

SCHOOL DISTRICT

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LEGAL STATUS OF THE SCHOOL DISTRICT

All powers not specifically granted to the federal government are reserved to the states. Iowa's State Constitution authorizes the creation of a Common Schools System. As part of Iowa's Common Schools System, this school district, known as the GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL DISTRICT has been created and organized as a school corporation under Iowa law.

The school district is located in Hancock and Cerro Gordo Counties and its affairs are conducted by the Garner-Hayfield-Ventura Community School District Board of Education, which is comprised of locally elected school officials. The school district has exclusive jurisdiction over school-related matters within its territory.

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GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

The ultimate purpose of education is to help students become effective citizens of a democracy. As a school corporation of Iowa, the Garner-Hayfield-Ventura Community School District, acting through its board of education, is dedicated to promoting equal opportunity for a quality, free, and appropriate public education to enrolled students. Students of this community have the privilege of participating in formal education utilizing the students' present understandings to help them grow in the present and prepare for a lifetime in our rapidly changing society.

The Garner-Hayfield-Ventura Community School District exists to develop and improve the community's academic instruction, curriculum, and facilities so that all students will be provided with the opportunity to perceive and develop their potential for the benefit of self and society. A variety of educational experiences will be provided to enable individual students to develop positive self-concepts and become more fully aware of the needs of a complex society. These experiences will encourage the development of students' abilities and identify each student's interests and goals in life. Each student will develop the ability to read with understanding, write with clarity, communicate with verbal effectiveness, and to think and solve problems. The school district will strive to create an environment within which students will be encouraged to be honest, responsible, and productive citizens in our democratic society.

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GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

SCHOOL DISTRICT INSTRUCTIONAL ORGANIZATION

The Garner-Hayfield-Ventura Community School District offers an educational program for grades preschool through twelve (12). The levels of instruction are organized by the following levels:

Grades preschool through fourth shall attend Garner-Hayfield-Ventura Elementary School, at 620 W. 11th Street, in Garner.

Grades fifth and sixth shall attend Garner-Hayfield-Ventura Intermediate School, at 300 S. Main St., in Ventura.

Grades seventh and eighth shall attend Garner-Hayfield-Ventura Junior High School, at 110 S. Main St., in Ventura.

Grades ninth through twelfth shall attend the Garner-Hayfield-Ventura High School at 605 Lyon, in Garner, or the Lakeside Alternative Program located, at 408 Mars Hill Drive, in Clear Lake.

Each school building will have a building principal responsible for the administration and management of the school building, the school building personnel, and the educational program. The principals shall work closely with the superintendent, who shall oversee the administration and management of the school district.

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GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

EQUAL EDUCATIONAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

The school district and the board will not discriminate in its educational programs and/or activities on the basis of race, color, national origin, gender, sexual orientation, gender identity, socioeconomic status, disability, religion, creed, age (except for permitting/prohibiting students to engage in certain activities), political party affiliation, marital status, or genetic information in accordance with state and federal laws, rules, and regulations.

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. The board prohibits all types of harassment, bullying, hazing, or any other victimization of students, including but not limited to those based on any of the following actual or perceived traits or characteristics: age, actual or perceived; 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.

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.

Inquiries or grievances related to this policy may be directed to the superintendent at the District Administrative Office, 605 Lyon Street, Garner, Iowa 50438, (641) 923-2718; to the Director of the Iowa Civil Rights Commission, 400 East 14th Street, Des Moines, IA 50319-1004, 1-800-457-4416; to the Office for Civil Rights Chicago Office, United States Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, (312) 730-1560; or to the Equal Employment Opportunity Commission Chicago Office, 500 W. Madison Street, Suite 2000, Chicago, IL 60661, 1-800-669-4000. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, 400 E 14th Street, Des Moines, IA 50319-0146.

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NOTICE OF NON-DISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Garner-Hayfield-Ventura Community School District are hereby notified that it is the policy of the Garner-Hayfield-Ventura Community School district not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator:

Jim Haag, GHV High School Principal

605 W. Lyon Street, Garner, Iowa 50438

641/923-2632

jhaag@ghvschools.org

who has been designated by the school district to coordinate the school district's efforts to comply with federal and/or state non-discrimination laws.

