



*Rock Valley*  
*MS/HS Handbook*

# 2018-2019

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## 2018 - 2019 BOARD OF EDUCATION

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James Van Veldhuizen. . . Vice President  
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Shelli Rens. . . . . Director  
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Nicole Roder. . . . .	Principal
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Alison Anderson-Kahl . . . . .	Instrumental Music
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Shannon Even. . . . .	MS Teacher & Coach
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Lisa Jansma . . . . .	Librarian & TAG
Jennifer Kvigne . . . . .	S p a n i s h   &
Coach	
Rachel Langenhorst . . . . .	Instructional Coach
Janice Luevano . . . . .	Instructional Coach
Abby Madsen . . . . .	English, Journalism & Yearbook
Brian Moser . . . . .	Physical Education & Coach
Jodi Negaard. . . . .	At Risk, HS Resource
Tyler Raehsler . . . . .	HS English & Drama
Tyler Robyn . . . . .	Mathematics & Coach
Heather Rosewall . . . . .	HS Science, Speech, Prom &
NHS	
Nathan Schafer . . . . .	Social Studies & Coach
Stacey Schmidt. . . . .	MS/HS History, Prom & Student Council
Lee Schneider. . . . .	Instrumental Music
Lynelle Schwien . . . . .	MS Math & Coach
Jason Swets . . . . .	MS Special Education & Coach
Jordan Te Grootenhuis . . . . .	MS Science & Coach
Karla Treinen. . . . .	MS Teacher
Shalee Van Bommel. . . . .	High School Counselor
Brittany Van Den Top . . . . .	HS Special Education & NHS
Joni Van Ginkel . . . . .	MS Special Education
Rachel Van Kalsbeek. . . . .	ESL & Coach
Melissa Van Middendorp . . . . .	MS Teacher, MS Leadership Sponsor
Heather Van Wyhe . . . . .	MS Teacher
Todd Vander Velde . . . . .	Industrial Technology, TSA & FCA
Micah Weber. . . . .	Vocational Agriculture & FFA

## STAFF ASSIGNMENTS

Student Council . . . . .	M r s .
Schmidt	
Senior Class . . . . .	Ms. Kvigne, Mr. Raehsler, Mr. Schafer
Junior Class. . . . .	Mr. Bulthuis, Mr. De Yager, Mrs. Schmidt, Mrs. Rosewall
Sophomore Class. . . . .	Mr. Brandt, Mr. Moser, Mr. Vander Velde
Freshman Class . . . . .	Ms. Negaard, Mrs. Schneider, Mr. Robyn
8th Grade. . . . .	Ms. Schwien, Mr. Ackerman, Mrs. Van Wyhe
7th Grade . . . . .	Mrs. Van Kalsbeek, Mrs. Treinen, Mr. Te Grootenhuis
6th Grade . . . . .	Mrs. Even, Mrs. Gibbons, Ms. Van Middendorp
Activities Director . . . . .	M r .
Elgersma	
Annual Staff. . . . .	M r s .
Madsen	
Art Club. . . . .	M r s .
Blum	
Cheerleaders. . . . .	M r s .
Even	
Fellowship of Christian Athletes . . . . .	Mr. Vander Velde
F.F.A. . . . .	M r .
Weber	
National Honor Society. . . . .	Mrs. Rosewall, Ms. Van Den Top
Prom . . . . .	Mrs. Schmidt, Mrs. Rosewall
Spanish Club. . . . .	M s .
Kvigne	
TAG . . . . .	M r s .
Jansma	
Technology Student Association . . . . .	Mr. Vander Velde
Level I Investigator . . . . .	Mrs. Stephanie Groeneweg
Level I Investigator Alternate . . . . .	Mrs. Chanda Bakker
Level II Investigator . . . . .	Mrs. Pearl Gibbons

## SUPPORT STAFF

<b>Secretaries</b>	<b>School Nurse</b> – Stephanie Groeneweg
Teri Richter	
Nancy Wynia	<b>Cooks</b>
Bonny Maeder	
<b>Business Manager</b>	Dawn Bakker
Anita Sietstra	Nancy Dickmann
Cheri Leusink	
<b>Technology Directors</b>	Anita Taylor
Steve Rus	Deb Van Bommel
Jesse Teunissen	Erin Van Kekerix
Kris Vande Hoef	
<b>Liaison</b>	
Chanda Bakker	<b>Maintenance</b>
Greg Richter (Head Custodian)	
<b>Paraprofessionals</b>	Michelle Eichmann, Bart Ver Mulm
Cindy Binger, Jeri Boeve, Henry Keizer (Night Custodian)	
LaDawn Groeneweg, Monica Groothof,	
Amy Hinderks, Bonnie Hoogendoorn,	<b>Transportation Supervisor</b>
Holly Koldenhoven, Jamie Kooima,	Greg Richter

# ROCK VALLEY COMMUNITY SCHOOL DISTRICT

The Rock Valley Community School District is committed to providing all students with educational opportunities to achieve their optimum potential as citizens of a global society.

We believe:

- Student Handbook 2018-2019  
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**ROCK VALLEY COMMUNITY SCHOOL**  
**EDUCATIONAL PHILOSOPHY**  
(Board Policy)

The faculty, administration, parents, and students of the Rock Valley Community School District are united in the belief that the school will fulfill its role by following the philosophy stated below:

1. We believe that it is the aim of this school to provide the educational and social environment in which each student may be able to recognize and begin to develop his/her abilities.
2. We believe our school must provide educational opportunities and programs that will produce a healthy, respectful, confident individual, ready to accept their responsibilities, and capable of living rich and creative lives.
3. We believe that the school should take the lead in the intellectual development of the community's youth, but that it should solicit the aid of and collaborate with other community organizations as well as the families of the students.
4. We believe that no two individuals are alike, and that it is our task, within social and economic limitations, to provide for adequate educational attention to these individual differences.
5. We believe that no grade level or department of the school is working alone to develop specialists, but rather that all are working together as members of a team, providing backgrounds in a variety of disciplines.
6. We believe that if an individual is to be equipped to fit harmoniously within our society, the student must experience more than the academic and the social school atmosphere. Therefore, we should provide opportunities for the student to participate in other organized activities.
7. We believe our school should be aware of the developments in all areas of instruction in order to offer a dynamic educational program.
8. We believe in the building of a positive self-concept in each individual.
9. We believe that the administration and school board are responsible for establishing policy, but that the students, parents, teachers, and community members serve in an advisory capacity in the process.
10. We believe this philosophy should be flexible and should be subject to modifications, as the times and students change.

**ROCK VALLEY COMMUNITY SCHOOL DISTRICT**  
**EDUCATIONAL OBJECTIVES**  
(Board Policy)

1. Our students will acquire basic skills in obtaining information, solving problems, thinking critically, and communicating effectively.
2. Our students will become effective and responsible contributors to the decision-making processes of the social and political institutions of the community, state and nation.
3. Our students will acquire entry-level job skills, the knowledge necessary for further education, and appreciate the necessity of continuous learning.
4. Our students will develop a capacity for satisfying and responsible roles as family members and appreciate the importance of the family unit.
5. Our students will acquire knowledge, habits, and attitudes that promote physical and mental health for ourselves and others.
6. Our students will acquire an understanding of ethical principles and values and apply them in their own lives.
7. Our students will develop an understanding of their abilities and limitations.
8. Our students will acquire the skills necessary for lifetime learning.

## RESPECT

One of the most important items that can be taught to an individual by another individual or group is the idea of and the attitudes associated with respect. If an organization or an individual can say they have contributed to the development of an individual's attitude of respect for others and for himself/herself, that group or person can take pride in having made a significant positive impact on the life of another individual.

It is imperative that students develop a sense of respect for ALL adults in which they come in contact.

Adults deserve this respect because they have successfully arrived to where they are today by having survived the rigors of adolescence and having accepted the responsibilities of adulthood. Their experiences allow them to guide and direct you, to the best of their abilities, so you may avoid the pitfalls and mistakes they have made. This is what adults can do for YOU! *Our purpose then is to provide the student with the means by which he/she may become successful in his/her adolescent and adult life.* In order for you to accomplish that goal, you must cooperate with each and every staff member. You do this out of respect for the adult, the position the adult assumes, and the awesome responsibility with which the adult is charged. Adults are not in this position to make life miserable for students. Adults have been granted an opportunity to help mold and develop the next generation of adults. This is the focus and goal that each and every staff member at Rock Valley MS/HS is trying to accomplish. *We will only be successful if you cooperate, accept our guidance, and RESPECT our requests and expectations.* You, as students, will do this because we, the MS/ HS staff, are trying to **DO OUR BEST** for you.

