

**HLV
STUDENT
HANDBOOK**

2017-2018

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HLV COMPUTER USE POLICIES

1. NO CHAT LINES
2. NO E-MAIL OTHER THAN HLV's, this includes hotmail, mailcity, etc.
3. NO Printing without permission
4. NO GAMES (unless teacher gives permission)
5. NO downloading of anything without permission
6. NO changing of screen savers, wallpaper, color and etc.
7. NO computer use without supervision.
8. HLV staff does have the right to monitor email.
9. All passwords should be changed through the school.
10. E-mail: your "in" and "out" boxes should be limited to 5 messages in each and nothing in trash. This will be checked periodically.
11. DO NOT SEND ON CHAIN LETTERS without permission; if given permission delete all forwarding addresses first.
12. Teachers if your students are using the computers for a class, make sure they are shut off before you leave the room and monitor the students closely.
13. Students will not be able to access, download or send any restricted material. That includes, but not limited to, material which is obscene, libelous, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, or presents a clear and present likelihood that it will cause a material and substantial disruption of the proper and orderly operation of the school or school activities or will cause the commission of unlawful acts.
14. No outside audio CD's are to be used on the school's computers.
15. No tampering with computers which includes but not limited to marking on computers, injecting foreign objects, misuse of equipment.

THE ABOVE RULES WILL BE ENFORCED FOR STUDENTS DURING GRADES 7-12. ANY VIOLATION OF ONE OR MORE OF THE ABOVE RULES

FIRST VIOLATION - REMOVAL FROM ALL SCHOOL COMPUTERS FOR ONE MONTH. (THIS CAN CARRY OVER FROM THE CURRENT SCHOOL YEAR TO THE NEXT SCHOOL YEAR.

SECOND VIOLATION - REMOVAL FROM ALL SCHOOL COMPUTERS FOR THE REMAINDER OF THE SCHOOL YEAR, OR 4 MONTHS, WHICHEVER IS MORE. (THIS CAN CARRY OVER FROM THE CURRENT SCHOOL YEAR TO THE NEXT SCHOOL YEAR.)

THIRD VIOLATION – POSSIBLE PERMANENT REMOVAL FROM ALL SCHOOL COMPUTERS FOR THE REMAINING TIME THAT YOU ARE AN HLV STUDENT.

A LETTER WILL BE SENT TO THE STUDENT'S PARENT(S) REGARDING THE ABOVE DISCIPLINE AS WELL AS A COPY OF THE LETTER INCLUDED WITH THE STUDENT'S SCHOOL RECORDS.

HLV COMMUNITY SCHOOL DISTRICT
Student Handbook
2017-2018

HLV CODE OF ETHICS – The following represents a set of principles defining what is right and just in human behavior. As citizens in a democracy, the obligations of freedom are as great as its benefits, and for us, as human beings, the responsibilities of free choice are as far reaching as the opportunities. In the following Code of Ethics, we affirm our belief in these principles:

As a member of the HLV Community Junior/Senior High School, I should know and discharge my obligations by:

- a. Having pride in and loyalty to my school
- b. Making constructive use of school facilities
- c. Being responsible for the care of school property and books
- d. Demonstrating good sportsmanship and exhibiting appropriate behavior at all times
- e. Having respect for other members of the group, appreciating the efforts made by others and realizing the values of life within the school family.
- f. Being honest and trustworthy as an individual
- g. Taking advantage of all educational opportunities
- h. Realizing that concern for others is the key to true happiness

HONORS, AWARDS & SCHOLARSHIPS – Any regularly enrolled student may be considered for honors awarded by the school. Qualifications for such awards shall be established by professional school personnel who have been designated the responsibility by the superintendent of schools or the building principal.

It shall be the policy of the school to issue an honor roll at the end of each nine-week period including the names of the students in grades 7-12 who have maintained a “B” average (3.0) in all academic subjects.

The rules and regulations of state organizations will be complied with in regard to presentation of any awards.

Provisions will be established to govern the issuances of awards to students who participate in extracurricular programs.

GRADUATION REQUIREMENTS – Students in grades 9 through 12 will be required to earn 22 units (44 credits) in order to graduate. In addition, students will be required to meet all of the requirements for graduation. These requirements include: English 3-1/2 units, Social Studies 3-1/2 units, Science 3 units, Mathematics 3 units, Physical Education 1 unit (one quarter credit per year), Speech ½ unit.

All students are required to be enrolled in six courses, excluding physical education. This course requirement will only be waived by the administration if there is good cause for such a waiver. High school students are permitted a total of only (8) study halls per week unless a waiver of this requirement is approved by administration.

Permission to bring in outside credit and what courses will be accepted will come from the superintendent and principal and must be received prior to the taking of the course(s).

Students who have been in regular attendance four years or more but have not met the requirements for graduation are entitled to receive an attendance certificate. These individuals will not participate in the graduation ceremony. Upon completion of all necessary requirements, these students will be entitled to a regular diploma for the school year in which their work is completed.

Students must be enrolled in regular attendance in school and have all bills paid in order to participate in commencement exercises. The only exception to the commencement attendance requirement established in the previous sentence is for students who meet the early graduation requirements established by the school district. Any students interested in graduating early are asked to talk with the principal.

HLV FIGHT SONG

We're going to fight, fight, fight for HLV
We're going to fight for the red and black
We're going to fight, fight, fight for HLV
And to the team we say – fight back.
We're going to fight, fight, fight for HLV
For the honor and the glory that we see
We're going to fight, fight, fight for HLV to victory!
HLV Fight Fight! HLV Fight Fight!
Who Fight, We Fight, HLV Fight Fight!

ARRIVAL AT SCHOOL – HLV school buses will begin arriving at around 7:55 A.M. When students arrive, they should go directly to their lockers and prepare to begin the school day. After students have gone to their lockers, they are permitted to go to the student center, study hall or the library until the first bell rings. When the bell rings, students should report to their first period classes. Students should not be in the building prior to 7:50 A.M. unless they are participating in a supervised activity.

Students arriving to school after 8:15 A.M. must report to the office for a pass. After 9:03 A.M. students will be considered absent or truant. Students are not allowed to leave the building until school is dismissed unless special permission is granted from the office. Failure to check out with the office will result in some type of disciplinary action.

ANNOUNCEMENTS – Announcements are read by instructors during 3rd hour class each morning. If you wish to include an announcement in the daily bulletin, you must submit it to the principal's office by 8:15 A.M. You will be responsible for any announcement that might concern you, so listen carefully when the announcements are read.

ATTIRE – STUDENT DRESS – Student dress is expected to meet the following requirements:

1) Cleanliness, 2) Decency, 3) Safety. These simple regulations are needed in order to provide a good, safe, and healthful learning atmosphere.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco and wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Inappropriate attire includes halter tops, spaghetti strap tops, and tube tops. Shirts/tops should not have the sleeves cut out and need to cover the waist of the pants, skirts, or shorts being worn. **Shorts must have at least a 4" inseam.**

HAT POLICY – Students are not to wear caps, hats or bandanas in the school building between 8:00 A.M. and 3:20 P.M. Teachers will give students a warning for first offense. Any infraction thereafter will result in a detention. Your cooperation is appreciated.

CLUBS & ORGANIZATIONS – Co-curricular activities are provided for the benefit of the students. Hopefully, the activity program is organized in order to provide each student with an opportunity to participate in programs that are of interest to her/him. Among the activities available are: football, volleyball, basketball, wrestling, cross country, track, golf, baseball, softball, marching band, concert band, jazz band, junior and senior high school student councils, yearbook, cheerleading, show choir, silver cord, art club, speech, and dramatics. Other clubs may be organized with Board of Education and/or administrative approval.

HLV CODE OF ACADEMIC EXCELLENCE:

Philosophy: It is our belief that as a school we must set appropriate criteria and expectations which will challenge our students to perform to their highest abilities. Our major goal is to develop students who have developed an intrinsic desire to learn, for this is the basis of all learning throughout life. Through this basic goal lies that foundation of development, because the primary purpose of learning is not to possess knowledge, which is constantly changing, but rather to develop an ability to seek information and use it. It is on this philosophy which the HLV Code of Academic Excellence is founded.

