHOOL PROPERTY

Because the school facilities and equipment belong to the whole community, students shall treat school district property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. At the discretion of the administration, such students may be turned over to local law enforcement officers. Each student in grades 4-5 will be assigned a hall locker. The lockers are for the use of the student during the school year but remain, at all times, the property of the school district. Students are expected to use their own locker and keep it neat. School administrators and/or designated representatives retain the authority to conduct a reasonable search of student lockers periodically. Items in violation of school district policies, rules, or regulations found in student lockers will be confiscated. Illegal items may be given to law enforcement officials.

COMMUNICATION

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

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

CONFERENCES

Before school conferences are held prior to the start of the school year for the student to meet their teacher and know where their classrooms are located. At this time students may bring any school supplies that they may have to put in their locker or desks. Parent-teacher conferences are scheduled at the Garner-Hayfield Elementary at the close of the first quarter and in March. (See calendar in this handbook.) Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a student's progress.

In addition to conferences, parents receive written grade reports four times a year at nine-week intervals. Mid-term reports are sent to parents at the fourth, fifth & sixth grade levels if students are showing a deficiency in class work (grade D or F) or if students are performing below their potential. Parents should discuss the progress report with their child. If there are questions about the grade report, please contact the teacher. Parents of grade 4-6 students can also access their child/ren's grades online. Parents wishing to utilize the online grading service should contact the elementary secretary to secure a password.

GUIDANCE AND COUNSELING SERVICES

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

HOMWORK HELP WITH PARENTS

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

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

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

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

TEACHER'S ROLE

Each teacher in grades 4-6 is responsible for monitoring assignments and behavior of his/her students. When a student fails to hand in an assignment on time, the work is of unacceptable quality, or the behavior is inappropriate, it is the teacher's job to implement the following steps:

STEPS FOR INCOMPLETE WORK

STEP ONE: Student fills out student report form (on which the violation is marked). Teacher signs the form. Student gets one copy to take home. Teacher keeps a copy.

STEP TWO: After the student receives five reports, the 6th violation of a detention notice will be delivered to parents by the student. The notice must be signed and returned to the teacher. The student will stay from 3:30-4:00 P.M. on the assigned date in a grade level classroom.

STEP THREE: Each following violation will result in another detention.

STEP FOUR: Upon receiving the 11th violation, a student referral will be made to the principal.

STEP FIVE: Principal will schedule a conference with the student and parents. Each quarter the procedure begins new with STEP ONE.

DETENTION GUIDELINES FOR INCOMPLETE WORK

DAYS/TIMES - Detention is scheduled after school from 3:30 PM - 4:00 PM.

LOCATION - Classroom

SUPERVISION - By the classroom teachers of student's grade level

RULES - Students must be working on school assignments.

Students who fail to report to detention when scheduled will receive 'DOUBLE' detention. Credit given for incomplete work that is made up will be given at the teacher's discretion; the student cannot expect full credit for late assignments.

LOST AND FOUND

Each student is responsible for his/her personal property. Students' articles, especially coats, boots, hats, etc., should be labeled with permanent marker. Valuables and money not needed at school should be left at home. The lost-and-found center for lower elementary students is near the East Door. There is a lost-and-found center for upper elementary students in the west hallway. A third lost-and-found center is in the commons area between the band room and the gymnasium. Items found should be turned in at the office or placed in one of the centers. Students should check immediately for any items misplaced or lost.

LUNCHROOM BELIEFS

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

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

MEDIA CENTER

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

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

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

PHYSICAL EDUCATION

All students must participate in Physical Education unless a medical excuse is presented to the instructor. An excuse written by the parent will be honored for one PE class. Medical excuses for longer than one time need to be from a doctor. Students participating in physical education need clean and dry tennis shoes. It is preferable that the shoes are not the "street shoes" worn to school. A change in shoes will be required for all students.

POSTING NOTICES AND POSTERS

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

RECESS (Grades Preschool-6)

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

PLAYGROUND BELIEFS

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

APPROPRIATE DRESS FOR RECESS

Boots are required when the ground is snowy. Hats, mittens, and snow pants are also required during cold weather. Students will go out for recess unless it is raining, or the temperature or wind chill are below zero.

TREAT EACH OTHER WITH COURTESY

1. Throwing, kicking, or moving the wood chips from around the play equipment is unacceptable.
2. Tackling, pushing or fighting will not be tolerated.
3. Name calling, poor sportsmanship, criticizing others, or use of profanity on the playground is unacceptable behavior.
4. Take turns on the play equipment. If you should bump someone accidentally, say, "Excuse me" or "I'm sorry".
5. Throwing snow or hard objects could cause harm to another student and is not appropriate behavior.

USE PLAY EQUIPMENT CORRECTLY

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

PLAY IN DESIGNATED AREAS

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

RESTITUTION

Restitution is a process by which students learn self-discipline. It is based on the principle that people are internally motivated. We behave to get the pictures we have created in our head of how we want to be in the world. We may think we behave to get items we value or even to gain compliance from others. However, these goals are always related to how we see ourselves in relation to these people and things. It isn't a habit for adults to talk to youth about the person they see themselves being because we have habitually focused on changing their behavior, or making them conform, rather than on them self-evaluating. Restitution focuses first on the student. Then, we ask the students to self-assess their behavior and how it affects others.