Another aspect of respect deals with students **RESPECTING** other students. This is not to be handled through physical confrontation, bad mouthing or other forms of harassment. We expect the students of Rock Valley MS/HS to exhibit a mature and cooperative spirit. When disagreement and conflicts occur it is to be resolved in a mature manner. Fighting and other forms of harassment will not be tolerated. *Should undesirable situations of fighting, harassment or disrespect occur, each will be dealt with according to the discipline code of this handbook.*

## RESPECT

Remember  
Every  
Single  
Person  
Expects & Deserves  
Courteous  
Treatment

## DEFINITIONS

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

## **INTRODUCTION/JURISDICTIONAL STATEMENT**

This Parent/Student Handbook is provided to you and all other parents and students of the Rock Valley Community Middle/Senior High School. Its purpose is not to cover everything, but to provide information and serve as a resource so that questions about the rules and the regulations of the school district can be answered. Although it is relatively lengthy, please understand that much of the material contained herein is necessary due to state and federal laws and court decisions.

The Board of Education of the school district has approved this Parent /Student Handbook, and can add or delete any or all sections of it at any time they deem necessary. Therefore, this handbook is a guide and may not contain all policies in effect.

In this book are policies, not hard and fast rules that cover the many curricular and co-curricular activities that our school provides. These policies are reviewed by the administration, staff, Superintendent, Advisory Committee, and School Board and updated annually. Please read over the district's policies and if there is a conflict please bring it to our attention before it affects any student.

The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students and guests with respect and courtesy.

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

Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office for more information.

Rock Valley Board of Education

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## **FROM THE ROCK VALLEY COMMUNITY STAFF**

Welcome to Rock Valley Community School! Once again we are ready to begin another successful year here at RV MS/HS. In order for this to happen, please take the following suggestions into consideration:

- Read the handbook and become familiar with it. We place a lot of responsibilities on you knowing the school policies as well as we know them. It may also save you from uncomfortable situations in the future.
- Be very knowledgeable about your schedule and the various classes offered by Rock Valley MS/HS. The possibilities are endless!
- The opportunities offered by RV MS/HS are numerous. Whether you succeed or fail is up to you, but with hard work and determination, you are bound to greatness!
- Be all you can be! Make friends, get involved and enjoy your school experience.
- Be yourself and be proud to be an individual. Constantly strive to be a leader and stand up for what is right.

This year is full of exciting, new and possibly challenging changes. We encourage you to do your best, strive for the top, and become an outstanding member of society. Your life is what you make of it, so do not waste a minute by settling for anything less than your very best. We are here to give 100% support and assistance at anytime, and are excited to see you succeed in whatever may become of your future. GO ROCKETS!

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### **GRADING POLICY**

A uniform grading scale is to be used by all Middle School and High School instructors. Instructors are to evaluate the scholarship, initiative, attitude, cooperation and individual improvement of each student. The Rock Valley Board of Education has supported the following scale:

<u>Letter Grade</u>	<u>%</u>	<u>Letter Grade</u>	<u>%</u>
A+ 100		C+	83-81
A 99-95		C	80-78
A- 94-93		C-	77-75
B+ 92-90		D+	74-72
B 89-87		D	71-69
B- 86-84		D-	68-66
F 65-0			

## GRADE CLASSIFICATION

All student classification will be based on the number of credits the student has completed successfully at the beginning of the school year.

- A. Students with 11 or fewer scholastic credits are considered to be freshmen. (Grade 9)
- B. Students with 12 - 22 scholastic credits are considered to be sophomores. (Grade 10)
- C. Students with 23 - 33 scholastic credits are considered to be juniors. (Grade 11)
- D. Students with 34 or more scholastic credits are considered to be seniors. (Grade 12)

They will be expected to meet the graduation requirements listed below.

## GRADUATION (Board Policy)

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. Students are not required to participate in the graduation ceremony. Students having a GPA of 3.20 - 3.69 will graduate with honors and students with a GPA of 3.70 - 4.00 will graduate with high honors. Graduation requirements are as follows:

High School students receive 1 credit per semester for all courses successfully completed.

School Board Policy requires students to have a minimum of 48 credits to qualify for graduation.

Of these credits, 31 are specified (required) as to the subject area. They are:

<u>Subject Area</u>	<u>Credits Required</u>	<u>Classes Credits Earned</u>
<b>JUNIOR LIFE SKILLS</b>	1	1 credit
<b>ENGLISH</b>	8	8 credits - 2 each for 9, 10, 11 12
<b>SCIENCE</b>	6	2 earned in Physical Science 4 earned Science Electives
<b>MATH</b>	6	2 earned in Algebra I, Geometry, Algebra II or Algebra IA, Algebra 1B, Geometry or Consumer Math
<b>SOCIAL STUDIES</b>	6	2 credits earned 11th US History 1 credit earned 12th American Government 3 credits earned Social Studies electives
<b>PHYSICAL EDUCATION</b>	4	1 credit per year

## TOTAL REQUIRED CREDITS 31

The remaining 17 credits are referred to as electives. They are obtained by taking courses chosen by the student. This allows the student to explore different areas of study or they are gained as the student continues to take courses needed for him/her to prepare for a specific goal.

## EARLY GRADUATION

Graduation after seven semesters is permitted if the number of required credits (48) for graduation has been earned. Students who graduate early are so designated by action of the Board of Education and may be exempt from certain attendance and course requirements. In any event, a student who graduates early must have successfully completed the assigned classes and earned the number of required credits for graduation. Application for board approval of early graduation is the student's responsibility. Applications must be requested in August of the student's final semester of high school for approval at the November board meeting. Students who graduated early become alumni of the school district and are not allowed to participate in school activities, including senior activities (including Prom), except for the awards assembly and graduation ceremonies.

## **SENIOR YEAR PLUS PROGRAMS (Board Policy)**

*Concurrent Enrollment* - The concurrent enrollment program, also known as district-to-community college sharing, promotes rigorous academic or career and technical pursuits by providing opportunities for high school students to enroll part-time in eligible nonsectarian courses at or through community colleges. Per Senior Year Plus, concurrent enrollment courses are offered through contractual agreements between community colleges and school districts within their service area. Students at RVHS take many online courses through Northwest Iowa Community College. These classes are arranged through the School Counselor and require a college registration form signed by the student, parent, and School Counselor. This is done during the 2nd semester when students are registering for their high school classes for the upcoming year. Since students receive both college and high school credit for successful completion of a college class, the course grade a student receives will affect both their permanent high school record as well as their permanent college record. Students who are concerned about their GPA or the “No Pass No Play” Academic Eligibility rules are encouraged to discuss their concerns with the School Counselor prior to registering for a college course. Since these classes are taught through the college, students are responsible to keep their parents informed of their academic progress via their college account. The high school does not have access to student college accounts nor can parents see college information on the school JMC site.

Under this program, a student may not take a course that is offered in the high school curriculum. This opportunity is designed for students excelling in academics and who may want to take advantage of more challenging academic opportunities. RVCSD pays for the college course and the student pays for all textbook costs. The following classes are offered: Art Appreciation, Child Psychology, College Algebra, College Composition I, College Composition II, Developmental Psychology, EntrePrep, Foundations of Education, Human Anatomy and Physiology with lab, Intro to Ethics, Intro to Philosophy, Intro to Psychology, Medical Terminology, Music Appreciation, Nurse Aid, Nutrition, Principles of Accounting, Public Speaking, Survey of the Animal Industry\*, Western Civilization Ancient to Modern, Western Civilization Early Modern to Present. Contact the Counselor if you have questions.

*Post Secondary Enrollment Options (PSEO)* - The Postsecondary Enrollment Options Act was enacted in 1987 to promote rigorous academic pursuits by providing high school students access to enroll part-time in nonsectarian courses in eligible postsecondary institutions. Now offered through Senior Year Plus, the program is available to eligible juniors and seniors as well as freshmen and sophomores who are identified as gifted and talented. If a student fails a college class under PSEO, law requires them to reimburse the school district \$250 for the course. Students will receive a college grade that will show up on their college transcript from NCC. If students drop a college class more than a week after the class begins, their college transcript will reflect a “WD” (as long as it is prior to NCC’s deadline to withdraw from the class). Since students also receive a high school credit for these classes, the grade will be treated as any other high school credit that is incomplete. Thus, their high school transcript and GPA will reflect a failing grade for that class for that semester.

## **REGULAR STUDENT ENROLLMENT/DUAL STUDENT ENROLLMENT**

Freshmen, sophomores, juniors and seniors are to be scheduled for at least eight periods, not including study halls, daily. Class registration for first semester classes will be finalized the previous year before school ends for the summer break. Second semester registration is finalized before the first nine week break of the first semester. The Rock Valley Community School District would like to remind parents and students that all classes offered are available to members of both sexes. Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the office.

## **CLASS SCHEDULE CHANGES**

Each spring, Rock Valley High School works to create a schedule of classes for the following academic year that best meets the needs of our students, while still staying within the parameters of staffing requirements (i.e. number of teachers, class size, teaching schedules, state and federal mandates). We work very hard to accommodate student requests; however, due to the complexity of the scheduling process, sometimes student schedules may need to be adjusted. Please keep in mind that changes in course request or class assignments will not be accepted for any of the following reasons:

- To accommodate a job schedule
- To change teachers
- To change classes to be with friends
- To have first or last period free

- To accommodate a change of mind

Acceptable reasons for schedule changes may include:

- Computer input error
- Scheduling conflicts
- Failure in a second semester or year course
- Failure to meet a prerequisite for a course
- Teacher and administrative recommendation
- Successful completion of a summer school class

A student may make a change within a week of the first day of the class with the approval of the principal, school counselor, parents and teachers involved. Yearlong classes may NOT be dropped at semester.