RECOGNITION OF EXCELLENCE

Exceptional Progress Reports

-Periodic reports sent to selected students of all grades for exemplary performance in the classroom

Perfect Attendance Certificates

-Presented to students in grades 7-12 who attended school every day

Letters and/or Certificates of Commendation from Administration and Staff

- To any students who have been on the honor roll all four quarters from the previous year
- To any students who have maintained a 3.75 GPA or higher during the preceding year
- To any students who have maintained a 3.30 to 3.74 GPA during the preceding year
- To any students who maintained a 3.0 to 3.29 GPA during the preceding year

Class Cumulative Grade Point

Recognition will be given to the class which maintains the highest cumulative GPA as a class. This honor will be presented in the fall of the following year and will be done for grades 7-8 and 9-12 with a winner in each group.

ACADEMIC ELIGIBILITY POLICY

The purpose of an academic eligibility policy is three-fold:

1. It demonstrates the high priority the school sets on academics
2. The policy should motivate students to do better in order to remain eligible.
3. For those unable to remain eligible, the ineligibility period gives them time away from activities to devote to studies.

ELIGIBILITY RULE

Eligibility for participation in school sponsored activities shall be determined by the administration. All participants in interscholastic athletics, music, and speech in grades 9-12 will meet the academic requirements for participation in these activities established either by the state or by the state associations. All students entering grade 9 will be academically eligible.

Students in grades 7-8 will be required to meet the same academic requirements as students in grades 9-12. Any student in grade 7 or grade 8 who does not meet these academic requirements will be ineligible to participate in extracurricular activities for 30 scheduled calendar days.

All students entering grade 7 will be academically eligible.

Students may participate in practices and rehearsals during a period of ineligibility. They may not participate in actual games, concerts, contests, etc.

If a student becomes academically ineligible, the student and her/his parent are encouraged to meet with the teachers involved in order to correct the academic difficulties.

It shall be the responsibility of the school principal or activities director to see that interscholastic events are conducted properly and that only eligible students are permitted to participate.

If a student participates in an outside school sport during the school year, he/she may not accept any award that exceeds \$10.00. At no time may a student accept any award in the form of money. During the summer months and outside the appropriate sports season, a student may enter as an individual or as a member of a team, not representing the school, in swimming, track, golf, tennis, baseball, and softball meets or contests. If the student wins an award, he/she may accept the award provided it is not violating the amateur award rule established by any of the high school associations. If a student violates the award rules outlined above, he/she may become ineligible for the sport for which he/she accepted the award.

During the school year, any student who plays on a regularly organized team other than the team representing her/his own high school during that sport season without the written consent of her/his Superintendent, shall be ineligible to compete in that sport for 12 calendar months.

GOOD CONDUCT RULE

A good conduct code is applicable to all students who participate in any extracurricular activities in this school system. These activities include all athletics, music, speech, drama, cheerleading, flag carriers, and any other organizations not named who participate in out-of-school activities. It is the responsibility of the high school principal to administer this rule according to the guidelines established in this rule.

The following behaviors are unacceptable for any HLV student who wishes to participate in an extracurricular activity:

1. Possession, consumption, acquiring, delivering, or transporting alcoholic beverages or dangerous drugs, or look a likes.
2. Any violation of civil law. This will usually not include any traffic violations.
3. Any violation of school rules as stated in the student handbook.

Once the principal has determined that a violation has occurred, it will be his responsibility to invoke a punishment for the offense. The punishments will be as follows:

First Offense – Student shall be declared ineligible for all contest/events/performances/meetings for:

1. A period of 4 calendar weeks (starting with the next contest) or
2. A period of 2 calendar weeks if a student voluntarily admits to violating the good code of conduct.
The administration before at the beginning of the due process procedure, that he/she is guilty of breaking the good conduct code.

Second Offense – Student shall be declared ineligible for all contest/events/performances/meetings for:

1. A period of 8 calendar weeks (starting with the next contest) or
2. A period of 4 calendar weeks if a student voluntarily admits to violating the good code of conduct. Definition of voluntarily admits means if a student approaches the administration before or at the beginning of the due process procedures, that he/she is guilty of breaking the good conduct code.

Third Offense – Student shall be declared ineligible for all Contest/events/performances/meetings for a period of 12 calendar months, starting When the good conduct code is activated.

Parents or guardians have the right to appeal any decision made under this policy to the Superintendent of Schools.

The school district believes that participation in extracurricular activities is an integral part of our school program. The school encourages all students to participate in whatever activities interest them. The school encourages students, however, to comply with the behavioral requirements stated above in order to insure their continued participation in their chosen activities.

PHONE CALLS - Phone messages will be accepted by school personnel and given to students if the message is important. However, students will not be called from class unless the call is of an emergency nature.

STUDENT USE OF PHONES - The office phones should be used only for an emergency or for official school business. A phone is available for student use in the gymnasium lobby.

CELL PHONES – Cell phones may be used from 7:45 – 8:15 AM and during the lunch hour. Cell phone use will be prohibited all other times unless permission is granted from the principal. **Parents may call the HLV school phone number if needed.**

REPORT CARDS – Report cards will be distributed at the conclusion of each nine-week grading period. Report cards will either be distributed at parent-teacher conferences, sent home with the students, or mailed to the parents.

GRADES – Report cards will be issued after each nine-week period. Grades are recorded as A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. This grading scale is for all students in grades 5 -12. Advanced Placement classes will be using the 5.0 grading scale.

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

1. Student must have earned 15 units of credit and have passed three years of physical education in order to qualify.
2. Student shall have attended school for six semesters since entering ninth grade before being eligible for this program.
3. A student must have identified some person to whom he/she will be responsible. If working at home, the parent or guardian; if at a job, the immediate supervisor. The name of this person must be submitted to the school administration.
4. Student must complete a request form, follow all appropriate procedures, and have the Principal approve the request. Any dissatisfaction with a decision rendered by the Principal could be appealed to the Superintendent of Schools.
5. Student who fails one subject during either the quarter and/or semester grading period will have privilege revoked. If student receives a midterm report, the early work release privilege will be suspended until the student increases the grade to a C or above.
6. Student shall not be involved in any major disciplinary action. An example of this would be unexcused absences, excessive unexcused tardies, continual disruptions of class or vandalism of any kind. If a student is involved in disciplinary action, it could result in her/his early work release privilege being discontinued.
7. Early release shall not interfere with any school activity in which the student wishes to participate (athletics, dramatics, music, clubs, etc.). School activities will always take precedence.
8. If a school activity is scheduled during the period of the early work release, it will be the responsibility of the student to make arrangements with the principal to see if he/she is to attend this school activity.
9. Students are to go directly to their job when they leave school. If students are found loitering in town, their work release privilege will be suspended.
10. Students involved in a sport will not be given early work release for that season.

SCHEDULE OF CLASSES – We have included a copy of the junior/senior high school schedule for your use.

CARE OF SCHOOL PROPERTY – Students found responsible for damaging school property may be fined and/or disciplined. It is hoped that the students will take pride in the appearance of their school and will do all they can to assure its continued good appearance.

STUDENT COUNCIL – It is difficult for a council to occupy a position of any importance in the school, to be regarded as a leader in school affairs, and to command the respect of the entire student body unless it is constantly working to improve the school.

The responsibilities of the student council are many and varied. They include aiding in the internal administration of the school, promoting all activities of the school, helping bring about benefits for student life, assisting with the Washington, D.C. trip fundraisers, and fostering the development of good relations with other schools.

Students are duly elected to represent the students. They must also accept the responsibilities included with their positions. Members of the student council are the student body president and the four class officers from each of the high school classes.

CAFETERIA – Some important notes for students to keep in mind:

1. No pushing, crowding, or attempting to get ahead of the line.
2. All students should eat in the dining room. This applies if you eat your own lunch or school hot lunch.
3. A student who lives within walking distance from school may be permitted to go home for lunch if he/she is able to be back in time for her/his next class. Any student who wishes to go home must receive permission from the office.
4. Students who do not live within walking distance are not to leave school property during lunch period without proper authorization from the principal.
5. No student will use a car during the lunch period without proper authorization of the principal. Failure to do so will result in disciplinary action.
6. After finishing lunch, students may be permitted to go to the student center, or, if weather permits, to the outdoor area immediately north of the student center, if supervision is available.
7. Restrooms in the lower hallway should be used during noon periods.

LUNCH PASSES – A student who lives within walking distance from school may be permitted to go home for lunch if permission is received from the office and the following criteria are followed:

1. The student will submit a written request asking that he/she be allowed to go home for lunch that has been signed by her/his parent/guardian.
2. The student will eat only at home and not at other eating establishments or homes.
3. The student will walk home and not drive or ride in a vehicle during her/his lunch time.
4. The student will return to school from lunch in time for her/his next class.
5. Any violation of these rules may result in revocation of a student's lunch pass.