At the beginning of the school year, elementary teachers work with their students on learning the basic needs that impact behavior and how it is important to get their needs met. Students work with their teacher to create belief statements rather than rules as to how they will work together throughout the year and what students want their classroom to be like. Students learn their role as a student and the teacher's role as a facilitator of learning. Students frequently refer to their classroom belief statements throughout the year as issues arise. This process helps students restate their behaviors and become better problem solvers as they begin to take responsibility for their individual actions.

RETENTION POLICY

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

STUDENT AT-RISK IDENTIFICATION PROCEDURES

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

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

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

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

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

A child who is determined to be in need of extra reading assistance will be offered services in the Title I Reading Program. A child who is determined to be in need of more specialized assistance because of another disability will be staffed into the appropriate program after following the appropriate special education guidelines

and procedures. If it is determined that special education services are needed, the special education department utilizes a variety of methods in teaching to meet the student's individual needs.

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

A parent who believes his/her child to be in need of any of the above assistance or programs, may refer the child to the Principal, PAS (Program Assisting Students) Team, or school counselor by calling the principal at 923-2831 or 923-2809.

STUDENT BEHAVIOR AND DISCIPLINE CODE

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

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

DETENTION GUIDELINES FOR DISCIPLINE REASONS

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

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

IN-SCHOOL SUSPENSION

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

STUDENT PICTURES

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

TARDINESS AND ABSENCES

Attendance is taken at 8:20 AM each day of school, or immediately after school begins on a late-start day. Any student arriving after 8:20 AM and before 10:00 AM will be counted tardy. Students should report to the office when arriving late. Any student arriving after 10:00 AM will be counted a half day absent. If a student leaves school between 10:00 AM and 2:00 PM he/she will be counted a half day absent. Please make sure your child has a written and signed excuse indicating the reason for being tardy or absent and brings it to school after the absence.

TARDY POLICY

It is very important for students to attend class and to be on time. This is part of teaching students to be responsible and accountable. **Students will be allowed a total of three unexcused tardies each quarter.** Scheduled appointments, such as doctor or dentist, will be excused tardies. Other reasons such as oversleeping, arriving late because of riding with a friend, etc., will count toward the total of three unexcused tardies. **On the third tardy for the quarter, parents will be notified that if there are two more unexcused tardies (total of 5), their child will stay after school from 3:30-4:00 PM to serve detention.** For each additional unexcused tardy beyond five, a detention will be served. We feel that allowing this number of unexcused tardies per quarter, and starting over again at the beginning of each quarter, is fair. We believe that being on time is a character asset that will encourage the development of responsible citizens for our future.

TELEPHONE USAGE

Students may use the school phones only when there is a need which cannot be handled otherwise. Students will not be allowed to make calls during school hours to arrange for non-school activities such as playing at a friend's house after school. This type of arrangement should be made before coming to school. Students will not be allowed to receive telephone calls or place long distance calls unless an emergency exists.

INTERFERENCES IN SCHOOL

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

TRUANCY

It is the responsibility of the parent to contact the school **BEFORE 9:00 AM**, and inform the school that the student shall be absent and the reason for the absence. PLEASE BE SURE TO CALL THE SECRETARY AT (923-2831) OR E-MAIL (ddallman@garner.k12.ia.us) IF YOUR CHILD WILL BE LATE OR ABSENT. Many parents contact the teacher by classroom phone or e-mail. However, it is also important to notify the office regarding your child being absent or late. This will help the office keep better records of your child's attendance. If we do not receive a call, you will be called at home or work to verify your child's absence. Failure to receive such information by 9:00 a.m. shall cause the student to be considered truant. A truant student is defined as any child over 6 and under 16 years, in proper physical and mental condition to attend school, who fails to attend school a minimum of 37 days per quarter, 148 days per school year, without reasonable excuse for the absence. (Iowa Code 294.4 & 299.8) As a truant student, the student may be reported to the local law enforcement officers, and the parents may be prosecuted for violation of the state truancy and compulsory education laws. Unless the student has reached the age of 18 or has obtained a court order declaring that student a legally emancipated minor, the parent is responsible, under Iowa law and under the policies and regulations of the Garner-Hayfield Community School District to ensure attendance of the student. The local chief of police is designated as the truant officer and will monitor student attendance throughout the district.

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

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

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

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

VISITORS

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

VOLUNTEERS

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

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

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CONDUCT OF STUDENTS: POLICIES AND PROCEDURES

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees, and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity, or obscene gestures or language.

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

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

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations, and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the high school or building principal for information about the current enforcement of the policies, rules, regulations, or student handbook of the school district. The following Guidelines for Student Conduct provide students with the basic principles which seek to guide student conduct at school. All students are expected to follow these guidelines. Violations may result in the assignment of disciplinary consequences.