## CREDIT RECOVERY/SUMMER SCHOOL

A student who fails a CORE class each semester will be required to attend summer school to recover that credit. Any credits not recovered during summer school will need to be recovered the following summer. Classes will be held Monday through Friday during the month of June.

## HOMEWORK

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class. Teachers will implement one of two policies in their classrooms: 1) No late work accepted; or 2) Three strikes (three missed assignments) policy. The teacher of your class will inform you of their rules at the beginning of the year.

## HONOR ROLL

Students receiving high grades in academic work will be honored by having their names placed on a B Honor Roll (3.00 to 3.69) or an A Honor Roll (3.70 to 4.00). Honor Rolls will be published at the end of the first and second semester.

## SCHOOL DAY

Students may be present on school grounds before 8:00 a.m. or after 3:30 p.m. **ONLY** when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school ground within ten (10) minutes of dismissal. Middle school students are not allowed in the hallways or gyms after school if they are not supervised.

## STUDY HALLS

It is the expectation of the Rock Valley Community School District to have consistent rules for all study halls. **A study hall needs to be a quiet time of study or reading. Students need special permission from the study hall monitor to do any talking.** Non-educational magazines are not acceptable as study hall or school material. With the appropriate pass one person at a time may go to his/her locker or the restroom. Students must use the sign out sheet when leaving the study hall. Pre-signed passes are required to enable students to sign out and leave the study hall to visit other teachers. Students may sign out to scheduled lessons without a pass. A pass will be required for going to a teacher or guidance office.

There should be no time for game playing and anyone caught writing on the tables or desks will take their turn cleaning desks during detention hall. Study hall monitors will individually set additional rules and regulations as needed. Study halls are considered to be part of the school day and are not a time when students are permitted to leave the building.

## SCHEDULED DATES FOR PARENT-TEACHER CONFERENCES

Parent-Teacher conferences for grades 6 through 12 have been scheduled for Tuesday, November 6 and Thursday, November 8, from 4:00 to 8:00 p.m. There will no school on Friday, November 9th. Spring

Conferences will be held Tuesday, March 19 and Thursday, March 21, from 4:00 to 8:00 p.m. There will be no school on Friday, March 22.

## **CELL PHONES/ELECTRONIC DEVICES**

Students may not possess iPods, Kindles, Nook, tablets, and other similar items during the school day. Likewise, no electronic games may be used during school hours. Students are not to use cell phones (which includes texting) while class is in session. Students MAY use their cell phones before or after school, during lunch, and during passing periods. Inappropriate use of a device (such as taking pictures, or using the device to cheat) or a prohibited item (as mentioned above) will be taken away from the student and returned at a later date. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately.

In order to protect the privacy of everyone, students should not bring cameras to school. If necessary, permission must be obtained from the office in advance, and the camera must be kept in the office. Parents will be notified prior to videotaping of classroom activities and/or school passages.

*Students in violation of this policy will face the following consequences:*

- 1<sup>st</sup> Offense: Device will be confiscated for the rest of the day or longer and the parent must pick it up from the Principal; detention assigned.
- 2<sup>nd</sup> Offense: Device will be confiscated for the rest of the day or longer and the parent must pick it up from the Principal. The student must turn in the cell phone to the office at the beginning of the day every day for one week; double detention assigned.
- 3<sup>rd</sup> Offense: In-School Suspension will be assigned.

## **OFFICE TELEPHONE USE DURING THE SCHOOL DAY**

The office phone is to be used for the business of education and emergencies only. Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. Students have access to a phone in the main office. Teachers will not allow students to use the phone in their classrooms. **We discourage long distance phone calls if they are not an emergency.**

## **PHYSICAL RESTRAINT OF STUDENTS**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: [www.iowa.gov/educate](http://www.iowa.gov/educate) and search for Timeout, Seclusion and Restraint.

## **SCHOOL ANNOUNCEMENTS**

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal. The announcement must be turned in to the office prior to 9:00 a.m. Announcements are read daily. The announcements are also available on our school website.

## **CAFETERIA/LUNCH TICKET DEBT**

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. Hot meals (pizza, etc.) from other sources are not to be brought in unless permission has been granted by the office. Pop is not allowed during lunch, unless granted special permission. Permission is normally granted for special occasions that are rare or unique.

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than \$10.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Payments may be made electronically through Payschools or directly at one of the school district offices.

Students will be informed of overdue charges on their lunch accounts. Approximately 3 days notification is given. If the student fails to pay within the time provided, the student will not be allowed to eat lunch until they have satisfactorily retired the debt.

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified by email when the account balances reaches \$10.00. Negative balances of more than \$10.00, not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.

## **HUMAN GROWTH AND DEVELOPMENT (Board Policy)**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction. (Form H on file/IASB Binder in the Principal's Office.)



# STUDENT ATTENDANCE

## MIDDLE/SENIOR HIGH ATTENDANCE POLICY (Board Policy)

### 1. Absence from School - Notifying School

An answering machine is available to assist parents and caregivers in notifying the school that their child will be absent. Any time between the hours of 4:00 p.m. to 7:30 a.m., parents or caregivers may call 476-2701 and leave a short message as to who will be absent and why. You may also call this number during school hours (7:30 a.m. to 4:00 p.m.) to inform office personnel of a student's absence or tardiness. Students must have a note or a phone call from a parent for every absence they have from the school day.

### 2. Excused/Unexcused Absences (Board Policy)

The class attendance policy is based on the fact that something important happens in class every day, and that the activity or interaction with the teachers and students can never be exactly duplicated. In our analysis of academic data, it is clear that students who are frequently tardy or absent from class perform at a significantly lower level than their classmates who are prepared and present for the entire class.

- An absence is only excused when both the parent(s) and the office have excused it. Examples of unexcused absences include, but are not limited to, truancy, haircuts, tanning appointments, shopping, oversleeping, senior pictures, routine work that could be done outside of school hours and appointments that can be scheduled outside of the school day.
- Parents are expected to call the school before 9:00 a.m. on the day on which their child is absent to verify the student's absence. If the parents have not called before 9:30, school personnel will attempt to contact the parents or the student's emergency contact person.
- Parental verification of an absence must be communicated with office personnel by the end of the next school day after the absence. If there is no parent verification, the absence will automatically become unexcused.
- Students may be excused twice a semester to help with work at their own home for their family.
- Students going on trips should have permission at least a week in advance. Only family trips may be excused. If a student has accrued more than 6 absences in a class period, they will be required to make up the time in the office for leaving on a trip.
- Unexcused absences and unexcused tardies are subject to loss of privileges, detention, and suspension.
- Any student who accumulates six unexcused absences in a course during a semester may be dropped from the class and not earn credit.

### NOTIFICATION OF EXCESSIVE EXCUSED AND UNEXCUSED ABSENCES TO PARENTS/GUARDIANS

The following procedures will be used if students have excessive absences during a semester.  
(Special circumstances will be considered for each case, i.e. medical excuses, family illnesses, etc.)

**Please realize that family vacations/trips in excess of one week are strongly discouraged.**

- A) **ON THE 3RD TOTAL CLASS ABSENCE:** A letter stating this fact will be sent to the parent/guardian. A conference may be held to discuss the attendance policy and consequences of further absences.
- B) **ON THE 6<sup>TH</sup> TOTAL CLASS ABSENCE:** A letter stating this fact will be sent to the parent/guardian. A conference will be held to discuss the attendance policy. Any absence missed after the sixth may result in **no credit** being granted (excessive absences) for that class depending on the total number of absences. (Principal discretion as to excessive absences.) **Doctor notes must be given to the office for every absence after the sixth.** (*School sponsored absences do not count towards these absences*).

Truancy (unexcused absence) is the failure to attend school without a reasonable and/or acceptable excuse. Truancy will not be tolerated by the board. Students are subject to disciplinary action for truancy. The work missed will be required to be made up, the student will receive no credit for the class or classes missed and the time missed will be made up before and/or after the regular school day, or as arranged with the principal.

### 4. Makeup Work

**Daily Work-** *Makeup work is the responsibility of the student. The student must make the necessary arrangements with the teacher to properly complete the work missed.* The makeup work content and type can and may vary from the assignments completed by those students who had been in attendance. If the student knows in advance that he/she will be absent, they are to obtain a make-up slip (grades 6-8 only) and have all work completed prior to being absent. It is the responsibility of HS students to get all their work from their teachers and made up on time.

- Students in grades 6-8 are required to obtain a make-up slip when they return from being absent.
- Students will be given time to make up work missed.
- It is our policy that work should be made up within two (2) school days of the absence. If the student misses more than one day in succession he/she will be given an additional school day for each day missed.
- Work should be made up within a maximum of one week.