CHURCH NIGHT – HLV school employees or students will not schedule a school event for students on **Wednesday** evenings, with the exception of summer months when school is not in session, because of Wednesday's designation as church night unless permission is received from the school superintendent.

ATTENDANCE POLICY AND RULES

PHILOSOPHY: Educational research has shown that regular attendance at school is an important factor in determining a student's success in the classroom. It is in the best interest of the student and the school as a whole to have policies that encourage regular attendance and punctuality. Parental support is necessary to help a student develop regular attendance.

NOTIFYING THE SCHOOL: Every absence from school will require an excuse, written or verbal, from the parent. We ask that parents call the principal's office (319-647-2161, Ext 4) when your daughter or son will be missing from school for any reason. We will usually be calling home to find out why the student is absent if the parent has not called. If the parent cannot call and cannot be reached on the day of the absence, a note should be sent with the student when he/she returns to school. This excuse must state: 1) the reason for the absence; 2) the date of the absence; 3) the full name of the student, and; 4) be signed by a parent or guardian.

Absences from school will be classified by the administration into one of the following categories: 1) excused, 2) unexcused, or 3) truancy.

EXCUSED ABSENCES: Excused absences are those which meet with both school and parental approval including:

1. Illness (student may be required to submit a doctor's statement)
2. Death in immediate family
3. Serious illness in the immediate family
4. Medical and dental appointments(student may be required to provide a doctor's statement)
5. Court appearances
6. Work at home on a very limited basis
7. Junior and Senior College Visitations (These are excused only with prior approval from the principal's office and prior arrangements for all class work to be made up in advance)

In unusual circumstances not covered above, the principal will make a decision as to the classification of the absence. These exceptions should be approved ahead of time, whenever possible.

Students who participate in extracurricular activities need to be in school the last half or the day of an activity unless this requirement is waived by the Superintendent or Principal.

Regular school attendance is essential for students. Students who have problems in attending school regularly may be disciplined by the school district.

EXCESSIVE ABSENCES: In those cases where students reach ten (10) absences within one semester, that student may be subject to a review board hearing.

The purpose of this review board hearing is to evaluate and determine how detrimental a student's absences have been to both the student's academic program and the school's academic program. From this evaluation, the review board shall recommend a proper course of action to the principal for consideration concerning this student's education.

The review board would consist of the building principal(s), at least one junior/senior high school staff member, the student's parents, and the student. Parties not attending the scheduled review board meeting are held to the review board's recommendations. Possible review board recommendations/consequences could include, but are not limited to, the following:

1. Detention
2. Loss of Extra Curricular Activities
3. In-school Suspension
4. Loss of Work Release
5. Denial of Attendance of After School Activities
6. Loss of Lunch Pass
7. Expulsion
8. Tutoring
9. Continued Monitoring of Student's Absences
10. Referral to Appropriate Help Agencies
11. Referral for At Risk Program Options
12. Referral for Truancy.

The failure to complete makeup assignments satisfactorily within a reasonable time is a separate act and constitutes grounds for no credit or reduced credit.

UNEXCUSED ABSENCE

Truancy: An unexcused absence is any absence which is not approved by the school. It could be for one period or an entire day. A student who is truant or whose absence is unexcused may be subject to the following: 1) Probation, 2) Detention, 3) In-School Suspension, 4) Removal of School Privileges (1 to 3 weeks), 5) Suspension from School (up to 3 days), 6) Expulsion (long term suspension), 7) Referral to County Attorney or Truancy Designee.

MAKE-UP REPORT AND ADMIT TO CLASS FORM: After an absence-whether a full day or part of a day-and upon arrival to school, students are required to immediately report to the secondary office for a "Make-Up Report & Admit to Class" slip. It will be the responsibility of the student to present the Make-Up-Admit slip to each teacher. The Make-Up-Admit slip will inform each teacher whether the absence was excused or unexcused. If the absence is unexcused, the student will receive a zero (0) for the class or classes which are missed due to absence.

MAKE-UP WORK: You will have one day **plus** the length of the absence to complete your make-up work (for an excused absence). For absences of more than five (5) consecutive days, arrangements should be made to have work sent home through the individual teachers. Make-up work not handed in on time will receive a zero (0). It will be the student's responsibility to obtain and complete all make-up work.

For any absence which is planned in advance (i.e. family vacations, college visits, etc.) the school should be contacted prior to the absence in order for credit to be given for the work. If you will be participating in a school sponsored activity, all school work for that day or periods missed will need to be handed in that day. All work assigned that day will follow the same procedure for make up work. Failure to do so ahead of time could result in no credit being given for the work. Excuses brought in after the student leaves are not valid excuses.

Any student who does not follow the above procedures may have her/his absence recorded as "unexcused" and may not be given an opportunity to make up missed work.

TARDINESS: Students are provided ample time to pass from one class to another. If a student is detained by a teacher at the end of the class period, the student should obtain a pass from that teacher and present it to the teacher of the next class in order to avoid receiving a tardy slip.

EXCUSED TARDY: Tardiness due to bad roads, inclement weather, illness or conditions beyond normal control as determined acceptable by the administration will be considered excused and the student will be given a pass to class. In cases where a bus is late, go immediately to class; teachers will be informed that students are to be admitted without a pass.

UNEXCUSED TARDY TO SCHOOL: Each classroom teacher will handle her/his student's tardy problems as needed for the situation. If detention is to be served for that teacher it must take place after school. Each teacher will keep a record of her/his own tardies and issue a one-half hour detention upon the third tardy which the student receives for that individual teacher during a semester. If a student continues to be tardy to the same class, the student will be referred to the office and the parents will be notified. The various consequences are outlined in the "Disciplinary Action Policy" on page 10.

NOTIFICATION OF ABSENCES: Parents of students will receive a letter informing them of problems due to absences.

RIGHT OF APPEAL: In all cases, as discussed above, the parent or guardian has the right to appeal a decision made to the Superintendent of Schools.

COLLEGE VISITATION: Twelfth grade students will be eligible for up to three (3) days for the purpose of visiting a college. Eleventh grade students will be eligible for one (1) day for the purpose of college visitation. These days will be excused only if the following criteria is met: a) Request made to the principal's office and appointments made with the college, b) Work is completed before leaving. Failure to comply with the previously mentioned rules may result in an unexcused absence and no credit given for work missed that day. Permission will not be given for college visitation during the last month of school.

DISCIPLINARY ACTION: The HLV Community School District is committed to implementing a disciplinary policy that requires students to act as mature and respectful human beings. Adoption of this philosophy by the school district is necessary in order to create within the school the type of climate that is conducive to maximizing the learning outcomes of students. Actions which detract from the learning environment will be disciplined.

Some inappropriate behaviors that will not be tolerated are as follows:

1. Possession of tobacco, alcohol or drugs, or look a likes
2. Use of inappropriate language to an HLV staff member or another student.
3. All forms of truancy
4. Destruction of school property
5. The threat of and/or the striking of an HLV staff member or another student
6. Failure to comply with the directive(s) of an HLV staff member
7. Damage of property owned by staff members
8. Possession of any types of knives, weapons, explosives, etc.

The list of unacceptable behaviors printed above is not an all-inclusive list. It does, however, give you some specific examples of the types of behaviors that will not be tolerated.

If a student behaves inappropriately, he/she may be disciplined. Some of the disciplinary options that may be used are as follows: 1) extra work, 2) detention, 3) in-school suspension, 4) out-of-school suspension, 5) expulsion. Disciplinary actions other than those listed in the previous sentence may be used by a teacher or administrator, if he/she determines that other behavioral consequences would be more appropriate.

Discipline in a school is essential. Compliance with the disciplinary requirements established in this document and by HLV officials will help create a school atmosphere that is beneficial for all students in the HLV District.

DETENTION POLICY

1. Detentions, whether they are for a teacher or the principal, will be served after school on most days, usually beginning at 3:30 PM. The following rules will apply to detentions:
 - a. Talking, laughing snickering or any disruptions will not be tolerated.
 - b. Students will have homework or a book to read while in detention.
 - c. Serving a detention takes precedence over any after school, extracurricular event, whether it is an athletic practice, play practice, band practice, or any school related performance which begins immediately after school is out.
 - d. Students will not be given a warning if the above rules are violated. The student will receive another detention to be served the next school day. If a student fails to serve detention time by the due date established by the teacher or principal, the time will be doubled. If the student again fails to serve time after school, an in-school, or out-of-school suspension will be considered.
2. The only other reason a student may be excused from serving a detention on a specific day is the case of illness, doctor appointment, a funeral, etc. The student will be required to serve the detention upon her/his return to school. The same rules will apply upon failure to serve the detention. Missing detention time because of participation in extracurricular activities is not accepted.
3. When a student has chronic disciplinary problems, steps such as counseling, parent conferences, suspension and even expulsion may be used.
4. Detentions will not be served on Friday afternoons.