1. **Student Performance**

Students are expected to use the educational opportunities offered to them by the taxpayers of the school district. Students are expected to finish assignments on time, hand in homework when asked, participate in appropriate discussion during classes, listen to the contribution of others, take tests honestly, and demonstrate in other appropriate ways their willingness to capitalize on the opportunities offered them.

Students are expected to do their own school work. Cheating by looking at another student's school work, copying others' work, copying from other sources or similar cheating is not tolerated, or assisting another student in doing the same. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit.

2. **Attendance**

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

3. Property/Lockers

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

Students shall respect the personal property of others. Theft of another's property is a violation of school rules. Property belonging to other students or to staff members should not be used without the permission of the owner. Students are expected to take care of their own property and attempt to protect it from others.

4. 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, or scuffling with others while at school or school events. Students shall conduct themselves in a safe and nondisruptive manner. Excessive noise is prohibited. The public display of affection is considered inappropriate. Students may hold hands during school but other displays of affection are prohibitive to a proper school climate and will be disciplined.

5. Relations with Teachers and Staff Members

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

6. Relations with Outside Authority

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

7. Interferences in School/Cell Phones and Electronic Devices

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

THREATS OF VIOLENCE

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

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

**STUDENT CONDUCT:
SYNOPSIS OF POLICIES & PROCEDURES
MISCONDUCT/SERIOUS MISCONDUCT**

The following student conduct is considered misconduct or serious misconduct.

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

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

CLASSROOM RULES

Teachers are expected to make and enforce reasonable classroom regulations. Students who violate classroom regulations may be referred to the principal's office for disciplinary action.

DISMISSAL FROM CLASSES

If a teacher finds it necessary to remove a student from the classroom or studyhall for disruptive behavior, the student is expected to report immediately to the principal's office. There will be a conference held involving the student, the teacher, and the principal to resolve the issue. This conference will be held at the earliest possible time for the parties involved. A first removal from a class will carry a minimum of 30 minutes of detention. Whether the student will go on to other classes will be determined by the principal or his designee as soon as possible.

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

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

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.

COMPLAINTS AND GRIEVANCES CODE NO. 502.6

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

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

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

ATTENDANCE

STUDENT ABSENCES - EXCUSED CODE NO. 501.9

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

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

Students whose absences are approved shall make up the work missed and receive full credit for the missed school work. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

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

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

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

STUDENT ABSENCES - UNEXCUSED CODE NO. 501.10

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

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

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

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

TRUANCY - UNEXCUSED ABSENCES REGULATION CODE NO. 501.10R1

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

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

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

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

TYPICAL EXCUSED AND UNEXCUSED ABSENCES

1. Pupils who absent themselves from school for reasons other than illness, without the consent of parents, principals, teachers, or superintendent, will stand suspended until reinstated.
2. Every absence from classes by students will require a written excuse or telephone call from the parent or guardian of the child, clearly giving the reason for such absence. If a note or call is in question, further clarification to determine if the student should be excused will be required.
3. No excuse for absence from school or classes will be accepted for pleasure, shopping, or other inadequate reasons. If a parent personally requests to take his child with him/her for a special event, the school shall honor this request.
4. Excuses will be accepted for doctor and dental appointments. Students are urged to make such necessary appointments during free periods if at all possible.
5. No child shall be excused or taken from school during school hours unless positive verification of the validity of the request can be made by a teacher, principal or secretary.

TRUANCY

A student absent without the consent of his parents is truant. This is an unexcused absence and is considered serious misconduct. You are truant if you:

1. leave school without signing out and proper consent through the Principal's Office.
2. leave school at lunch without a pass.
3. are absent from school without prior permission from your parent.
4. are absent from class without permission (skipping).
5. obtain a pass to go to a certain place and do not report there.
6. become ill and go home or stay in the restroom, instead of reporting to the Principal's Office.
7. have permission to go home, become ill and remain there without having a parent call.
8. come to school but do not attend classes.

VACATIONS

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

STATE TOURNAMENTS

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

RELEASE DURING SCHOOL HOURS

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

ATTENDANCE RECORDING

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

TARDINESS

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

A student who is late arriving at school is to stop in the office to get an admit slip. A student who is late arriving to a class should have a slip from any teacher or office person who kept him/her late before entering that class. Teachers are instructed that any student who arrives late to class without having an admit slip is to receive a tardy... "I'll go back and get a slip" is not to be accepted by the teachers.

Continued tardiness is poor planning and frequently indicates that the student has a negative attitude about the classroom situation to which he/she came late. The school will try to help students to look forward to coming to school -but it is a two-way street. The student must work on this too. Disciplinary consequences may be given to students who are frequently tardy. Students that have an unexcused tardy of over 5 minutes to class may be assigned detention time. A student who has three unexcused tardies or more will see disciplinary consequences increase to a minimum of one hour of detention.