**Quarter/Semester Incompletes** - The maximum time allowed to make up an incomplete of the 1st, 2nd and 3rd quarters will be one week after report cards are issued or the incomplete will be converted to a failing grade. The 4th quarter deadline is the last teachers' work day of the school year. (Exception-senior work is due on the last senior school day.) The exception to the above deadlines would be a prolonged excused absence from school just prior to and/or during the end of the 4th quarter. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

## 5. Tardy Policy

Students have three minutes between classes to go to their lockers, go to the restroom, etc. They are expected to be in their classrooms and in their seats on time, and when the bell has finished ringing. Examples of tardies that would be excused are: school busses being late, conferences in the administrative or counseling office, note from another teacher, or principal's discretion. The following will be the procedures for unexcused tardies:

- a. If a student is tardy at the beginning of the day, they must report to the office.
- b. If the tardy is longer than 15 minutes in a class period, the student will be counted absent and will make up the time missed at 7:30 a.m., during lunch and/or 3:30 p.m. the following day.
- c. After four tardies in one class period, the student will be given a detention. Please follow the school discipline policy found on page 30 for subsequent tardy consequences. Multiple tardies may result in In-School Suspension.

## LEAVING SCHOOL DURING THE SCHOOL DAY - GETTING ILL DURING THE DAY

No student will be permitted to leave the building before dismissal time without the consent of the principal or their designee. If a student gets sick during the school day, they must get permission from the office to see the nurse. Students are NOT allowed to call or text their parent to immediately come get them. After permission has been granted, the student must sign out in the office before leaving the building. If the student returns prior to the end of the day, he/she must sign back in. All other situations will be considered by the principal who will determine if the request is to be approved.

## COLLEGE VISITS

Students are encouraged to go on college visits with their parents. These visits should be made during the summer or when there is no school (if at all possible). Seniors will be allowed to miss two school days a year for a college visit and Juniors are allowed one school day. There is a College Visit Form on the School Counselor web page that **must be completed** in order for an absence to be considered **excused**. Keep in mind that since this is a planned absence all school work must be turned in **prior to the absence**. It is the **student's responsibility** to

complete the College Visit Form and make arrangements with their teachers to be gone. Exceptions to this must be approved **in advance** by the School Counselor and/or the Principal.

## **OPEN CAMPUS**

Open campus is an educational experience provided annually through school board approval. If approved, this privilege is for seniors during the second semester. The board also determines the length of time (9 weeks or a semester) of this experience. Each year, the senior class is responsible to present their request to the school board for approval. This presentation should be prepared for the November board meeting so the final decision can be acted upon at the December board meeting. The terms and guidelines must meet with board and administrative approval and if granted adhered to by all senior students who decide to participate. Failure to comply will result in disciplinary action taken in regards to the offense and the offending students. It is at the discretion of the board or administration to cancel Open Campus at any time.

# STUDENT ACTIVITIES

## SCHOOL-SPONSORED STUDENT ORGANIZATIONS

School-sponsored student organizations are those which are recognized by the school district and board. The advisors of the various organizations are:

Annual Staff – Mrs. Madsen  
Art Club – Mrs. Blum  
Fellowship of Christian Athletes - Mr. Vander Velde  
Future Farmers of America – Mr. Weber  
National Honor Society – Mrs. Rosewall and Ms. Van Den Top  
Spanish Club - Ms. Kvigne  
Student Council – Mrs. Schmidt  
Technology Student Association - Mr. Vander Velde  
TAG – Mrs. Jansma

Students interested in joining one or more of these organizations should contact the sponsor for more information. Participation in school-sponsored student organizations is a privilege. *Individual sponsors or coaches may impose rules in addition to those contained in this handbook.* Participation may be suspended or cancelled for violating a coach's or sponsor's rules as well as for violation of school district policies. (Please refer to Good Conduct Rule)

## STUDENT COUNCIL/CLASS OFFICERS

The student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

A student government in any school may be organized within the framework of guidelines adopted by the building principal and his/her faculty representatives.

The function of student government shall be to provide a channel of communication between students and the professional staff of the building or unit. Regulations and policies shall always remain the province of the Board and Administration.

The next year's Student Council officers (President, Vice-President and Secretary/Treasurer) are elected by students in grades 8, 9, 10, and 11 in the spring of the current school year. The Student Council Advisor will provide the guidance and direction required for the council's effectiveness.

During the spring class officers and two (2) student council representatives will be elected to perform their duties in the upcoming school year. Elected class officers/student council reps serve a one year term with the possibility of being reelected the following year.

It is important to note that serving as a class officer or member of the student council is a very important role and carries a great deal of responsibility in the operation of Rock Valley MS/HS. *Please refer to the Good Conduct Rule as to the possibility of an office holding student's removal from a class office or the student council.*

## NATIONAL HONOR SOCIETY

The National Honor Society is as its name implies, a national honorary society with local chapters located in high schools throughout the United States. The Rock Valley Chapter adheres to the national rules and regulations as set forth in its constitution and by-laws. Students are eligible for consideration during their sophomore year if they have attained a grade point average of 3.30 or better. The students that are eligible are contacted in the spring of the year and requested to complete a Student Information Form. Students who wish to be considered indicate this by returning the form by the specified date. Student members are selected by a faculty council on the basis of these summaries and the staffs' recommendations. Mrs. Rosewall and Ms. Van Den Top are the advisors of the NHS. They should be contacted if students have questions pertaining to this organization and membership.

## STUDENT ACTIVITY TICKETS

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Those who

cannot afford a student activity ticket should contact the office. Preschool through 12<sup>th</sup> grades are considered students and may purchase activity tickets for home events.

## **ASSEMBLIES**

Throughout the year the school district sponsors school assemblies. Attendance at these is a privilege. *Students must act in an orderly fashion and remain quiet on their way to, during and after the assembly.* All students should be in attendance unless, for disciplinary reasons, the privilege is taken away. Students who can not conduct themselves in an appropriate manner may be denied the privilege of attending future assemblies.

## **FIELD TRIPS**

Field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend. Absences in other classes or school activities due to attendance on field trips are considered excused absences.

During field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperons, and guides with respect and courtesy. Students are not to possess cell phones or other electronic devices used for communication purposes while participating on field trips or other school excursions. If circumstances require that the student be contacted in case of an emergency, the sponsoring adult must be informed. The sponsor will then make the necessary arrangements by which the student can be contacted.

Field trips shall have the approval of the building principal in advance of the trip. Consent of the pupils' parent is required in advance of any excursion involving the use of public or private transportation services. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should contact their instructor.

Field trips outside the state must have the approval of the Superintendent or his designated representative.

Excursions outside the United States must have the recommendation of the administration and approval of the Board of Education.

## **TRANSPORTATION TO SCHOOL SPONSORED ACTIVITIES**

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

Students must ride to and from the event on the bus. Students will ride home on the bus unless prior arrangements have been made with the principal/activity sponsor or the student's parents personally appear and request to transport the student home. To account for students, please check with the activity sponsor and sign the student out when it is the parent's desire to take the student home after the activity is completed. The principal may grant permission for individual students to provide personal transportation to practice or events if they have a parental request and a valid reason. Activity sponsors and coaches must be notified.

## **STUDENT FUNDS/FUND RAISING**

Students may raise funds for school activities upon approval of the principal at least 2 weeks prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the Board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Fund raising permission forms may be found on the school's web site.

## **USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS**

School district facilities are available during nonschool hours to school-sponsored and nonschool-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

## **DANCES**

School dances may be held periodically during the school year. To schedule a dance, the organization must seek permission from the principal. The dances must be organized and approved by the principal six (6) school days prior to the date requested. The following rules will be used:

1. Students will be admitted only during the first hour after the dance begins.
2. Only Rock Valley High School students, specifically invited guests (ex. Boyden/Hull High School Students) and their dates of high school age may attend.
3. All dances will end by midnight.
4. Students leaving the building will not be readmitted.
5. Prom will be conducted similarly to these rules, and instructions will be announced to Juniors & Seniors at Prom time.

# STUDENTS RIGHTS AND RESPONSIBILITIES

## STUDENT USE AND CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, computers, equipment, supplies and furniture supplied by the school. Students who disfigure property, break windows, or does other damage to school property or equipment will be required to pay for the damage or replace the item, and may be subject to suspension.

## LOCKERS AND STUDENT SEARCHES (Board Policy)

Each student has an opportunity to have a locker. The school is not responsible for the security of the contents of the locker. Anything lost or stolen is the student's responsibility. Padlocks for Physical Education lockers are for rent and can be obtained from the Physical Education Instructors. Students are reminded that they are ultimately responsible for anything that appears on the locker doors or walls. Since this is a public building, certain things (nudity, signs or posters promoting alcohol or other drugs, etc.,) should not to be displayed in lockers. According to state law "*Student lockers are public property and may be checked at any time.*" All school property is held in public trust by the Board of Education. School authorities may, without warrant, search a student, locker, desk, work area, or automobile. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. Drug dogs may be brought into the Junior/Senior High School building. These visits will be unannounced.

## ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENT'S POSSESSION (Board Policy)

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances, and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. *Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year!* Parents of students found in violation of this policy shall be contacted, and the students may be reported to law enforcement officials. A "dangerous weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed.

## DRESS

There are three areas in regard to dress that a student needs to consider:

1. Does it create a health problem?
2. Is it indecent or immoral?
3. Is it disruptive to the educational process or rights of others?

No one wants to tell someone that his/her dress is inappropriate and we will not do so unless we feel we must. Realize however, that the *final decision for these guidelines will be made by the administration*. If you have questions, please ask. We will try to be flexible where we can. The following information should help.

1. Short shorts are highly discouraged. They will be evaluated on an individual basis.  
Shorts should be as long on the sides as the end of your fingertips with your hands at your sides.
2. Revealing or low cut tank tops or shirts are not to be worn. We should not be able to see your undergarments at any time.
3. Students are to leave T-shirts that are sexually suggestive or use innuendoes at home.  
In addition, you are not to wear clothing that advertises or promotes substances such as alcohol, tobacco, guns, etc. They are not appropriate for a school setting.
4. Shoes are required in school for health reasons. We ask that you do not wear the type of shoe or boot that leaves black marks, nor wear slippers. Shoes must be worn at all times.
5. Hats, caps, hoods and bandannas are not to be worn in the building.
6. Underwear shirts and midriff shirts may not be worn. *If your naval or undergarments are exposed at any time while wearing such clothing, you are not to wear it!!*

7. Pants with holes in them are discouraged. They will be evaluated on an individual basis.
8. Clothes worn during activities in P.E. should not be worn to class.

Any student who does not comply with these simple rules in accordance with our dress code will be required to change and may be subject to disciplinary action.

*NOTE: Physical education classes may and/or do impose a dress code.* Each instructor has his/her own specific PE uniform that is to be worn. Failure to comply with the required uniform may result in disciplinary action.

## **REGULAR STUDENT ENROLLMENT/DUAL STUDENT ENROLLMENT**

Freshmen, sophomores, juniors and seniors are to be scheduled for at least six periods, not including study halls, daily. Class registration for first semester classes will be finalized the previous year before school ends for the summer break. Second semester registration is finalized before the first nine week break of the first semester. The Rock Valley Community School District would like to remind parents and students that all classes offered are available to members of both sexes.

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

## **CHEATING**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework.
- Working with others on projects that are meant to be done individually.
- Looking at or copying another student's test or quiz answers.
- Allowing another student to look at or copy answers from your test or quiz.
- Using any other method to get/give test or quiz answers.
- Taking a test or quiz in part or in whole to use or to give others.
- Copying information from a source without proper attribution.
- Taking papers without crediting other students, publications, or the Internet.
- Sharing work via email or air dropping it without the teachers consent.

Violations of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

## **DISTRIBUTION/POSTING OF INFORMATION**

Students who wish to post or distribute information must receive permission from the principal at least 1 day before the posting or distribution. This applies whether the information deals with school-sponsored or nonschool-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

## **STUDENT COMPLAINTS**

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- \* If an employee is involved, discuss the complaint with the employee within 2 days of the incident.
- \* If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 2 school days of the employee's response of the incident.



- \* If unsatisfied with the principal's response, talk to the superintendent within 2 days of the principal's response.
- \* If unsatisfied with the superintendent's response, students may request to speak to the board within 2 days of the superintendent's response. The board determines whether it will address the complaint.

## **BULLYING, INITIATIONS, HAZING, OR HARASSMENT (Board Policy)**

The Rock Valley Community School District prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, marital status, color, creed, religion, gender, age, disability, sexual orientation, gender identity, or socioeconomic status. The District also affirms its commitment to providing equal opportunities and equal access to District facilities. For additional information on nondiscrimination policies, contact Mr. Chad Janzen (712)-476-2701, email [cjanzen@rvcsd.org](mailto:cjanzen@rvcsd.org), or write to the District office at 1712 20<sup>th</sup> Ave., Rock Valley, IA 51247.

### **BULLYING**

Bullying, harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. For the purpose of this policy, "bullying" means any physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive, and objectively offensive that it:

- Has the purpose of effecting or creating an intimidating, hostile, or offensive academic environment.
- Has the purpose of effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

Bullying may include, but is not limited to the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, hazing, or other victimization that has the purpose 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 grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Demeaning jokes, stories, rumors or activities directed at a student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment.

An individual who feel that they have been the victim of bullying/harassment, as defined above, should immediately report the alleged acts. At the time the report is made, the district may request any evidence of the alleged bullying, including, but not limited to, letters, tapes, pictures or electronic communication devices. The district will ask the individual making the report to do the following:

- write down exactly what happened
- what, when and where it happened
- who was involved
- exactly what was said or what the harasser did
- witnesses to the harassment
- how the student felt
- how the harasser responded

### **SEXUAL HARASSMENT**

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities.
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

**Sexual harassment includes, but is not limited to:**

- Verbal, physical or written harassment or abuse.

- Pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

**Harassment based upon factors other than sex includes, but is not limited to:**

- 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 or activities.

Upon receipt of a written or verbal report, an Administrator shall be responsible for reasonably and promptly conducting an investigation to determine whether an alleged act constitutes a violation of this policy. The investigation may consist of interviews with individuals named in the report and any others who may have knowledge of the alleged incident. In addition, the Administrator may take immediate steps to protect students and employees pending completion of an investigation. The District prohibits retaliation against any person, who, in good faith, makes a report of alleged bullying/harassment, or testifies, assists, or participates in any investigation related to a report of bullying/harassment.

These policies are in effect while students are on property within the jurisdiction of the board; while students are in school-owned or school-operated vehicles; while students are attending or engaged in school-sponsored activities; and while students are away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. The school district has the authority to report students violating this rule to law enforcement officials.

Any individual found to have violated this policy will be subject to discipline consistent with district policy. The District will take action it deems necessary and appropriate, up to and including expulsion, dismissal or appropriate sanction determined and imposed by the Administration or the Board.

## **STUDENT PUBLICATIONS**

Students may produce official publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and the yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the office.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:

- \* Obscene, libelous or slanderous.

- \* Encourages students to:

- commit unlawful acts
- violate school district policies, rules or regulations
- cause the material and substantial disruption of the orderly and efficient operation of the school or school activity
- disrupt or interfere with the educational program
- interrupt the maintenance of a disciplined atmosphere
- infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

Please read this entire section carefully.

*This agreement is made effective upon receipt of the Computer, between the Rock Valley Community School District ("RVCS D"), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the "Computer") for use while the Student is attending RVCS D, hereby agree as follows:*

## 1. EQUIPMENT

**1.1 Ownership:** RVCS D retains sole right of ownership of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document and other RVCS D policies and rules. RVCS D reserves the right to collect and/or inspect the Computer at any time and to modify, add, or delete hardware or software. The Student is required to return the Computer at the end of the school year in the same working condition.

**1.2 Equipment Provided:** Efforts are made to keep all Computer configurations the same. All Computers include ample RAM and hard-disk space, a protective bag, software, and other miscellaneous items. RVCS D will retain records of the serial numbers of provided equipment.

**1.3 Substitution of Equipment:** In the event the Computer is inoperable, RVCS D has a limited number of spare laptops for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner laptop will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, a substitute will not be provided.

**1.4 Responsibility for Electronic Data:** The Student is solely responsible for any non-RVCS D installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. RVCS D provides a means for backup along with directions but RVCS D does not accept responsibility for any such software.

## 2. DAMAGE OR LOSS OF EQUIPMENT

**2.1 Insurance and deductible:** RVCS D has purchased insurance. This insurance coverage is subject to a \$250 deductible per loss and RVCS D reserves the right to charge the Student and Parent the cost of this deductible when such insurance coverage applies.

**2.2 Responsibility for Damage:** The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer, carry bag and all accessories are not damaged. In the event of damage not covered by insurance or the warranty, RVCS D reserves the right to charge the Student and Parent the full cost for repair or replacement of the Computer.

Examples of instances in which Students and Parents may be charged include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage resulting from an unattended and unlocked Computer while at school.
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.
- Committing intentionally or unintentionally careless acts causing damage to their computer or others.

**2.3 Responsibility for Loss:** In the event the Computer is lost or stolen and such loss is not covered by insurance, the Student and Parent may be billed the full cost of replacement of the Computer. Examples of instances in which Students and Parents may be charged include, but are not limited to, loss resulting from leaving equipment unattended and unlocked or lending equipment to other than one's parents/guardians or loss due to legal actions of investigators.

**2.4 Actions Required in the Event of Damage or Loss:** Students and Parents must report any Computer damage or loss immediately to the Director of Technology. If the Computer is stolen or vandalized the Parent shall file a police report and provide a copy to the RVCS D.

