



2019-2020 School Year
For the Galva-Holstein & Schaller-Crestland Community School Districts
Ridge View Middle School and Ridge View High School

RIDGE VIEW MANDATED POLICIES

2020 – 21 Registration Edition

District Belief Statements

We Believe:

1. Our primary focus is on the student.
2. All are life-long learners.
3. All are unique.
4. All can learn and have success.
5. All are responsible for and must be held accountable for the educational process.
6. All expectations must be high.
7. Everyone should be treated with respect.
8. Everyone is a role model.
9. Everyone in the educational process should feel and be safe in the school environment.
10. Everyone should adhere to the highest possible ethical and moral standards.
11. All need to know they are cared about.
12. Each individual has the potential to control their response to the day.
13. Kindness and compassion should be evident every day.
14. All need to take an active interest in the school.
15. All communication needs to be meaningful and open.
16. We should nurture and expect intellectual, physical, emotional and social growth and maturity.
17. Everyone needs support.
18. All co-curricular activities are an integral part of the educational process.

Human Growth and Development

The State of Iowa has legislatively mandated instruction in human growth and development. In grades 1-5, the areas to be taught have been amended to include "human sexuality, self-esteem, stress management and interpersonal relations; the characteristics of communicable diseases, including acquired immune deficiency syndrome."

The curriculum to deliver these requirements to students has been developed and is available to parents' review prior to instruction by our staff. Each school will send notice of a specific opportunity to review the material being used, but parents are welcome to make their own arrangements to review the material.

The law states, "A pupil shall not be required to take instruction in human growth and development if the pupil's parent/guardian files with the principal a written request that the pupil be excused from instruction." It is the school district's intent to provide appropriate instruction following state guidelines and with the assistance of our local advisory committee. The School District will honor parent/guardian wishes relative to the topic with as little disruption of the total program as possible.

Nondiscrimination

An important part of the School Districts' Nondiscrimination Policy deals with the students. This section is printed below; the entire policy and grievance procedure are available in the principal's office, in the district offices or on the district website.

EQUAL EDUCATIONAL OPPORTUNITY -- *(For complete discussion, see Board Policies 103, 103.E1 and 103.E2.) It is the policy of the Galva-Holstein and Schaller-Crestland Community School Districts not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact *Programs Contact: Mike Richard, 519 E Maple Holstein, IA 51025, 712-368-4353, mrichard@rvraptors.org* or *Adam Brand, 300 S Berwick, Schaller, IA 51053, 712-275-4267, abrand@rvraptors.org* or *Employment Contact: Josh Sussman, 519 E Maple Holstein, IA 51025, 712-368-4353, jsussman@rvraptors.org*

Searches

The Community School Board of Education has established a policy concerning searches. A complete copy of the District's search policy is available in the principal's office at each attendance center, in each district office, and district website.

Affirmative Action/Equal Opportunity Employment

The Community School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable equal employment opportunity laws, directives and regulations of federal, state and local governing bodies and agencies. The district shall take affirmative action in recruitment, appointment, assignment and advancement of women, minorities and disabled. Employees shall be given notice of this policy annually.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration and State Department of Education for the position for which they apply. In employing school district personnel, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, creed, color, sexual orientation, gender identity, national origin, religion, age or disability. In keeping with the law, the board shall consider the veteran status of applicants.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunities and affirmative action shall be directed to Susan Kalin or Mary Kay Todd, Equity and Affirmative Action Coordinators, Galva-Holstein School, Holstein, Iowa 51025. Inquiries may also be directed, in writing, to the Iowa Civil Rights Department or to the Equal Employment Opportunity Commission, Milwaukee, Wisconsin. Such inquiry or complaint to the state or federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the principal's office in each attendance center and at the district office.

Student Directory Information

The district and/or the principal of each attendance center may release the following types of directory information to the public using discretion relative to the privacy of the student and the family and the totality of the surrounding circumstances; name, address, telephone listings, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school or institution attended by the student.

Parents who do not want their child's directory information and/or photograph to be given out and/or published must notify their principal **in writing** no later than October 15th of each school year.

Asbestos

The Environmental Protection Agency has developed guidelines for schools to use in identifying asbestos within buildings and the Institute for Environmental Assessment has designed a system for determining relative risks and suggesting appropriate safety responses. Some general recommendations for the schools procedures for dealing with the material that may contain asbestos have been formulated. These recommendations contribute to the safeguarding of all building occupants. Detailed descriptions of the recommendations are available for review at each school building and the district office.

The Institute has inspected the district's buildings to determine if there are asbestos containing building products, especially in a form that could represent a health risk. Information about the Institute's findings and recommendations for specific buildings has been sent to parents by principals, usually in the school's newsletter or handbook.