ATTENDANCE RULE FOR PARTICIPATION IN PRACTICES AND ACTIVITIES

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

STUDENT VEHICLES

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

BICYCLES/MOPEDS AT THE HIGH SCHOOL BUILDING

Bicycles will be parked in the areas provided. Mopeds will be parked at the far west end of the parking lot. Students who ride bicycles must follow the same traffic laws as motorists. The school is not responsible for the security of student-owned bicycles or other equipment.

COMMUNICATION

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

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

CONFERENCES/MIDTERM REPORTS

Before-school conferences are held prior to the start of the school year for the student to meet their teacher and know where their classrooms are located. At this time students may bring any school supplies that they may have to put in their locker or desks. Parent-teacher conferences are scheduled at the Garner-Hayfield Ventura High School at the close of the first quarter and in March. (See calendar in this handbook.) Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a student's progress.

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

STUDENT LOCKERS AND DESKS

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

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

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

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENT'S POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-alike substances; and possessing or using tobacco, tobacco products or look-alike substances. Examples of this could include, but is not limited to: look-alike devices, vapor pens, and e-cigarettes or electronic cigarettes; where the original would include tobacco or nicotine. Weapons are not allowed on school grounds

or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students will be reported to law enforcement officials.

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.

CAFETERIA

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

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

CORRIDOR COURTESY

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

HALL PASSES

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

STUDY HALL GUIDELINES

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

7. **Passes** (issued by teacher for student to receive help during certain time.)
- Teachers have been instructed that they are to issue passes only before school and to a student when he/she is in class. Students are not to go into a teacher's room at the end of one period and ask for a pass to that room or to that teacher.
 - All passes are to have one student's name only. No multiple passes.
 - Teachers have been instructed to give no locker passes.
 - Students with passes are to put name and destination on sign-out sheet.
 - Passes are to be initialized by the study hall instructor and taken by the student to his/her destination then given back to the original instructor who made it out.
 - All passes for any period 2-9 are to be placed in the principal's office before going to your first period class (they are put on the daily announcements). Passes for first period are to be taken by the student.
8. **Direct Route**
- All students are to use passes of any type only for the direct route between that study hall and their destination...no detour routes.

MEDIA CENTER (LIBRARY)

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

STUDY HALL SUMMARY

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

VISITORS

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

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

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

TRESPASSERS/STALKERS

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

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

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

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.

HIGH SCHOOL DANCE REGULATIONS

At all of our dances there is a "door closed" time. No admittance after that time unless the person has made advanced arrangements with the principal or dance teacher/sponsor. (You will be informed ahead of time about any of these.) Secondly, "once you step outside the door, you are gone for the night", is a standard rule. All basic school rules apply at school dances. Students that bring out-of-school dates must make sure their dates also follow the rules and have signed the guest list by the appropriate time. School-sponsored dances must be approved by the principal prior to the dance. Students must be at least in high school to attend.

SCHOOL SPONSORED EVENTS

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

REQUIREMENTS FOR GRADUATION - CODE NO. 505.6

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete forty-five credits prior to graduation. The following credits will be required: Lang. Arts - 8 credits, Science - 6 credits, Mathematics - 6 credits, Social Studies - 6 credits, Physical Education - 4 credits (.5/semester), Electives - 15 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.

CLASS LOADS

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

ADDING/DROPPING CLASSES

Students who wish to add a course have 3 days after the start of the semester and have 5 days to drop a class after the start of the semester. The guidance counselor's permission is necessary to add or drop a class.

PARENT ACCESS

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

EARLY GRADUATION

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 the principal.

REPORT CARDS

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

HONOR ROLL

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

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are held at designated times in the school year. Generally, conferences are held after the first nine weeks, and in the spring of the year. Parents may see any staff member by scheduling an appointment at times other than the scheduled parent/teacher conference.

GRADING SYSTEM

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

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

Ventura students in Grade 12, for the 2014-15 school year until they graduate, will be ranked with only Ventura students. All incoming freshmen, sophomores, and juniors for the 2014-15 school year will be ranked together.

Garner-Hayfield/Ventura High School Zero/Reteach/Retest/Late Work Policies

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

Zero Policy

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

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

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

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

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

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

Reteach/Retest Policy

Formative Assessments (Daily assignments)

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

Performance Based Assessments and Summative Assessments (Tests)

Students should be able to redo tests where scores did not indicate mastery. This should be done in a timely manner. This can be at the teacher's request or the student's request. There should be some tutoring, remediation, or

additional studying before the retesting to ensure a better understanding and a higher score. The student will receive the higher grade. Any student can retest one time per assessment. The teacher may schedule an assigned day for retesting or determine when the retesting occurs. The teacher also decides if it will be the same test or one of comparable design and content.

Minimum Retake Procedures

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

Student Expectations:

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

Teacher Expectations:

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

Late Work Policy:

Teachers may reduce late work by 10% when student work is turned in one school day late. It may be reduced by 25% if student work is more than one day late. All late work must be turned in by the posted due date of midterms and/or grade reporting periods or a student risks a zero on the work. Some teachers may choose to not reduce late work, but the maximum amount that may be reduced is as stated above. Incompletes are a different scenario. (See below)

Midterm dates are typically at the mid-point of each quarter grading period. Grades are posted on report cards at the end of the 1st quarter, 2nd quarter/1st semester, 3rd quarter, 4th quarter/2nd semester. The principal will announce these dates at least one week in advance.