**2.5 Technical Support and Repair:** RVCS D does not guarantee that the Computer will be operable, but will make technical support, maintenance and repair available.

## 3. LEGAL AND ETHICAL USE POLICIES

**3.1 Monitoring:** RVCS D will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with RVCS D's Acceptable Use Policy. The Computer is the property of the RVCS D and no Student shall have any expectation of privacy in any materials contained therein.

**3.2 Legal and Ethical Use:** All aspects of RVCS D Acceptable Use Policy and other District policies and rules remain in effect, except as mentioned in this section.

**3.3 File Sharing and File Sharing Programs:** File-sharing programs and protocols like Google Drive, iCloud, Dropbox, BitTorrent and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and

images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

**3.4 Allowable Customizations:** The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, web browser preferences). The Student is permitted to download music to iTunes, but cannot download or install any other software without permission from the RVCSD Technology Director. Any such customizations must be school appropriate.

#### **4. PROPER COMPUTER CARE AND GENERAL USE**

##### **4.1 General Precautions:**

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops should never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.

**4.2 Carrying Laptops:** The protective cases provided with the laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the protective bag when carried.
- Laptops should always be in school provided laptop bag. No other items should be carried in the school provided laptop bag.
- The laptop must be turned off before placing it in the carrying case.
- Students should never carry their laptop while the screen is open, unless directed to do so by a teacher.
- Laptops and carrying bag must remain free of any writing, drawing, stickers, or labels that are not the property of RVCSD. The only thing allowed on the computers are removable vinyls intended for use on computers.

Students are responsible for removal at the time of computer check in unless otherwise directed.

**4.3 Screen Care:** The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not use glass cleaner or other chemicals (i.e. Windex, ammonia, ethyl alcohol, etc.).

**4.4 Battery life and charging:** Laptops must be brought to school each day in fully charged condition. Students need to charge their laptops each evening. Repeat violations of this policy may result in some form of discipline or other consequence.

- In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.
- Laptops should be unplugged during thunder/lightning storms.

##### **4.5 Personal health and safety:**

- Avoid extended use of the laptop resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier--such as a book or devices made specifically for this purpose--when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (Such as typing and use of the track pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.
- Read the safety warnings included in the laptop user guide.

#### **5. CYBER BULLYING**

Any act of harassment or bullying, including cyber bullying, by either an individual or a group of students is expressly prohibited on school property or at school functions or school-sponsored activities regardless of location. In accordance with Iowa law, the RVCSD's policy against harassment and bullying applies to electronic communications such as e-mail messages, internet-based communications, and electronic messaging. Students shall not engage in harassing or bullying or sexually explicit behavior via the Computer or any other electronic means.

This policy applies not only to students who directly engage in an act of bullying or harassment but also to students who, by their indirect behavior, condone or support another student's act of bullying or harassment. This policy also applies to any student whose conduct any time or in any place constitutes bullying or harassment that interferes with or obstructs the mission or operations of the RVCSD or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidation, defaming, threatening, or terrorizing another student, teacher,

administrator, volunteer, contractor, or other employee of the RVCSD by sending or posting email messages, instant messages, text messages, digital pictures or images, or Website postings, including blogs, may constitute an act of harassment or bullying regardless of whether such acts are committed on or off RVCSD property and/or with or without the use of RVCSD school district resources.

## 6. COMPUTER NETWORK VIOLATIONS

Infractions related to computer network violations include, but are not limited to:

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- Creating, sending, accessing, uploading, downloading, or distributing pornographic, sexually explicit, or other obscene/inappropriate materials or materials which are illegal. Sexting of any kind on any device.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.
- Sharing passwords.
- Trespassing into another person's materials.
- Language violations (such as profane or vulgar language) within files stored in the account.

## 7. MISCELLANEOUS PERTINENT INFORMATION

**7.1 Laptops left at home:** If students leave their laptops at home, they must immediately contact parents to bring them to school. Repeat violations of this policy may result in disciplinary or other action, such as restricted lunch period, or a detention.

**7.2 Sound, Music, games, programs:** Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. All programs/software must be RVCSD-provided. Music and images found on the server may be deleted without student notice and may result in disciplinary action. Students are responsible for providing their own headphones; headphones with a microphone are recommended but not required. Headphones may be used in class with permission from the teacher and during study hall times. Students are not to have headphones on while walking in the hallways or during lunch.

**7.3 Printing:** Printing privileges are for school required coursework only.

Access to printing or printers may be limited or monitored. Excessive printing may result in loss of printing privileges while at school.

**7.4 Home Internet access:** Students may connect to the internet from a location outside of school but must understand that they are still using school equipment and all school rules and policies still apply.

**7.5 Saving to hard drive:** Students may save their content to the hard drive. Students are solely responsible for backing up their files. The process of repairing a computer may result in wiping out of the hard drive (and all of its contents). Therefore it is crucial for students to back up their content. The school will provide one flash drive for students to backup their files. Additional storage and/or replacement of a lost/damaged flash drive will be the student's responsibility. The school will provide a Google Drive account as a means for students to backup their files. Additional storage will be the student's responsibility.

**7.6 Installed software:** The originally installed software by RVCSD must remain on the laptop in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

**7.7 Inspections:** Moreover, RVCSD administrative staff retains the right to collect and/or inspect the Computer and all storage devices/locations at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

**7.8 Vandalism:** Vandalism may result in cancellation of Computer privileges. Vandalism is defined as any malicious attempts to harm or destroy the Computer or the property or data of another user or the network system or Internet. This includes, but is not limited to, the uploading, creation, or intentional transmission of computer viruses or worms.

### 7.9 School/Student/Parent responsibility:

#### School--

- Provide Internet and email access to its students to the extent appropriate as determined by RVCSD. (RVCSD reserves the right to review, monitor and restrict information stored on or transmitted via its equipment and network and to investigate inappropriate use of its resources.)
- Provide Internet blocking of inappropriate materials to the extent required by law.
- Provide network data storage areas. (RVCSD reserves the right to review, monitor and restrict information stored on or transmitted via its equipment and network and to investigate inappropriate use of its resources.)

- Provide staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.

#### **Student--**

- Use computers in a legal, responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to computer use, including the RVCSD Acceptable Use Policy.
- Use all technology resources in an appropriate manner so as to not damage school equipment.
- Protect the RVCSD computer system by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Students should always log off the computer after they are done working to protect their accounts and files. If a student does not log off, any email or Internet activity under their name will be considered their responsibility.

#### **Parent--**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Some suggested sites/topics to use for Internet Safety resources are:
- [www.netismartz.org](http://www.netismartz.org)
- [www.ncpc.org/topics/internet-safety](http://www.ncpc.org/topics/internet-safety)
- <http://www.ownourspace.net/>
- [commonsensemedia.org](http://commonsensemedia.org)

### **ACCOUNT or EQUIPMENT MISUSE/DISCIPLINARY ACTION**

Infractions related to violations involving the use of an individual's account (as outlined in Section 6, Computer Network Violations); or infractions related to general computer care and use (including, but not limited to, misusing or abusing equipment, changing computer settings, and other items as outlined in Section 4, Proper Computer Care and General Use) may include, but are not limited to, the following consequences, and the Administration has final discretion as to the action:

#### **First Offense**

- Network: Access restricted (whitelisted) for no less than two weeks and up to a nine-week period beginning the day of the meeting with the Administration. The student will be restricted to academic use in the classroom within the school, as deemed necessary by staff. Further disciplinary action may be taken at the discretion of the Administration.
- Equipment: If the student has caused damage to the equipment, the student may have to turn in the computer to the Principal and set up a check in/check out system.
- Student shall meet with the Administration.
- Parent(s) may be notified
- Referral to proper authorities as necessary.

#### **Second Offense**

- Network: Access will be restricted, i.e., the Principal will keep the computer at school for no less than one week, but up to nine weeks beginning the day of the meeting with the Administration. The student may (at the discretion of the administrator) access his/her account under direct supervision of an instructor during that class period only, for basic computer access. Student will be whitelisted for the duration. Further disciplinary action may be taken at the discretion of the Administration.
- Equipment: If the student has caused damage to the equipment, the student may have to turn in the computer to the Principal and set up a check in/check out system.
- Parent and Student shall meet with the Administration.
- Referral to proper authorities as necessary.

#### **Third Offense**

- Referral to proper authorities as necessary.

- Network: Access will be denied for the remainder of the school year. There may also be a probationary period the following school year. The student may (at the discretion of the administrator) access his/her account under direct supervision of an instructor during that class period only, for basic computer access. No Internet access will be allowed. Further disciplinary action may be taken at the discretion of the Administration (including denying access to school issued equipment).
- Equipment: If the student has caused damage to the equipment, the student shall turn in the computer to the Principal and set up a check in/check out system.
- Student and Parents shall meet with the Administration at the time of the offense and again prior to the student receiving network access at the end of the denied period.