IN-SCHOOL SUSPENSION – If a student is placed on in-school suspension, he/she should report directly to the principal's office on the day of the suspension. He/she will observe the following rules:

1. Have books and daily assignment sheet for that day. All assignments should be handed into the principal at the close of school on the day of the suspension and will receive full credit for those assignments.
2. May not be eligible to compete in any extracurricular activities for a period of one week beginning with the day of the suspension.
3. The same rules that apply to detentions will also apply to school suspensions. A student will not be given a warning if the rules are violated. The student may receive another in-school suspension to be served the next day if rules are violated. The Review Board may also review the situation and make recommendations if rules are violated by a student while on in-school suspension.

WEAPONS – The HLV Board of Education believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

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

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such weapon, or any explosive, incendiary, or poison gas.

TRANSFERS AND WITHDRAWALS – Pupils planning on transferring to another school district should report to the principal's office as soon as they become aware of the fact that they are moving. Any student who plans on dropping out of school must first contact the superintendent's office before a withdrawal slip will be issued.

FIRE DRILLS AND TORNADO DRILLS – Fire drills and tornado drills will be conducted throughout the school year. These drills are required by state law for each school district. Students shall follow the instructions posted in each room. These instructions will assist in providing for your protection and safety. Students should consider these drills a serious matter. A casual approach may prove to be harmful to your person as well as to your classmates.

LEAVING SCHOOL DURING THE DAY – All students must stop at the principal's office before leaving school for any reason if they are scheduled to be in class, study hall or at an activity. Leaving school without permission will be considered "unexcused". Students who sign out without office approval will receive an unexcused absence for classes missed. Students must sign out at the office and have parent and/or administrator approval before leaving school.

USE OF LIBRARY – The library is open for student use from 8:00 A.M. to 3:45 P.M., Mondays through Thursdays and from 8:00 A.M. to 3:20 P.M. on Fridays, unless the library is closed for class use. Disciplinary action may be taken for failure to use the library in a quiet, respectful manner.

LOCKER ROOMS AND LOCKERS – Locker rooms are not to be used as restrooms. They are for the express use of students in gym class and for the various athletic activities participated in by students. An effort should be made to keep these rooms clean. Since the floors are often wet, there should be no running around. All materials left in the locker rooms should be locked.

Lockers should be kept free of accumulated debris throughout the year. Food, beverages, pop cans, and other unnecessary articles should not be kept in lockers. Students are responsible for their locker and could be assessed a fee for marked or damaged lockers.

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

SCHOOL CLOSINGS – In case of severe weather, announcements of school closings will be made on the following stations/websites:

WHO, Des Moines	KCRG Radio & TV, Cedar Rapids
WMT, Cedar Rapids	KGAN – TV, Cedar Rapids
KGRN, Grinnell	KWWL - TV, Waterloo
KCCI, Channel 8, Des Moines	HLV Web-site
School Messenger Notification System	

Students can also receive messages regarding school delays, cancellations, and other announcements by calling 319-647-2161, ext. 1.

STUDENT DRIVING POLICY – Vehicles shall be parked on streets close to the school or in the school parking lot. Students may not use or be in a car during the school day except with the permission of the principal. Students who park inappropriately and have to move their cars will receive an unexcused tardy. Care should always be exercised to park legally and not to block driveways.

Students should not drive along the north & south side of the junior/senior high school building between 7:45 – 8:15 A.M. and between 3:15 P.M. – 3:45 PM. It is especially important that students not drive past the school buses when they are loading and unloading children. Violations of the previously-mentioned regulation could result in disciplinary action and/or result in the withdrawal of driving privileges to and from school.

Also, the Victor city Council has adopted the following parking restrictions around the school:

1. No parking from 8:00 A.M. to 5:00 P.M. on the south side of Fourth Street, from Main Street to Harrison Street, Mondays through Fridays.
2. No parking from 8:00 A.M. to 5:00 P.M. on the south side of Fourth Street from east of the school property to Clinton Street, Mondays through Fridays.
3. No parking from 8:00 A.M. to 5:00 P.M. on the south side of Fifth Street from Main Street to Harrison Street, Mondays through Fridays.

SCHOOL TRANSPORTATION DISCIPLINE – Students are expected to maintain proper behavior at all times while being transported on a school vehicle. Appropriate behavior includes remaining seated at all times and following instructions provided by the vehicle driver or the principal. Students are not to damage the vehicle in any way and are not to throw any items out of vehicle windows. Also, students are not to hit or taunt other riders.

Discipline on school vehicles is the responsibility of the driver. If the driver refers a vehicle discipline incident to the school, a school administrator may meet with the students about the possible incident. If it is determined that the student acted inappropriately, the student may be disciplined by the school.

STUDENT HEALTH – In the event of illness or injury to a student, emergency first aid will be given. Every attempt will be made to contact the parent or guardian prior to the student being taken home, to a doctor’s office, or to a hospital. Fees of the doctor and/or hospital will be the responsibility of the family.

Students who desire to represent HLV in interscholastic sports or cheerleading shall have the approval of a physician. The principal may exclude students from school believed to have communicable diseases that may endanger the health of others pending the receipt of a statement from a physician in regard to the student’s health or until a required number of days has elapsed. Students may be excused from certain kinds of activities upon the presentation of a statement from a qualified physician.

Students may be excluded from school if it is determined by the physician that such action is necessary.

STUDY HALL RULES – Study hall is for quiet study time. High school students are allowed only eight (8) study halls per week unless approved by a school administrator. The following minimum guidelines will be expected for study halls:

1. Study hall will be quiet and all students will have work or a book to read. No sleeping, card playing, or game playing will be permitted. Quiet talking may be allowed the last few minutes. Unnecessary noise, mischief, improper language or destruction of property will not be tolerated. One warning will be given. A second warning will result in a 30 minute detention.
2. There will be a specific seating chart where students will remain during the hour unless they have special permission to do otherwise.
3. Study materials should be brought to study hall; therefore, there should be no need to go to lockers
4. Only one student may sign out to the restroom at a time. The closest restroom should be used and the student should be back as quickly as possible – no longer than five minutes. Being gone longer will result in loss of privileges. (one week for the first offense, two weeks for the second offense, etc.)
5. No food or drink will be allowed during study hall.
6. Passes to other areas will be taken only after roll is completed and should be done in an orderly fashion. Students must have a signed pass ahead of time and students will not check out to another area without a pass.
7. No permanent pass unless approved solely by the principal. Very few permanent passes will be issued (i.e. Tutoring of elementary student).
8. Students in study hall should not go to the office unless it is an emergency. Business should be taken care of before or after school or during lunch period.

DISCRIMINATORY CONCERNS – “It is the policy of HLV Community Schools not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7. If you have questions or grievances related to compliance with this policy by HLV Community Schools, please contact either the school principal or the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th Street, Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <http://www.state.ia.us/governemnt/crc/index.html>.”

Any formal discriminatory complaint should be filed by the student within fifteen working days following the alleged discriminatory action.

The HLV Community School District is opposed to any discrimination on the basis of sex, race, national origin or disability.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum is to reduce stereotyping and to eliminate bias on the basis of race, color, age, national origin, gender, disability, religion, creed, sexual identity, socioeconomic status, gender identity or marital status. The curriculum should foster respect and appreciation for the cultural duties, and responsibilities of each individual as a member of a pluralistic society.

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

Level I – Hearing With Title VI, Title IX And Section 504 Compliance Officer. Any

Student or employee who believes that he/she has been discriminated against on the basis of race, color, age, national origin, gender, disability, religion, creed, sexual identity, socioeconomic status, gender identity or marital status may file a written complaint with the building principal. The complaint shall state the nature of the grievance and the remedy requested. A copy of the compliance violation form can be obtained from the principal's office.

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

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

Level II – Superintendent. If a complaint is not resolved at Level I, the grievant may

process her/his complaint to Level II by presenting a written appeal to the Superintendent of Schools within ten (10) working days after the grievant receives the report from the principal (compliance officer). The grievant may request a meeting with the superintendent or her/her designee. The superintendent or her/his designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent or her/his designee within ten (10) working days after receipt of the written appeal.