Special notes on Late Work:

* The school districts intent on late work is to promote student responsibility help students achieve academic proficiency, attain their highest potential and keep them engaged in the learning process. This late work policy allows the student the ability to pass an assignment or achieve at least at a "C" for a grade.

* For this policy to function properly, teacher consistency is vitally important for the students to understand how these policies and procedures are implemented. This late work policy will promote consistency across all departments, just like our grading system in the high school, to create a general understanding and fairness for all.

* An incomplete grade (I) may be assigned at the end of a grading period by the teacher or principal if the student has been absent from school due to reasons beyond their control. For example, extended student illness, hospitalization, or family emergencies. Extended late work time may also be given without penalty for these reasons. The general time frame for incompletes to be completed is 5 schools days.

* Completed routine daily work, tests and quiz grades are to be posted by the teacher on the JMC grading systems within three school days for students and parents to view academic progress. There may be a few assignments, such as longer essays, papers or projects that may take one week to post. Communication to the students will be given in these instances.

WITHDRAWALS (9-12)

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

POST SECONDARY ENROLLMENT OPTIONS (9-12)

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

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

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

DAILY ANNOUNCEMENTS - See Page 9.

TELEPHONE

The office telephone is for school business and it may be used by students only in cases of emergency with permission of the principal or his secretary. Students may use the telephone for school-related business. A student phone is available in the high school for appropriate use.

Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency.

GUIDELINES FOR ACADEMIC LETTER AWARDS (9-12)

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

CO-CURRICULAR PARTICIPATION (9-12)

We place a very high value on co-curricular participation here at GHVHS. It is our feeling that a student will value his/her high school experience more deeply if the relationship is more than merely attending classes. Such things as athletics, instrumental and vocal music, FFA, FCCLA, yearbook, school newspaper, speech and dramatics, etc., give a student an opportunity to belong to a more closely knit group than just being a part of the high school in general. Co-curricular activities allow students an opportunity to develop their concept of excellence in further detail. Some of these activities are highly competitive in nature. The values to be gained by each student vary from one activity to another. There is even a difference in the values which are gained by different students within the same activity. Student must be present in school by 12:29 PM school clock time, in order to practice or perform in a co-curricular activity that day. If leaving during the day for half or more of the school day, the student is to check with the administration ahead of time for approval to be eligible for co-curricular activity.

It should not be interpreted that we place co-curricular activities above academic pursuits. Student must achieve certain academic standards before being able to maintain co-curricular eligibility. However, co-curricular activities should be viewed as valuable experiences which are available to students.

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

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

The general objectives will be as follows:

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

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

ADDENDUM

Senior Study Hall Rules/Early Dismissal

SENIOR STUDY HALL RULES (12th Grade)

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

8. Other

- *The courtyard will be open for your use when the weather is nice, but remember to keep it clean and treat school property with respect.
- *The round lunch tables are reserved for seniors during lunch. Underclassmen may be invited as guests if there is room. A guest table will be designated.
- *Do not sit on the lunch tables or heat ventilators in the cafeteria. In addition keep the lunch tables away from the walls and any mural that may be on display.

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

EARLY DISMISSAL (12th Grade)

Student's Name: _____ **Circle Days Eligible** 1 2 3 4 5 6

Any senior with parental permission may leave school following his/her final scheduled class of the day...or at 1:46 PM, whichever comes later!

1. The Garner-Hayfield Board of Education has given the high school principal the authority to determine when and if an Early Dismissal Program will be initiated each year.
2. In order to be eligible, a student must have all of the approvals signed at the bottom of the page. His/her parent must either come to the office to sign the sheet in person or telephone the office and give oral approval to the principal or secretary. (The best times to telephone are 7:45-8:30 a.m. or after 9:15 a.m. The time slot between 8:30 and 9:15 is usually very hurried and the phones are usually busy.) The student is responsible for completing the form below in a correct manner, marking the periods he/she is eligible.
3. On early outs or revised schedule days we try to place the correct class period at the end of the day. It is not always possible to do so. Regardless, students are allowed early dismissal only if they have parental permission for that day. There may be certain days when a senior may not have early out, example: large group test or assembly program.
4. Eligibility:
 - a. A student must be passing all of his/her courses. A mid-term "F" or a 9-weeks "F" means the student will not be eligible until the next mid-term or the grade is satisfactory.
 - b. A student must **not** have lost Senior Study Hall privileges. Any senior whose behavior results in a suspension, removal from class, etc., forfeits early dismissal rights.
5. Any parent may have his/her son/daughter removed from the early dismissal list by calling the office at any time.
6. Sign-Out: There is a separate sign out pad in the office for seniors on Early Dismissal. Each student is to actually sign out himself/herself before leaving. Group sign outs by one student is a violation of the Early Dismissal Agreement causing loss of eligibility. Once the sheet is signed, the student is to leave the building directly. (No peeking in the classrooms, disturbances in the hallway, etc.)