Open Enrollment

Parents/guardians considering the use of Open Enrollment option to enroll their child/children in another public school district in the State of Iowa should be aware of the following dates:

March 1, 2020.....Last date for regular enrollment requests for the 2020-2021 school year.
Good cause applications may be approved after March 1st, 2021.

September 1, 2020 Last date for open enrollment for entering kindergarten students for the 2020-21 school year.

If a child open enrolls to a district that borders the home district and the parents' income meets economic eligibility requirements, the family may receive a stipend for transportation or be provided transportation by the district. This may be in the form of actual transportation or in the form of a cash stipend. Parents should be aware that open enrollment might result in the loss of athletic eligibility. For further details, contact the Central Office.

Abuse of Student by School Employees

The Community Schools' Board of Education has established a policy concerning abuse of students by school employee. A complete copy of the District's policy is available in the principal's office and media center at each attendance center and at the district office.

It is the policy of the Community School District that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge. The district will respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The district has appointed the school nurse, as the level one investigator and the Building Principal/Superintendent, as the alternate level one investigator. The level one investigator and alternate have been provided training in the conducting of an investigation. Arrangements have been made with a trained, experienced professional to serve as the level two investigator.

Parents/Guardians' Rights Notification

Parents/Guardians have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school-wide Title I program. Parents/Guardians may request this information from the Office of the Superintendent.

Student Records Access and Confidentiality

Cumulative records are maintained for each child who enters school. The records contain test information, progress reports, health records and other pertinent data. The Board of Directors of the Community Schools provides for the maintenance of students records in a confidential manner in conformity to Chapter 68A of the Code of Iowa. The policy embodies the concept that parents may have access to student records and that people outside the school system may be access only under strict regulations, which generally requires written consent from the student's parents. Parents who wish to examine their student's records may arrange to do so by contacting the principal or guidance counselor at the student's attendance center. The entire policy is available in the principal's office of each attendance center.

Beyond simple access, parents have "the right to make written objections to any information contained in the records" and an opportunity for a hearing to challenge the contents of their child's school records. This is to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for correction or deletion of such materials.

Homeless Children and Youth

The board shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the guidance counselor.

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

Please contact the Central Offices for additional information/assistance or to report homeless children of school age.

Anti-Bullying/Harassment Policy

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

The board prohibits harassment, bullying hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: 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. (For complete discussion see Board Policies 104.0, 104.R1, 104.E1, 104.E2, 104.E3.)

Non-Discrimination Statement

It is the policy of the Galva-Holstein Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact *Programs Contact: Mike Richard, 519 E Maple Holstein, IA 51025, 712-368-4353, mrichard@rvraptors.org, Adam Brand, 300 S Berwick, Schaller, IA 51053, 712-275-4267, abrand@rvraptors.org or Employment Contact: Josh Sussman, 519 E Maple Holstein, IA 51025, 712-368-4353, jsussman@rvraptors.org*

Annual Notification of Non-Discrimination

The **Galva-Holstein Community School District** offers career and technical programs in the following areas of study:

The Galva-Holstein Community School District offers career and technical programs in the following areas: Agricultural Education, Business Education, Industrial Education, Medical Opportunity Education, and Family and Consumer Sciences Education

It is the policy of the **Galva-Holstein** Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact *Programs Contact: Mike Richard, 519 E Maple Holstein, IA 51025, 712-368-4353, mrichard@rvraptors.org or Employment Contact: Josh Sussman, 519 E Maple Holstein, IA 51025, 712-368-4353, jsussman@rvraptors.org*

The **Schaller-Crestland Community School District** offers career and technical programs in the following areas of study:

The Schaller-Crestland Community School District offers career and technical programs in the following areas: Agricultural Education, Business Education, Industrial Education, Medical Opportunity Education, and Family and Consumer Sciences Education through its whole grading sharing.

It is the policy of the **Schaller-Crestland** Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact *Programs Contact: Adam Brand, 300 S Berwick, Schaller, IA 51053, 712-275-4267, abrand@rvraptors.org* or *Employment Contact: Josh Sussman, 519 E Maple Holstein, IA 51025, 712-368-4353, jsussman@rvraptors.org*

Schaller-Crestland Elem.- Grades PS-5th – Schaller Center
Galva-Holstein Lower Elem. – Grades PS-2nd – Holstein Center
Galva-Holstein Upper Elem. – Grades 3rd-5th – Galva Center
Ridge View Middle School – Grades 6th-8th – Early Center
Ridge View High School – Grades 9th-12th – Holstein Center

Telephone Numbers:

Early Building: 712-273-5185

Galva Building: 712-282-4213 (888-282-4404)

Holstein Building: 712-368-4353 or 712-368-2641 (888-368-7074)

Schaller Building: 712-275-4267

Website: www.rvraptors.org

Galva-Holstein Community School District
PO Box 320; 519 East Maple
Holstein, IA 51025

Schaller-Crestland Community School District
300 S. Berwick St.; PO Box 249
Schaller, IA 51053