This procedure in no way denies the right of the grievant to file a formal complaint with the Iowa Civil Rights commission, other agencies available for mediation or rectification of affirmative action grievances or to seek private counsel for complaints alleging discrimination.

Names of Title VI, Title IX and Section 504 Compliance Officer:

Elementary – Junior/Senior High School:

Cory Lahndorf, Principal

HLV Community School District

Victor, Iowa 52347

Phone Number: 319-647-2161

Office Hours: 7:50 – 4:00 P.M., Monday – Friday

POLICY ON COMPREHENSIVE HARASSMENT

It is the policy of the HLV Community School District to maintain a learning and working environment that

is free from harassment. No employee or student of the district shall be subjected to sexual harassment nor shall any employee or student of the district be subject to harassment on the basis of race, color, age, national origin, gender, disability, religion, creed, sexual identity, socioeconomic status, gender identity or marital status.

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

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited. This policy is in effect while students or employees are on property within the jurisdiction of the board; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds.

“Volunteer” means an individual who has regular, significant contact with students.

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

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.
Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
 - Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
 - The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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

STUDENT ABUSE BY EMPLOYEE – If a student believes he/she has been abused by a school employee, the student or her/his parents could contact the school principal. The principal's telephone number is 319-647-2161.

POSTSECONDARY ENROLLMENT OPTIONS – any eleventh or twelfth grade pupil, or any 9th

or 10th grade gifted and talented student, may enroll for courses in an eligible postsecondary institution if the pupil is enrolled in the HLV District on less than a full time basis. The amount of tuition reimbursement for each separate course shall equal the lesser of:

1. The actual and customary costs of tuition, textbooks, materials, and fees directly related to the course taken by the eligible student.
2. Two Hundred and Fifty Dollars (\$250.00).

A pupil is not eligible to enroll in a postsecondary institution on a full time basis and receive a payment for all courses in which the student is enrolled.

Questions regarding the Postsecondary Enrollment Options Act should be directed to the Superintendent's office.

DESTRUCTION OF STUDENT RECORDS – The school district maintains cumulative records on its students. The records may include information about the student's education; including identification data, reports generated by school staff, and external agency reports. Records of these student are located in the principal's office at the HLV Junior/Senior High School.

Please be advised that a student's folder shall be destroyed within one year following the student's 21st birthday. A permanent record of the student's name, address, phone number and school related information will be maintained without time limitation.

Parents of students under 18 and students age 18 and above may exercise the opportunity to review educational records of the student, to obtain copies of the records, and to challenge the contents of the records on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained by school personnel before June 15, 2015.

WAIVER OF STUDENT FEES – Students whose families meet the income guidelines for free or reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are expecting 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 school officials at school registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

HLV

**SUBSTITUTE
TEACHER
HANDBOOK**

2017-2018

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Substitute Teacher Handbook

Substitute teaching is an integral part of the instructional program in the HLV District. In order to assist you in fulfilling this important responsibility for the district, the following handbook has been prepared for your use. If you have any questions about the contents of this handbook, please discuss them with the building principal.

CONDITIONS OF EMPLOYMENT – Individuals interested in serving as substitutes should follow these suggestions:

- Application: Please direct your interest in substitute teaching to the principal's office. A list of substitute teachers is compiled before the opening of each school year.
- Certification: Certification is necessary in order to substitute in Iowa. A copy of your Iowa teaching certificate is necessary in order to determine your teaching endorsements and approvals. Please file this certificate in the HLV Superintendent's Office.

PAYMENTS OF SUBSTITUTES

Grades K-6 Substitute Teacher..... \$130.00 per day
Grades 7-12 Substitute Teacher..... \$18.50 per period

Short-Term Assignment: When the period of absence of a teacher is indefinite, a substitute will be employed at the above rates for the first twenty (20) consecutive school days. After serving twenty consecutive days in the same assignment, the substitute shall be entitled to pay at the rate to which he/she would qualify according to her/his education and experience on the currently used salary schedule for contract personnel.

GENERAL INFORMATION

School Hours:	Students	Staff
High School	8:15 A.M.-3:20 P.M.	7:45 A.M.-3:45 P.M.
Junior High School	8:15 A.M.-3:20 P.M.	7:45 A.M.-3:45 P.M.
Elementary School	8:15 A.M.-3:15 P.M.	7:45 A.M.-3:45 P.M.

Calls For Substitute Work: Most calls for substitutes are made between 6:00 A.M. and 7:00 A.M. on the day that the substitute is needed. Whenever possible, arrangements for substitutes will be made the night before.

Substitute teachers are expected to arrive approximately 30 minutes before the start of the school day. Specific instructions regarding assignments are given to the substitute by the principal when he/she reports for duty. Regular teachers are fully informed of their responsibilities in preparing their classes for working with a member of the reserve team.

Completion of Day's Work: The substitute is asked to complete the following tasks before he/she leaves the building at the conclusion of her/his work day:

1. Prepare a written report of the day's activities. This report should be left for the regular classroom teacher on her/his desk
2. Secure the classroom
3. Return all keys and other appropriate materials to the office
4. Sign a substitute teacher's form which will be found in the office of the principal

SUBSTITUTE EXPECTATIONS FROM THE REGULAR TEACHER – A substitute teacher in the HLV District has the right to expect the following from the regular classroom teacher that he/she is replacing:

1. A well organized plan for the day
2. A daily schedule showing the special class times (music, art, PE) duties, lunch time and dismissal time.
3. An up-to-date, easy-to-read seating chart
4. The appropriate teacher's guides and manuals on or near the desk
5. Procedures for fire, tornado, and emergency drills either on the wall by the door or on the teacher's desk.

In addition, the substitute can expect no criticism of her/his work from either the other regular classroom teachers or from the teacher that he/she is replacing after this teacher has returned.

CLASSROOM TEACHER EXPECTATIONS OF A SUBSTITUTE TEACHER – A classroom teacher who is being replaced by a substitute has the right to expect the following:

1. That the substitute will follow the lesson plans and schedule provided for her/him, at least as closely as it is possible for the substitute to do
2. That the substitute will check and correct workbooks and papers which the students have done, as designated by the teacher
3. That the substitute will maintain a neat, orderly and attractive environment
4. That the substitute will leave a statement of the work completed along with comments about any special difficulty or outstanding cooperation
5. That the substitute will keep accurate attendance records
6. That the substitute will maintain good room discipline
7. That the substitute will leave equipment in its proper place
8. That the substitute will refrain from discussing teacher methods or ideas in front of the class
9. That the substitute will check the teacher's mailbox for bulletins, announcements, etc.
10. That the substitute will become acquainted with the building rules and regulations
11. That the substitute will close windows, fix shades, turn off lights, and lock doors before leaving.

SUBSTITUTE EXPECTATIONS OF THE PRINCIPAL – The substitute teacher can expect the following assistance from the building principal:

1. The escorting of her/him to her/his appropriate teaching station if he/she is unaware of where the teaching station is
2. Assistance in location of the plan book, attendance register, seating chart, and daily lesson schedule
3. An explanation of the daily schedule as well as a review of fire drill, tornado drill, and other special information
4. Information regarding how to obtain supplies and equipment
5. Explanation regarding the use of the telephone/intercom system.
6. A review of general school procedures that the principal wants the substitute teacher to enforce

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Substitute Teacher Handbook

7. An explanation of the location of other rooms in the building that the teacher will need to know about in order to adequately function as a substitute
8. Assistance in the handling of any problems that surface during the school day
9. An evaluation of her/his work.

PRINCIPAL EXPECTATIONS OF A SUBSTITUTE TEACHER – The building principal has the right to expect the following of a substitute teacher:

1. To arrive as soon as possible on the first day of assignment. After the first day, the substitute should arrive at 7:45 A.M.
2. To report to the office immediately upon arrival and inquire about any special directions for the day with regard to the schedule, bulletins, lesson plans, reports to be completed, drill procedures, or other pertinent information.
3. To check the regular teacher's mailbox for necessary information
4. To be familiar with and follow emergency and fire drill procedures
5. To report at the end of the day to inquire if services will be required during the next day
6. To maintain high standards of ethics and relationships with other teachers and students
7. To report any serious behavior problems to the principal's office
8. To refer any student to the office whose attire or personal hygiene causes concern
9. To attend faculty meetings if on long-term assignment.