Per. 8 (Odd) _____ Per. 9 (Ev) _____
 Per. 9 (Odd) _____ Per. 8 (Ev) _____

Place an "X" in the blanks you are scheduled open according to the guidelines above. Do **not** mark 8th or 9th (Ev.) period unless you are also open last period.

Parental approval: _____

Student signature: _____ (Signature indicates that the student has read and agrees to abide by the rules.)

This completed form must be brought to the principal's office.

Garner-Hayfield Ventura School Computer Acceptable Use Policy

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

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

Equipment and Accessories

GHV has the sole right of possession of the computer and any related equipment (including but not limited to: AC adaptor cord, battery, case, keyboard, screen, bumper pads) and gives the student permission to use the computer and accessories according to the guidelines stated in this document. The GHV administrative staff retains the right to collect and/or inspect the computer at any time, including by remote access; and to add, delete or change installed software and hardware. GHV administration may deny, revoke, suspend, or limit a student's network account at anytime without prior notification.

GHV will retain records of serial numbers of the computers and to whom they are assigned. If the computer is inoperable or fails to work properly,

GHV will stock a limited number of computers that may be loaned out on a first come, first-served basis. GHV will try and provide a loaner until such repairs or replacements may be made. Report all computer problems immediately to the Technology Director. However, GHV cannot guarantee a loaner may be available at all times. The student may not keep a broken computer or avoid using a computer due to loss or damage. If a student forgets to bring the computer or power adapter to school a substitute may not be provided.

The student is solely responsible for bringing the fully charged laptop and power adapter to school each day. The student is solely responsible for any data stored on the computer. It is the responsibility of the student to backup such data as necessary to a flash drive, external hard drive, CD or the file server. There is ample room for students to save their schoolwork on the school's file server and work lost due to mechanical failure or accidental deletion is not an acceptable excuse for not submitting work.

Additional files such as music files, video files, and applications not related to schoolwork may be deleted without notification upon discovery and may result in a violation of the Internet Acceptable Use Policy. Personal use is permitted so long as it does not interfere with the school mission or educational activities, does not interfere with or negatively impacts any other person or entity, and does not conflict with any rule or law. GHV computers are not to be used for personal profit or non-profit purposes such as advertising, rentals, selling or buying things, soliciting for charity or other such uses.

Laptop Computers will be treated in the same manner as other school owned educational tools. Therefore all Garner-Hayfield Ventura School policies, rules, handbooks, contracts, directives, including disciplinary measures apply to the laptop computer use.

GHV cannot guarantee that content stored on laptops or on files servers will be private. Garner-Hayfield Ventura Schools respect the rights of its employees and students; however the School is also responsible for servicing and protecting its property. Although not routinely monitored, GHV reserves the right to monitor using a variety of

methods or access the hard drives of its computers if it suspects or is advised of possible breaches of security, harassment, or other violations of school policy, rules, regulations, or law, or if there is evidence of data or other intellectual property that belongs to another person.

Student disenrollment from GHV requires the computer is returned promptly and any damage fee be paid before report cards will be distributed. All computers will be collected before the end of the school year for maintenance, cleaning, and software installations. Students will retain their original computer each year while enrolled at GHV and will receive the same computer when school reconvenes in the fall.

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

Newly arriving student to the district.

Students with poor attendance records.

Students who have violated the Acceptable Use Policy.

Students whose parent/guardian does not want the student taking the computer home.

Students on the probationary list will be required to turn in their computer to the technology department at the end of each day. The technology department will secure the equipment for the night and the student will be allowed to check it back out on a daily basis. Disciplinary actions will be handled on a case-by-case basis at the discretion of the building principal.

Each student is required to submit a yearly \$35.00 technology/software deposit when issued a student laptop computer. The computer will be returned at the end of the school year for summer maintenance and repairs in preparation for the following school year. Students not able to pay the \$35.00 deposit may request a confidential review of their ability to pay by the Administration. After evaluating the student's ability to pay, the Administration may offer a payment plan or other accommodation at his/her discretion.

The student is responsible for reasonable care and use to ensure the computer is not damaged. Treat this computer with as much care as if it were your own. A 'Standards for Proper Care' document is posted on the school website as well and included in the student handbook. If the damage is not covered by warranty, or is caused by gross negligence, as determined by the administration, the student and parent or guardian will be billed a fee according to the following schedule:

First Incident - up to \$100

Second Incident - up to \$200

Third Incident - up to the full cost of repair or replacement.

The cost of replacement of the laptop is approximately \$1,000.

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

Leaving the computer unattended and unlocked resulting in loss or damage.

Lending equipment to others other than one's parent/guardian.

Using the computer in an unsafe environment.

Using the computer in an unsafe manner

All repairs and service must be done through the Garner-Hayfield Ventura school technology department. The technology department will make the repairs or make arrangement to have the work done. Do not attempt to repair the computer on your own or to contact the equipment manufacturer.