## USE OF VIDEO CAMERAS FOR SECURITY PURPOSES

The Rock Valley Board of Education has authorized the use of video recording cameras at the MS/HS building. These cameras will be used to monitor student activity to promote and maintain a safe, secure and educationally sound learning environment. Students and parents are hereby notified that the content of the videos may be used in student disciplinary proceedings. These tapes will be kept on file for a minimum of 2 weeks.

## USE OF VIDEO CAMERAS FOR CLASSROOM PURPOSES

As part of teacher professional development, classrooms may be videotaped throughout the school year. The purpose of these video sessions will be to work on professional growth as teachers and to build a video library of teaching sessions to use as examples for future and current teachers. These video sessions will not be used in any way for the purposes of student progress or student discipline (unless unlawful activity is evident). By signing the handbook you are granting permission to the district to record classroom sessions while your child is in attendance.

## BIKES

Bikes should be parked in the area provided by the gym entrance area (in the bike racks). Make sure that bikes do not interfere with the normal flow of traffic in that area.

## MOTOR VEHICLES

1. **STUDENT PARKING** - All cars and other motorized vehicles must be parked in the student parking lot east or west of the MS/HS. Students are to park in an orderly and organized manner. During the described school hours (8:00 a.m.-3:25 p.m.) students WILL NOT park in the areas south of the building, the gym entrance area, around the shop or any area behind the high school. **Motor vehicles shall not be used during school hours unless special permission is given by the principal.** The privilege of driving to school may be withdrawn by the principal if the student fails to comply with state laws or rules and regulations as established by the administration of the Rock Valley Community School District. In the case of parking lot overflow, please contact the office and arrangements to provide parking will be made.

2. **DRIVING WHILE ON SCHOOL PROPERTY** - Emphasis will be placed on courteous and safe driving while on school property. The first report of inappropriate or unsafe driving on school property will result in a one week suspension of school property driving privileges. You will be required to park your vehicle off of the grounds and walk the remaining distance to school for a period of one week. Your parents will also be contacted and informed of the action taken. Subsequent violations will result in longer restrictions of driving privileges.

3. **HANDICAP PARKING AREAS** - Handicap parking areas will be designated and clearly marked. We ask that you respect these directives. Non-qualified vehicles parked in these areas will be in violation of the Americans with Disabilities Act. Violators' vehicles will receive citations resulting in fines to the operator or the owner of the vehicles.

4. **FINES FOR IMPROPER PARKING** - The Iowa legislature have given its approval to schools to police their school property by issuing fines for improper parking and driving on school property. If, after verbal or written warning of parking or driving violations, the student continues to abuse this privilege, he/she may be assessed a school fine of \$10.00. Subsequent violations will be referred to local authorities for them to assess a more substantial fine for the violations.

# STUDENT CONDUCT, DISCIPLINE AND ELIGIBILITY

## STUDENT CONDUCT (Board Policy)

**Appropriate student conduct prevents material damage of school facilities, enhances the learning environment, supports the rights of others and contributes to the health and safety of all students, employees and visitors on our school's campus. Appropriate student conduct is paramount to the fulfillment of our school's mission, beliefs and educational philosophy.**

Students will be expected to conduct themselves in keeping with their level of maturity at all times. *Respect for the authority vested in all school employees, regard for public property and consideration of the rights and welfare of all students should govern pupil actions.*

Students who fail to abide by this policy and the administrative regulations supporting it, may be disciplined for conduct which disrupts and/or interferes with the educational program, conduct which disrupts the orderly and efficient operation of the school district or activity, conduct which disrupts the rights of other students to obtain their education or participation, or conduct which interrupts the maintenance of a disciplined and orderly atmosphere.

## DISCIPLINE (Board Policy)

**One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for others.**

**With an understanding of the purposes of discipline in the school, the student may form a correct attitude towards it, and not only do his/her part in making school an effective place for learning, but develop the habit of self-restraint.**

All employees of the district share the responsibility for seeing that behavior of students meets the standards of conduct conducive to a learning situation. Emphasis shall be placed upon the ability of the student to discipline him/herself. Ultimately it is the responsibility of the principal to support the appropriate discipline measures assessed by the staff and in some situations assign the final necessary disciplinary action.

**1. DISCIPLINE SEQUENCE** will be as follows; severity of inappropriate or unacceptable conduct or behaviors will be a determining factor in the type of consequences administered by the staff or principal.

- a. The student should discipline themselves to avoid unacceptable or inappropriate conduct/behaviors.
- b. The staff member will address the concern and model or describe the expected conduct or behavior.
- c. Continuation of inappropriate conduct may result in the student being assigned disciplinary consequences by the staff member.
- d. If the student does not comply with staff member's request, the student may be referred to the office (principal) for disciplinary action. A referral to the office increases the severity of the situation.
- e. The final disciplinary action will then be determined by the principal. Upon review of the circumstances surrounding the incident the most appropriate consequences will be administered.

## 2. UNACCEPTABLE BEHAVIORS

*Some but not an all inclusive list, which may result in disciplinary consequences are:*

- a. Throwing or shooting of items that make a mess or put another student in danger anywhere in or on school property.
- b. The use of gum, eating candy, drinking pop and eating other foods other than in the designated area determined by staff and/or administration.
- c. Displays of affection in school are considered inappropriate/unacceptable behavior/conduct.
- d. Disrespectful attitude toward **any** school personnel, including, but not limited to: swearing, acts of insubordination, or harassment to any member of the staff.
- e. Skipping school. **(Time missed for unexcused absence will be made up.)**
- f. Profanity.
- g. Theft.
- h. Driving without permission, or driving recklessly/unsafely on school property.
- i. Students parking cars, mopeds or motorcycles outside of the designated areas for student parking in the east parking lot.
- j. Fighting on school property.
- k. Defacing of school property (writing on tables, lockers, computers, etc.).

- l. Leaving the building during the school day for other than authorized purposes.
- m. Unexcused absence from class, resource room, lab or other designated areas.
- n. Any conduct/behavior in a study hall or class that is not conducive to the stated rules given by the study hall or classroom teacher or substitute.
- o. Receiving a 4th and subsequent tardy in a nine week period.
- p. Excessive discipline referrals
- q. Hacking into the school network
- r. Sexting of any kind on any device

## DISCIPLINARY MEASURES

The following types of disciplinary measures may be used to address consequences associated with inappropriate and/or unacceptable student conduct or behaviors. Depending on the situation and circumstances surrounding the incident, these measures or other forms of disciplinary action may be applied. Please refer to the Rock Valley MS/HS Discipline Policy chart for consequences of offenses.

**1. DETENTION HALL** - School personnel may keep a student after school for disciplinary purposes. The notification of a detention may be verbal or written. The student may be kept by school personnel or in case of board policy/handbook infractions assigned to the detention hall attendant. If a detention hall is given by a substitute teacher it will automatically become a double detention. **Detentions for tardies, unexcused absences, etc. will be served through the office. The student will be responsible for serving the detention the day they receive it—verbal or written, unless arrangements are made with the Principal. If a student misses the detention period without the permission of the principal he/she will have to serve an additional detention period (2 for 1). Detentions are served Tuesday, Wednesday and Thursday from 3:30-4:15 p.m.**

**2. STUDENT REMOVAL FROM CLASS** - A teacher may remove a student from class for disciplinary reasons. The student is to go immediately to the principal's office for the remainder of the class period. Following the removal from class it is the *student's responsibility* to find the instructor and set up a procedure to reenter the class. A student removed from class because of disciplinary action may be required to remain out of the class until he/she has met with the instructor. If a student participates athletics, they will not practice nor play the night of the removal. *A student removed from the same class for the second time will not be permitted to return to that class.* The student's grades may be docked according to the teacher's class policy for the days missed from class.

### **3. IN-SCHOOL SUSPENSION**

- a. At any time this type of disciplinary action is deemed necessary, the length of the In-School suspension will be determined by the principal. The length will be consistent with the circumstances associated with the situation. The length will not exceed the 10 days allowed by board policy.
- b. Notice of the suspension will be given to the student, parents or guardian.
- c. Upon receiving a 5<sup>th</sup> detention, the student will be assigned an ISS, and for every detention hereafter.
- d. School work will be done and completed on the day of the ISS. Teachers will accept the work completed and the grade may be docked according to the teachers class policy for days missed.
- e. If a student participates in athletics, they will not practice nor play the night of the In-school Suspension.

*A student removed from the same class for the second time will not be permitted to return to that class.*  
The student's grades may be docked according to the teacher's class policy for the days missed from class.