POLICY ON COMPREHENSIVE HARASSMENT

- A. It is the policy of the HLV Community School District to maintain a learning and working environment that is free from harassment.
No employee or student of the district shall be subjected to sexual harassment nor shall any employee or student of the district be subject to harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation.
- B. It shall be a violation of this policy for any member of the HLV Community School District staff to harass another staff member or student through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation. It shall also be a violation of this policy for students to harass other students or staff through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, age, national origin, gender, disability, religion, creed, sexual identity, socioeconomic status, gender identity or marital status.
- C. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing harassment within his or her school or office.
- D. Violations of this policy or procedure will be cause for disciplinary action up to and including expulsion or dismissal.

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Substitute Teacher Handbook

II Definitions

A Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
2. submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student
3. such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating or hostile working or learning environment.
4. Sexual harassment, as set forth in section II-A (Definitions), may include, but is not limited to the following:
 - verbal or written harassment or abuse
 - repeated remarks to a person with sexual or demeaning implications
 - unwelcome touching
 - suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

B. Harassment on the basis of race, color, age, national origin, gender, disability, religion, creed, sexual identity, socioeconomic status, gender identity or marital status means conduct of a verbal or physical nature that is designed to embarrass, harass, distress, agitate, disturb, or trouble persons when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
 2. submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
- such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating or hostile working or learning environment.
- harassment, as set forth in section II-B, may include, but is not limited to the following:
- verbal, physical, or written harassment or abuse
 - repeated remarks of a demeaning nature
 - implied or explicit threats concerning one's grades, job, etc.
 - demeaning jokes, stories, activities, directed at a student or employee.

III Staff and/or students who feel they have been harassed or who feel they have witnessed incidents of harassment are encouraged to contact the Equity Coordinator (School Principal) or any other staff member. Employees and students are advised that all reports will be kept as confidential as is possible and that retaliation will not be tolerated.

CLASSROOM RESPONSIBILITIES

- Direct any outsider seeking information about, or desiring to take a child from the room, to the office.

Substitute Teacher Handbook

- Follow the program as outlined by the regular teacher.
- Be prompt in releasing your students for their scheduled activities.
- Notify the principal immediately in the event of a student's illness, injury or accident.
- Abide by seating arrangements.
- Organize and label completed student work. These papers are to be left in the teacher's desk or mailbox, with appropriate explanation.
- Check ventilation and lighting and adjust as needed.
- Leave the room neat and orderly. Close windows, turn off lights and lock door before leaving.
- Supervise your students at all times.

HINTS FOR SUCCESS

- Use haste in getting the class working. Avoid unnecessary and irrelevant talking.
- Write directions or lesson plans neatly on the board or on an overhead projector. This will be a great help in the orderly beginning of a day's work.
- Be ready when the bell rings to supervise the passing in and out of the classroom.
- Be an informed substitute, know the school rules.
- Take firm control of the class from the beginning.
- Physical punishment, sarcasm or ridicule are not accepted ways of pupil control.
- Use positive rather than negative requests and suggestions.
- Expect respect and cooperation; be respectful of student's opinions.
- Have a positive, enthusiastic attitude toward your assignment.
- Visit the classrooms which you intend to serve. You should observe methods, specific techniques, lesson plans, materials used, and the participation of the students during these visits.
- Attend professional meetings which occur during your tour of duty, especially those meetings that will aid you in your work.
- Attend in-service meetings which regular teachers attend, even though you are not assigned or serving on regular duty during the time(s) that the meetings are conducted.

A FEW DON'TS TO REMEMBER

- Don't show favoritism.
- Don't permit or encourage chorus answers.
- Don't criticize or reprimand a pupil in the presence of classmates.
- Don't allow pupils to leave their seats without permission.
- Don't belittle incorrect answers.
- Don't allow pupils to ridicule the answers of others.
- Don't allow pupils to talk without permission.
- Don't fail to encourage all pupils to participate.
- Don't fail to praise when praise is deserved.
- Don't raise your voice in anger.
- Don't do all the talking.
- Don't allow "yes" and "no" answers when pupils have the opportunity to express themselves.
- Don't discuss your personal life in the classroom.

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- Don't let your appearance distract your pupils.
- Don't allow a pupil to discuss her/his family affairs.
- Don't leave your classroom unsupervised.
- Don't allow any defiance of your authority—deal with it immediately.
- Don't allow pupils to open the teacher's desk.
- Don't allow computers to be used for games, chat sites, or any other inappropriate websites.

HLV

**TEACHER
HANDBOOK**

2017-2018

LEGAL REQUIREMENTS-CERTIFICATION REQUIREMENTS – State regulations require that you have a copy of your teaching certificate on file with the Bureau of Teacher Licensure, located in the Grimes State Office Building in Des Moines, and in your local administrative office. Iowa law prohibits any teacher from being paid by a school district until this requirement has been met. All certificates must, therefore, be on file before September 15, 2017.

RENEWAL OF CERTIFICATES – The appropriate material for certificate renewal may be secured from the following address:

Bureau of Teacher Licensure
Department of Education (DE)
Grimes State Office Building
Des Moines, IA 50319
Phone: 515-281-3245

Renewal of the certificate is the responsibility of the teacher. It is not the responsibility of the DE or the local Board of Education to notify a teacher when a certificate is to be renewed.

FILING OF TRANSCRIPTS AND CERTIFICATES – All teachers new to the system are required to place on file official copies of their college or university transcripts. Transcripts may be necessary for the filing of reports concerning the individual staff member as well as in verifying the classification on the salary schedule. Transcripts will remain the property of the teacher and will be returned to the teacher when the teacher leaves the system, if he/she requests them.

Teachers whose transcripts are on file should see that credits for additional work taken are filed in the superintendent's office during the first month of the school year. Credits for a horizontal salary change that had been requested by April 1 must be received by September 30, 2016.

MEDICAL EXAM – Except as otherwise provided in departmental rules, the local school district shall require each employee to file with the district, at the beginning of service a written report assessing her/his medical condition as completed by a physician. This statement of medical condition shall certify that the employee is fit to perform the tasks assigned to her/him by the school district.

PROFESSIONALISM AND ETHICS – We are looked upon by the community as highly trained individuals and as one of the most competent professional groups within the community. It is our obligation to display professional behavior at all times. The freedom with which some staff members may communicate confidential school information to friends and acquaintances outside of the school reflects on the competence of the individual. Most of the activities that are conducted between professional staff members should remain confidential.

Our professional image is also affected by our appearance. Please be certain that your appearance is appropriate for a professional when you are teaching or in an official capacity at a school sponsored activity. On Fridays, teachers can wear blue jeans and pay \$1.00 to wear them. The district will collect the money and it will go towards a variety of charities/organizations.

Let us all display a high level of professional ethics in our conduct with one another and with the community.

SUBSTITUTE TEACHER – A schedule of available substitute teachers has been compiled in each office. When you need to have a substitute teacher, please contact Secretary Hawkins by no later than 6:30 A.M. Under no circumstances are you to arrange for your own substitute or for someone else's substitute until administrative authorization for this contact has been given.

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SUBSTITUTE EXPECTATIONS FROM THE REGULAR TEACHER – A substitute teacher in the HLV District has the right to expect the following from the regular classroom teacher that he/she is replacing:

1. A well-organized plan for the day
2. A daily schedule showing the special class times (music, art, PE) duties, lunch time and dismissal time
3. An up-to-date, easy-to-read seating chart
4. The appropriate teacher's guides and manuals on or near the desk
5. Procedures for fire, tornado, and emergency drills either on the wall by the door or on the teacher's desk.

In addition, the substitute can expect no criticism of her/his work from either the other regular classroom teachers or from the teacher that he/she is replacing after this teacher has returned.

AGENTS – On some occasions, agents and other non-authorized personnel may be present around the building, attempting to confer with school personnel during school hours. All agents and solicitors are forbidden from conducting business in the school building at any time, unless administrative permission for this activity has been granted. Please notify an administrator if an agent or unauthorized sales person is in the building.

HOURS IN ATTENDANCE – The regular hours of attendance for all full-time teaching personnel will be from 7:45 A.M. to 3:45 P.M. Teachers may leave after the buses have departed on Fridays and on the last student day before Christmas break.

A teacher may leave the school during her/his lunch period if he/she is not assigned to a noon duty and if he/she notifies the school office of her/his plans to go home for lunch.

If it is necessary for a teacher to leave her/his assigned building before 3:45 P.M., arrangements to do so must be made in advance with either the principal or with the superintendent.

Personal business appointments, etc., should be scheduled after the 3:45 P.M. dismissal time.