General Precautions:

- ❖ No food or drink is allowed next to the computer while in use.
- ❖ Always set the laptop computer on a hard, stable work surface, keep the ventilation open.
- ❖ Keep the computer from sources of liquid, such as drinks, sinks, bathtubs, showers, pools, and so on. Protect the computer from wet weather, such as snow, fog, or rain.

- ❖ Cords, cables, and removable storage devices must be inserted carefully into the computer. Keep magnetically sensitive items away from the computer power adaptor port. This port contains a magnet that can erase data from other devices such as, an iPod or credit card.
- ❖ Always use the carrying case provided when transporting the computer. Other cases are designed to hold additional items that may cause damage to the computer screen. Keep small loose items (such as paper clips, coins, or staples) that could get stuck inside the computer.
- ❖ Computers should be closed and shut down before placed in the protective case. Placing the laptop in the case while still on or using the computer on the carpet, pillow, bed, or other soft material will cause overheating and damage.
- ❖ Computers must be free from stickers, writing, drawing, or labels other than those applied by the district. Each computer will have a GHV inventory tag on them and this tag may not be removed or altered.
- ❖ Computers should not be exposed to extreme heat or cold (e.g. don't leave it in the car).

Cleaning and Maintenance

- ❖ Shut down you MacBook and detach the power adaptor.
- ❖ Use a damp, soft, lint free cloth to clean the computer exterior and screen. Avoid getting moisture in any opening and do not spray any type of liquid directly on the computer.
- ❖ Do not use aerosol sprays, solvents, or abrasives.
- ❖ Do not lean or put pressure on the top of the computer when it is closed and do not put anything against the computer that could cause pressure to the screen.
- ❖ Do not poke the screen with anything that may mark or scratch the screen surface.
- ❖ Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, and disk).

Using the Computer at School

Students are responsible for the ethical and educational use of technology resources at the Garner-Hayfield Ventura School. Access to these resources is a privilege not a right. Each employee, student, and/or parent or legal guardian will be required to follow the Acceptable Use Policy. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, cyber bullying and computer viruses.

Computers are intended for use at school each day and brought to all classes, unless specifically advised not to do so by the teacher. The computers are to be fully charged at home and brought to school ready for use in the classroom. Repeat violations of this policy may result in disciplinary action. In cases where use of the computer has caused batteries to become discharged, students may be able to connect their computer to a power outlet in class. If the student leaves their computer at home, they may be allowed to phone their parent/guardian to bring it to the school. If unable to contact parents, the student may have the opportunity to use a replacement computer from the technology department if one is available. Repeat violations of this policy may result in disciplinary action or probationary status.

Screensavers, backgrounds and passwords

Students may alter or add files to customize their assigned computer to their own working styles (i.e., background screens, default fonts, and other system enhancements).

Inappropriate media may not be used as a screensaver or background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures might result in disciplinary action. Screensaver passwords or locking the desktop is recommended as a method to maintain personal data security. Hard drive and CMOS passwords are forbidden and if used the students may be responsible for the cost of replacement hardware.

Sound: Sound must be muted at all times unless the teacher gives permission for instructional purposes. Headphones may be used at the discretion of the teacher.

Printing: Students may use network printers with teachers' permission during class or breaks. In an effort to reduce printing costs at GHV it is highly encouraged to use digital communication options whenever possible.

Software: Software installed by GHV must remain on the computer in usable condition. Software applications for use in a particular course may be added and deleted from the computer as allowable licenses dictate. If additional or unknown software appears on the computer it must be reported to the technology department for removal as soon as possible to avoid any risk to the network.

If technical difficulties or illegal software is discovered, the hard drive may be reformatted and only authorized software will be reinstalled. The district will not accept responsibility for the loss of any software or data deleted due to a re-format or re-image.

Most upgrades and updates will take place automatically, but students may be instructed to upgrade their software from the school's network when necessary. Students must not modify configurations, repair, or intentionally interfere with the functioning of a GHV computer.

File sharing or File-sharing programs, the installation and/or use of any Internet-based file-sharing tools are prohibited. File sharing programs such as, but not limited to BitTorrent, LimeWire, Kazaa, Acquisition and others may not be used to facilitate illegal sharing of copyrighted material (music, video, and images).

Personal Health and Safety:

- ❖ Avoid extended use of laptop computer while it is resting directly on the lap. The bottom of the laptop computer can generate significant heat.
- ❖ Take frequent breaks when using the laptop computer. Look away from the computer about every fifteen minutes.
- ❖ Do not provide personal information to anyone over the Internet
- ❖ Do not share passwords with anyone.

Garner-Hayfield Ventura High School
Acceptable Use Agreement **Name:**
2014-2015 **Number:**

This completed and signed form is a mandatory requirement for the assigning and issuing of a GHV laptop computer. Students will not receive their laptops until the Technology Department or their designee has received a signed form and it has the embossed seal of the District as proof of agreement.