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GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

GRIEVANCE FORM FOR COMPLAINTS OF DISCRIMINATION
OR NON-COMPLIANCE WITH FEDERAL OR STATE REGULATIONS
REQUIRING NON-DISCRIMINATION

I, _____, am filing this grievance because

(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible:

(Attach additional sheets if necessary)

Signature

Address

Phone Number

If student, name _____ Grade Level

Attendance center

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GRIEVANCE DOCUMENTATION

Name of Individual Alleging Discrimination or Non-Compliance

Name

Signature _____

Grievance Date

State the nature of the complaint and the remedy requested.

Indicate Building Principal's or Supervisor's response or action to above complaint.

Signature of Principal or Supervisor

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STUDENT AND PARENTAL RIGHTS

The Garner-Hayfield-Ventura Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. If it has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students, as a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- inspect and review your child's educational records including a right to copy those records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 should be directed to:

Renee Denny
620 W. 11th Street, Garner, IA 50438
(Telephone No.) 641-923-2831

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 and Iowa Code § 280.3.

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GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

NON-DISCRIMINATION GRIEVANCE PROCEDURE

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

Level One - Principal, Immediate Supervisor or Personnel Contact Person
(Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their race, color, national origin, gender(sex), sexual orientation, gender identity, socioeconomic status, disability, religion, creed, age, political party affiliation, marital status, or genetic information are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally.

Applicants for employment with a complaint of discrimination based upon their race, color, national origin, gender, sexual orientation, gender identity, socioeconomic status, disability, religion, creed, age, political party affiliation, marital status, or genetic information are encouraged to first discuss it with the personnel contact person.

Students or parents of students with a complaint of discrimination based upon their race, color, national origin, gender, sexual orientation, gender identity, socioeconomic status, disability, religion, creed, age (except for permitting/prohibiting students to engage in certain activities), political party affiliation, marital status, or genetic information are encouraged to discuss it with the instructor, counselor, supervisor, building principal, program administrator, or personnel contact person directly involved.

Level Two – Compliance Officer

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 Non-Discrimination Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint shall 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 shall 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.

Level Three – Superintendent/Administrator

If the complaint is not resolved at level two, the grievant may appeal it to level three by presenting a written appeal to the superintendent or his/her designee within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the superintendent or his/her designee. The superintendent or his/her designee may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent or his/her designee within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, rather, the parents have a right to an impartial hearing to resolve the issue.

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GRIEVANCE PROCEDURE

Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent’s decision, the grievant can file an appeal with the board within five (5) working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officers for each attendance center are:

	<u>High School</u>	<u>Elementary School</u>	<u>Intermediate School</u>	<u>Junior High School</u>
Name	James Haag	Michael Meyering	Debra Steenhard	Debra Steenhard
Office Address	605 Lyon St. Garner, IA 50438	620 W. 11th St. Garner, IA 50438	300 S. Main St. Ventura, IA 50482	110 S. Main St. Ventura, IA 50482
Phone Number	641/923-2632	641/923-2831	641/829-4482	641/829-4484
Office Hours	8 A.M. - 4 P.M.	8 A.M. - 4 P.M.	8 A.M. - 4 P.M.	8 A.M. - 4 P.M.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

THE PEOPLE AND THEIR SCHOOL DISTRICT

The board recognizes the value of interaction and participation with the citizens of the district community for the school district's education and operations. Popular control of public education is one of the cornerstones of a free society. The people exercise that control through their Board of Education. The board will cooperate, with the district community and provide opportunities for the district community to participate in the decision-making process, whenever possible, while carrying out its elected responsibilities.

It shall be the responsibility of the superintendent to keep the board apprised of opportunities for involvement with the district community.

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GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

LONG-RANGE NEEDS ASSESSMENT

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectations of students, and determines how well students are meeting student learning goals. The board shall conduct ongoing and in-depth needs assessment, soliciting information from business, labor, industry, higher education and community members, regarding their expectations for adequate student preparation.

In conjunction with the in-depth needs assessment of the school district, the board shall authorize the appointment of a committee, representing administrators, employees, parents, students, and community members, to make recommendations and assist the board in determining the priorities of the school district in addition to the basic skills areas of the education program.

The district will provide opportunities for local feedback on an ongoing basis. Feedback will be gained through special mailing, the district newsletter, group meetings, and from special focus groups.

It shall be the responsibility of the superintendent to ensure the school district community is informed of students' progress on state and locally determined indicators. The superintendent shall report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board shall determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals; maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community and Iowa Department of Education.

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