CHILD ABUSE – State law requires all certified school personnel to report all suspected incidences of child abuse to the Department of Human Services. Teachers are asked to notify the building principal immediately of the filing of child abuse complaints.

TELEPHONE USAGE – When long distance calls are made, please report the following information to the secretary so that we are able to maintain an office record of all calls placed:

- | | |
|----------------------------------------------------|---------------------|
| 1. Name of teacher | 3. Date of call |
| 2. Individual and place to which the call was made | 4. Reason for call. |

If you have any questions about this procedure, please ask a building secretary.

Use of cell phones should only occur during your planning period, noon, before school and after school. Students are not allowed to use cell phones or school phones in your classroom.

COMPUTER USAGE – Computers are not to be used for games, chat sites, or to view inappropriate websites.

SECRETARIAL PERSONNEL – Secretarial personnel have assigned duties and are not expected to do typing, clerical work, etc. for teaching personnel.

PURCHASE ORDERS – A purchase order needs to be prepared and approved by the school principal before any item is to be purchased, unless the principal authorizes an

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alternate procedure to be used. The processing of purchase orders will be as follows:

1. Teachers will enter requested information on the Grant Wood Area Education Agency purchase order program.
2. Purchase orders will be sent to the Superintendent for Approval.
3. If approved by the Superintendent, the purchase order will be processed.

The above process should be utilized when ordering all items that are to be paid for by the school.

USE OF SCHOOL VEHICLES – School vehicles are to be used only for school business purposes. Use of these must be scheduled through the superintendent's office. Students are not to use these vehicles.

NIGHT PRACTICES & USE OF FACILITIES – Whenever it is necessary to practice with students at night, only those who are directly involved with the activity should be admitted to the building and no one should be admitted without a teacher being present who plans to supervise the group. Custodians cannot be expected to assume responsibility for student conduct. Teachers must not give their school keys to students.

Arrangements for practices involving students after school hours should be approved by the Activities Director. By scheduling activity practices with the Director of Athletics in advance, there should be minimal conflicts and the responsibility for supervision can be determined in advance.

Teachers in charge of an activity should not leave the building until all students are gone. One of the teachers in charge of the activity is expected to secure the building after all students and teachers have departed. Make sure area is cleaned and returned in the manner it was before your event.

RESPONSIBILITY FOR STUDENT CONDUCT – The conduct and control of students is the responsibility of all teachers on a building-wide basis. Teachers should exercise control beyond the confines of their individual classrooms or activities.

POLICY ON COMPREHENSIVE HARASSMENT

A. It is the policy of the HLV Community School District to maintain a learning and working environment that is free from harassment.

No employee or student of the district shall be subjected to sexual harassment nor shall any employee or student of the district be subject to harassment on the basis of Race, color, Age, national origin, gender, disability, religion, creed, sexual identity, socioeconomic status, gender identity or marital status.

B. It shall be a violation of this policy for any member of the HLV Community School District staff to harass another staff member or student through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, age, national origin, gender, disability, religion, creed, sexual identity, socioeconomic status, gender identity or marital status. It shall also be a violation of this policy for students to harass other students or staff through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, age, national origin, gender, disability, religion, creed, sexual identity, socioeconomic status, gender identity or marital status.

C. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing harassment within his or her school or office.

D. Violations of this policy or procedure will be cause for disciplinary action up to and including expulsion or dismissal.

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II DEFINITIONS

A. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
2. submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student
3. such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating or hostile working or learning environment.
4. Sexual harassment, as set forth in section II-A (Definition), may include, but is not limited to the following:
 - verbal or written harassment or abuse
 - pressure for sexual activity
 - repeated remarks to a person with sexual or demeaning implications
 - unwelcome touching
 - suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

B. Harassment on the basis of race, color, age, national origin, gender, disability, religion, creed, sexual identity, socioeconomic status, gender identity or marital status or conduct of a verbal or physical nature that is designed to embarrass, harass, distress, agitate, disturb, or trouble persons when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
2. submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
3. such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating or hostile working or learning environment.
4. harassment, as set forth in section II-B, may include, but is not limited to the following:
 - verbal, physical, or written harassment or abuse
 - repeated remarks of a demeaning nature
 - implied or explicit threats concerning one's grades, job, etc.
 - demeaning jokes, stories, activities, directed at a student or employee.

III Staff and/or students who feel they have been harassed or who feel they have witnessed incidents of harassment are encouraged to contact the Equity Coordinator (School Principal) or any other staff member. Employees and students are advised that all reports will be kept as confidential as is possible and that retaliation will not be tolerated.

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FACULTY MEETINGS – Faculty meetings may be called by the building principal or the superintendent for the purpose of discussing issues of importance to the school. Faculty members are expected to attend meetings without exception. The principal or the superintendent may excuse certain faculty members from attending faculty meetings, if this action is deemed appropriate by the principal or the superintendent.

TEACHER SUPERVISION – Teachers who are assigned by class schedule, administrative directive, or Board resolution with the responsibility of student supervision shall be present for the appropriate duty during the time(s) assigned. This shall include assignments both during the work day and during school activities.

When a teacher is not able to be present for an assignment, prior notice for such absence shall be discussed with, and approved by, administrative personnel.

PAYROLL DEDUCTIONS – Payroll deductions are authorized for federal and state income tax, withholding for IPERS and FICA and tax sheltered annuities, insurance programs, the local scholarship foundation for HLV Community School District students, and for one other item if approved by the Board of Education.

SCHEDULING OF EVENTS – In order to avoid conflicts, all practices, meetings, social events, athletic contests, community sponsored activities, etc., must be approved by either the building principal or the activities director and, if appropriate, by the superintendent. Upon final approval, events will be placed on the official school calendar by the activities director.

The official school calendar for the district will be maintained in the principal's office. All items which occur in the district must be listed on this calendar. Staff members are encouraged to check this calendar if they have questions regarding when certain school activities are scheduled.

TEACHER MESSAGES -- Information for teachers will frequently be placed in their mailboxes or on voice mail, or sent by email. Teachers should check their mailboxes, voice mail, and email often for this information.

LENGTH OF SCHOOL DAY FOR STUDENTS – The standard length of the student school day is from 8:15 A.M. to 3:20 P.M. for junior/senior high school students and from 8:15 A.M. to 3:15 P.M. for elementary students. The lunch periods vary depending primarily on age. Elementary children have approximately a 30 minutes for lunch and junior/senior high school students will have approximately 23 minutes for lunch.

All minor time schedule revisions and all changes in time allotment practices shall be made by the proper administrative authority.

FIELD TRIPS – Requests for field trips should be submitted to the principal. These requests should identify the grade or class that is requesting the trip and tell why the trip is being taken. The requests should also specify the time that the school vehicles will need to leave, the length of the trip, and the return time.

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After the principal has received all of the above information regarding the trip and has had an opportunity to study it, he will make a decision regarding whether to recommend the trip. If he decides that the trip would be worthwhile, he will submit the request to the superintendent for final approval. The superintendent will then make the final decision regarding whether the trip will be taken.

Parents may be invited to accompany the class on a field trip to act as teacher helpers. This practice helps to interest the parents in the school program.

Supervision should insure maximum student safety and welfare on these outings. If serious disciplinary problems occur, students should be immediately returned to their attendance center. If there is a question about what action should be taken, the teacher should call either her/his building principal or the superintendent.

Each parent will be required to sign an approval form for a field trip before her/his child will be permitted to go. The teacher will send the approval forms home with the students.

EXCURSION TRIPS – All overnight trips must have prior approval of the school superintendent. Any teacher/supervisor considering the taking of such an excursion trip should talk with the principal and superintendent regarding her/his thoughts well in advance of the anticipated trip date.

ASSEMBLY SUPERVISION – Student supervision at school assembly programs is essential. In order to provide this supervision, all elementary classroom teachers will be required to attend elementary student assemblies and **all** junior/senior high school teachers will be required to attend junior/senior high school assemblies. The specific teacher supervisory responsibilities at the individual assemblies will be assigned by the principal.

CHURCH NIGHT – Wednesday night is commonly referred to as “church night”. Teachers are not to schedule school activities after 6:30 P.M. on Wednesday nights. This procedure will give students an opportunity to participate in Wednesday evening church youth group activities. Teachers are asked to plan their extracurricular activity programs far enough in advance so that Wednesday evenings will not be used.

FIRE/TORNADO DRILLS – Four (4) fire drills and four (4) tornado drills are required each year by law.