The Acceptable Use Policy and Standards for Proper Care addendum is printed in the Student Handbook and is available online at the GHV website. GHV is loaning you a personal laptop with the expectation that you will make good decisions with regard to your personal use of technology. The AUP is a guide to help you make ethical and practical decisions while using your laptop and the network. **Violations of the AUP may result in disciplinary action and/or the loss of your laptop computer and Network privileges.**

The Acceptable Use Policy and the Standards for Proper Care addendum are in the student handbook and must be read.		
I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations.		
I will not leave my laptop unattended unless it is located in a secure place. My family is fully responsible for the cost of replacement should my laptop become lost or stolen due to 'gross negligence' as determined by the administration.		
I will not install or use file-sharing programs to download music, video, or other media.		
I will not duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own.		
I will keep the laptop lid fully closed whenever it is moved from one point to another.		
I will read and follow any general maintenance alert from the school technology personnel.		
I will report any problems with my laptop to a member of the tech support staff in a timely manner.		

I have read the Acceptable Use Policy and the Standards for Proper Care addendum and agree with their stated conditions. I also understand that a \$35.00 technology/software fee is included in the registration costs.

By signing the Garner-Hayfield Ventura School AUP form, both the student and his/her parent or legal guardian agrees to reimburse and hold the school harmless from any and all liabilities, costs, collection costs, attorney fees, and other damages which may relate to the use or failure to return the laptop computer and its software in accordance with this policy.

Student Signature and Date _____

Parent/Guardian Signature and Date _____



CARING FOR YOUR MACBOOK

The MacBook is well built and a great tool for learning, but it is a computer and, like any piece of electronic equipment, it needs to be treated with care. You can do several things to make sure that your MacBook is trouble-free and lasts a long time.

Moving Your MacBook

One of the best features of your MacBook is how small and lightweight it is. This makes it easy to take your homework, reports, presentations, photos, and music wherever you go. When moving your computer, you should do a few simple things to protect it:

1. Close the lid gently from the center and wait for the sleep light to pulse before moving the computer.
2. Be careful not to leave pencils or pens on the keyboard when closing your MacBook.
3. Don't use your computer as a folder to store papers.
4. Keep your MacBook in your backpack or carrying case when you aren't using it, and remember that it's in there. Don't drop the case on the floor, use it as a backrest on the bus, put heavy books on it, or cram it in your locker.
5. Keep your computer away from dampness or wet weather, such as rain, snow, and fog.
6. Keep your MacBook away from extreme heat or cold. Leaving it in an unventilated car or in the sun could damage it. If your computer has been exposed to cold conditions for a long period of time, let it warm up to room temperature before you use it.
7. When you're not using the power adapter, wrap the power cord loosely around the adapter's built-in "wings."
8. Remember, hard drives don't like to be bounced around, and screens will break if enough pressure is applied to them.

Using and Taking Care of Your MacBook

1. Set up your computer on a stable work surface.
2. Keep your computer away from water or other liquids, such as fountains, sinks, bathtubs, and so on.
3. Don't eat or drink while using your computer.
4. When attaching the power adapter to the MacBook, make sure the cord isn't pulled too tight; it should be a little loose.
5. Don't insert things, especially metal, into any openings of your MacBook.
6. Keep your computer away from sand and water. As portable as the MacBook is, don't take it to the beach.
7. Be patient. Sometimes computers take a few seconds to think—so don't start pounding on the keys if your computer doesn't respond right away.
8. Plug in your computer when you get home from school so your battery will be fully charged for the next day.

Cleaning Your MacBook

Follow these rules when cleaning your computer:

1. Shut down your MacBook, then unplug the power adapter and any external devices.
2. Use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Don't spray liquid directly on the computer or use aerosol sprays, solvents, or abrasives that might damage the finish.
3. The bottom case of the MacBook (13-inch, Late 2009) uses a soft nonslip material. Use a 3M Gray Microfiber or soft dye-free, lint-free cloth to clean the bottom case. It is safe to use isopropyl alcohol 70% or iKlear on the bottom case. Remove any surface dirt gently with your bare hand before proceeding with a cleaner and cloth. After cleaning, dry the bottom case with a soft lint-free or microfiber cloth.

To clean the MacBook screen, do the following:

1. Shut down your MacBook and unplug the power adapter.
2. Dampen a clean, soft, lint-free cloth with water and gently wipe the screen. Never spray liquid directly on the screen; it may drip inside the display and cause damage.
3. You can also use a mild glass cleaner that contains no alcohol or ammonia. Most office supply stores sell cleaning kits specifically designed for computer screens.

Using Cables

1. Any cables that you connect to your computer should line up straight with the port they are connecting to. When disconnecting, grab the plug, not the cord, and pull it straight out. To disconnect the power adapter from your MacBook, grab the MagSafe connector and tilt it up, down, or to one side.
2. If your battery isn't charging, don't wiggle the power cord back and forth. Try removing the connector then reattaching it. A battery that is completely run down may take up to 5 minutes to begin charging. If the battery still doesn't work, contact your teacher or computer support person at your school.
3. Be careful not to move the computer abruptly when cables are attached.