Faculty members shall be acquainted with fire exits. The fire exit procedure is posted on a card in each room indicating the exit the room is to use. Teachers should review with the students at the beginning of the school year the fire exit to be used for that particular room.

Windows and doors should be closed before leaving a classroom when the fire alarm is sounded. The students should be moved a safe distance from the building. After the evacuation, the teachers are to account for all their students.

The fire alarm is a continuous ring of the alarm system. When an all-clear signal is given, students should move promptly and quietly back to their classrooms.

Tornado drills will be held throughout the year. Each building has specified areas where students shall be moved for their safety. The signal for a tornado warning will be a wailing signal which will be given either by means of the building alarm system or an air horn.

Teachers should move their students to the assigned areas as soon as they hear the tornado alarm and keep them there until they are notified that they are able to return to their classrooms. Be certain that all students are accounted for during these drills.

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LOANING OF EQUIPMENT AND USE OF SCHOOL FACILITIES – No equipment may be loaned or borrowed by members of the community unless first authorized by the school superintendent.

Use

of the facilities for any purpose other than regular school use must be authorized by the school superintendent.

STUDENT INJURY – Students who become ill or are injured at school will be provided with assistance. Whenever possible, parents will be notified by phone and instructions will be requested from the parents regarding disposition of the matter. When the parent has no telephone or cannot be reached, the ill or injured child shall be accompanied home, to the hospital, or to the doctor's office by the principal or her/his designee.

If any student is injured at school, the supervising teacher or the nurse will be asked to complete an accident report. All accidents should be reported regardless of their nature. Students should be encouraged to report minor accidents to the supervising teacher if the teacher did not observe the accident.

It is helpful if teachers complete a comprehensive report on even the most minor accident. This reporting system will help protect the school if a legal question arises as a result of the injury.

OUT-OF-TOWN EVENTS – Students riding school transportation to an out-of-town event must return on the school vehicle unless the parent/guardian provides the activity sponsor with a written request for the student to return with the parent/guardian. A student is not to return from an activity with anyone else other than a parent/guardian unless alternative transportation for the student has been approved by a school administrator.

Students are to travel to an activity on school provided transportation unless a school administrator has approved a different type of transportation for the student. Students arriving at an activity in an unauthorized way should not be allowed to participate in the activity.

The activity sponsor is responsible for the conduct of her/his students on the way to an activity, on the way home from an activity and at the scheduled activity.

PARENT-TEACHER CONFERENCES – Parent-teacher conferences are planned this year on dates established on the school calendar. The purpose of the parent-teacher conference program is to convey to the parents the educational progress of their student(s).

Conference time should be used to enlist parental involvement in their child's educational program. It is imperative for us to make the most of this opportunity.

SCHOOL LUNCH PROGRAM – Meals are available to faculty members. Each interested faculty member will be given a card to use for lunch purchases. This card is to be presented when eating in one of the school's cafeterias.

BREAKFAST PROGRAM – The school district will continue operating the breakfast program during the 2017-2018 school year. This program will be offered in the Victor junior/senior high school cafeteria area from 7:45 A.M.-8:10 A.M. each day. Adult breakfasts are available to be purchased.

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MILEAGE – The HLV Community School District will pay mileage for authorized school travel. Reimbursable travel and the amount of reimbursement must be authorized by the school superintendent.

LESSON PLANS – Lesson plans for the upcoming week are to be completed and placed in the folder on Mrs. Hawkin's desk by the final day of the preceding week. Lesson plans should be of sufficient nature so that a substitute could come in and take over without a great deal of difficulty.

YOUR ROOM – Teachers are responsible for the physical condition of their classrooms. Every effort should be made to keep litter off of the floor and to prevent students from marking or defacing the furniture and equipment. If you allow desks to be moved together, please straighten them before you leave.

DISCIPLINE – The administration of the school system is well aware that if we are to have a good school system, we must have a fair and efficient system of discipline. While the principal and superintendent play roles in the administration and supervision of the school discipline program, the most effective disciplinary action is carried out by the teaching faculty. Good teaching methods and procedures will result in fewer disciplinary problems. Be firm, but fair.

Teachers are expected to handle their own classroom discipline problems, unless the problem becomes so severe that it disrupts the educational atmosphere of the classroom. If this type of serious disruption does occur, assistance from the principal should be requested.

In discussing discipline, it is important for each of us to remember that all humans make errors. One goal of an effective disciplinary system in a school is to remediate the inappropriate behavior so that students will be able to achieve success both in school and later in life.

Court decisions have changed disciplinary procedures in schools. Great care must be taken to protect the legal rights of all students in disciplinary matters. The courts have not ruled that it is impossible to discipline students, only that their rights must be protected during this process.

Discipline sometimes receives undue emphasis in a school program. The best way to solve discipline problems in a school is to put emphasis on a well-organized and structured curriculum. Any student whose behavior stands in the way of her/his ability, or the ability of others, to participate in the curricular program must be corrected.

POLICIES & PROCEDURES CONCERNING DISCIPLINE – Begin the first day of school with a firm, positive attitude toward the students. Students should know what is expected of them. Don't let students get by with inappropriate behavior just to be a "good person". Never argue with a student when it concerns discipline. A written record of all disciplinary actions should be kept.

STUDENTS LEAVING THE CLASSROOM – The proper place for the students is in the classroom. There should be very few times when a student must leave a classroom. Students should not be allowed to go to their lockers repeatedly during class time. Students are not to be sent uptown on errands without permission from the office. Students must be issued a pass to leave and or enter your classroom. No permanent passes shall be issued to any student unless authorized by the Principal.

USE OF TOBACCO – Tobacco or electronic devices are not to be used at school.

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HOLDING CLASS OVER – No class or individual should be kept longer than the allotted class period time unless proper arrangements have been made.

KEYS – Certain school keys and an FOB key are provided to you for your use during the school year. Please do not make a practice of giving your school keys or your FOB key, to others to use. If you lose your keys, or FOB key please report this loss to your building principal immediately.

Any staff member whose negligence in caring for her/his keys, or entry card, results in the theft or damage of school property may be held financially responsible for such damage by the school district. In addition, if it is necessary to have school property re-keyed because of the loss of a staff member's keys, that staff member may be obligated to pay for the cost of re-keying the property.

COMPLIMENTARY PASSES – All certified staff members who supervise activities will receive a complimentary pass for use by two people during the 2017-2018 school year. This pass may be used by the teacher/supervisor and by her/his spouse or date. This pass is not to be used, however, by the teacher's children nor is it to be given to other people in the community to use.

If the complimentary pass system is abused by a teacher, the complimentary pass received by that teacher may be revoked.

INSURANCE PROGRAM – Medical and disability insurance is made available by the school district for use by certain employees. In addition, a cafeteria insurance plan is also offered to certain certified employees. The medical coverage offered by the district currently is from Wellmark through Mercer. The disability insurance offered by the district is with the Hartford Company through Mercer and the cafeteria insurance program is administered by EBS.

PROCEDURE FOR REQUESTING ABSENCE – The various types of leaves available to teachers are identified in the HLV Board of Education/HLV Education Association Master Contract. Please refer to the appropriate provisions of the HLV Master Contract before you file a leave request.

EDUCATIONAL EQUITY POLICY STATEMENT – It is the policy of the HLV Community School not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural duties, and responsibilities of each individual as a member of a pluralistic society.

Inquires regarding compliance with Title IX, Title VI, or Section 504 may be directed to either the School Principal, to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

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

Level I – Hearing With Title VI, Title IX And Section 504 Compliance Officer. Any student or employee who believes that he/she has been discriminated against on the basis of sex, race, national origin, or disability may file a written complaint with the appropriate building principal. The complaint shall state the nature of the grievance and the remedy requested. A copy of the compliance violation form is available in the school principal's office.

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

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

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

This procedure in no way denies the right of the grievant to file a formal complaint with the Iowa Civil Rights Commission, other agencies available for mediation or rectification of affirmative action grievances or to seek private counsel for complaints alleging discrimination.

Name of Title VI, Title IX and Section 504 Compliance Officers:

Elementary and Junior/Senior High School:

Cory Lahndorf, Principal

HLV Community School District

Victor, Iowa 52347

Phone Number: 319-647-2161

Office Hours: 8:00 A.M.-4:00 P.M., Monday-Friday.

IF STATEMENTS CONTAINED IN THIS HANDBOOK ARE
IN CONFLICT WITH THE 2017-2018 HLV MASTER
CONTRACT, SAID STATEMENTS CONTAINED HEREIN
SHALL BE NULL AND VOID.

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