## **4. OUT-OF-SCHOOL SUSPENSION (Board Policy)**

- a. A student may be assessed an Out-of-School suspension, for up to ten (10) days by the principal for violation of the regulations or rules established by the School Board. This includes any breach of the Discipline Policy (dependent upon circumstances surrounding incident), or for conduct detrimental to the best interests of the School District, or when the educational environment or normal operation of the school has been impaired.
- b. Notice of suspension shall be given to the student's parent(s) or guardian(s), superintendent and the president of the school board. Some examples (but not an all inclusive list) of reasons for Out-of-School suspension are:

1. Possession of an illegal substance on the school property (tobacco, drugs, alcohol, etc.).
  2. Willful damage of school property (fires, graffiti, carving in desks, etc.).
  3. Any illegal behavior that is conducted on school property (stealing, selling of drugs or stolen articles).
  4. Truancy.
  5. Any physical misconduct or abuse toward faculty, staff or students.
  6. Any obscene behavior or use of profanity.
  7. Harassment of fellow students or school personnel.
  8. Possession of any weapon or look-a-like (knife, gun, club, etc.) may lead to recommended expulsion.
- c. Any student suspended Out-Of-School (OSS) may be required to provide written verification of having undergone appropriate counseling for the related problem (alcohol, drugs, behavior) prior to the student being allowed to return to school.
  - d. OSS students are not permitted to attend school functions during the time of suspension.
  - e. School work will be done and completed on the day of the OSS. Teachers will accept the work completed and the grade may be docked according to the teachers class policy for days missed.
  - f. If a student participates in athletics, they will not practice nor play the night of the removal.

## 6. EXPULSION

A student can only be expelled by action of the Rock Valley Board of Education. A majority vote expels any student from school for violation of the regulations or rules established by the Board, supported by administrative decisions, including without limitations, the Discipline Policy, for immorality, or when the presence of the pupil is detrimental to the best interest of the school.

## 7. SKILLS CLASS

Any student who has accrued excessive discipline referrals to the office determined by the Principal and School Liaison Officer will be required to take a skills class taught by the Liaison Officer. Referrals include, but are not limited to: detentions, in-school suspension, out-of-school suspension, or Good Conduct violations.

**Skills Class Description:** The Skills Class is a 6-8 week class designed to teach adolescents the social skills they need to be productive citizens who are successfully engaged in school, home, work and the community. The class is designed around Skillstreaming, which is behavioral focused. Throughout the class students are shown several examples of expert use of the behaviors that constitute the skills in which they are deficient. They are also given several guided opportunities to practice and rehearse these skills through role-playing. They will be given praise, reinstruction and related feedback on their ability to demonstrate the skills. Students will be encouraged to engage in a series of activities designed to increase their abilities to use the skills learned in the class for real-world settings.

Goals of the ART program:

- Develop and apply pro-social skills
- Develop and enhance interpersonal communication & interaction skills
- Develop and apply healthy, age-appropriate decision making skills
- Enhance self-esteem and self-efficacy

# ROCK VALLEY MS/HS DISCIPLINE POLICY

\* Steps may be skipped depending on the severity of the offense OR the number of previous offenses in other "classes".

\* Principal has final discretion as to any consequence.\*

		<b>CONSEQUENCES</b>		
<b><u>OFFENSES</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>3rd Offense</u></b>	<b><u>Habitual Disobedience</u></b>
<b>CLASS ONE (per Quarter)</b>				
Tardy to school or class	4 tardies in one class equals detention	8 tardies in one class equals double detention	10 tardies in one class equals one day of ISS and Parent contact	Discipline at the discretion of the principal depending on the number of infractions, but may include ISS, Parent contact, or OSS (1-10 days)
<b>CLASS TWO (per Semester)</b>				
Insubordination, Disruptive Behavior-in class, hallways, other school areas, during school activities; Dress Code Violation	Detention	Double Detention and Parent contact	ISS (up to 3 days) and Parent contact Skills Class assigned	OSS (2 or more days) and Parent contact
<b>CLASS THREE (per Semester)</b>				
Skiping Class, Disrespect to Staff, Obscene Language, Intimidation, Harassment, Bullying, Truant	Skiping Class: Make up time. All other offenses: Verbal warning; Detention	1 day ISS (if Obscene Language is directed at a person) ISS (Up to 2 days) Parent contact	ISS/OSS (up to 5 days) Parent contact Skills Class assigned	OSS (5-10 days) Parent contact
<b>CLASS FOUR (per Year)</b>				
Violence, Fighting, Tobacco, Vaping, E-Cigarettes, Theft, Destruction of property, Pornographic Material	OSS (up to 2 days) Police Referral when appropriate and Parent contact	OSS (up to 5 days) Police Referral when appropriate and Parent contact	OSS (10 days) Police Referral when appropriate and Parent contact	Long term suspension or Expulsion Police Referral when appropriate Parent contact
<b>CLASS FIVE (per HS Career)</b>				
Drug/Alcohol-Using or Under the influence, or possessing drugs or drug paraphernalia or look a-likes	OSS-( 5 days) Police Referral Parent contact	OSS-(10 days) Police Referral Parent contact	Long term suspension or Expulsion Police referral and Parent contact	
<b>CLASS SIX (per HS Career)</b>				

Weapons-or look a-likes, Bomb Threat, Fires, Endangering the life of others	Long term suspension or Expulsion, Parent contact, Referral to Police Up to 12 month Expulsion for firearm possession.
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## **SCHOOL FEES WAIVER AND REDUCTION PROCEDURES (Board Policy)**

The school district charges fees for certain items, such as field trips, class materials and class dues. The board recognizes that while certain fees charged are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full or partial waivers depending upon the circumstances of the student or student's parent(s) ability to meet the financial criteria.

### **1. WAIVERS -**

- a. Full Waiver - a student will be granted a full waiver of fees charged by the school district if the student or student's parent(s) meet the financial eligibility criteria for free meals under the Child Nutrition Program, Family Investment Program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster care are also eligible for a full waiver.
- b. Partial Waiver - a student will be granted a partial waiver of fees charged by the school district if the student or the student's parent(s) meet the financial eligibility criteria for reduced meals offered under the Child Nutrition Program.

### **2. APPLICATION -**

Parents or students who believe they may qualify for full or partial waivers should complete an Application for Waiver form. This may be obtained from the High School Office. Waiver application must be completed annually.

## **EMERGENCY FORMS**

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

# **STUDENT RECORDS**

## **EDUCATIONAL RECORDS (Board Policy)**

Accurate records shall be maintained for all students attending the Rock Valley Community School District. Records of a student shall be reasonably accessible to parents and/or legal guardians of that student or to the student if of legal age. Student records shall remain confidential. The following procedures relating to confidential records have been adopted by the Rock Valley Board of Education:

1. Parents and eligible students are informed through written materials or verbal conveyance.
2. Consent forms are provided for the parent's or eligible student's signature.
3. Cumulative and confidential records are maintained under the direction of the principals and counselors.
4. No material disclosing personally identifiable information will be released without parent's or eligible student's consent.
5. A log shall be maintained to record verified disclosures.
6. Parents or eligible students have the right to request amendment of records through a records hearing held with the principal and counselor.

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

## **DISSEMINATION OF STUDENT INFORMATION**

The following is considered directory information and may be released to the public and at the request of military recruiters: Name, address and phone number, date of birth, height and weight, dates of attendance, major study area, honor roll, activities, and awards received. Any student or parent/guardian not wanting this information released must fill out the form provided at registration or declare so in writing to the principal. This must be done every year at the start of the school year.

## **TRANSFERRING INTO OR OUT OF ROCK VALLEY MIDDLE/SENIOR HS**

The school district automatically transfers a student's records to a new school district upon receipt of a written request. Parents notified that records have been sent are given an opportunity to view the student's records and have a right to a hearing to challenge its content. Parental consent is not necessary to forward a student's records or for the school district to request them from a student's previous school district. When a new student transfers into the school district, their records are requested by the office.

## **LEGAL STATUS OF STUDENT**

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

## **STUDENT PHOTOGRAPHS**

Student pictures are taken in the fall of the year for grades 6 through 11 (Seniors should make their own arrangements at a time that does not interfere with school attendance). Parents will be notified as to when the pictures are to be taken. No student or family is required to purchase pictures.

## 1. STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime.

The school board, administration, staff and community have high expectations for all of our students. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral, unhealthy or highly inappropriate.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep the records of violations of the good conduct rule and be the primary person responsible for the administration, investigation and application of consequences associated with the infractions of the good conduct rule.

*The student is responsible for informing the principal when activities are missed due to the student's ineligible status.* This is to assist in keeping track of the required number of activities a student is to miss. All extracurricular activities, except those required for receiving class credit, are covered by the board's Eligibility and Good Conduct Rule policy. (Refer to Eligibility Tri-fold for more details).

## 2. ACADEMIC ELIGIBILITY

During the school year, academic eligibility will be evaluated at every midterm, the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters and at the end of the 1<sup>st</sup> and 2<sup>nd</sup> semesters. To be eligible to participate in activities, a student must be passing all regular academic courses (courses that receive full credit). Student will bring a signed progress report from the instructor of the course in question to the high school principal by that Monday at noon. Any student not passing **ALL** courses at the end of the grading period or midterms, will be declared ineligible (meaning the student will not dress for or compete) as follows:

**MIDTERM and 1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup>, 4<sup>TH</sup> Quarters FAILURE:** Two (2) weeks ineligibility from any activity. If the student is still failing **any class** at the end of the two weeks, the student will be ineligible another two weeks. (Ineligibility will start on the Monday noon after grades are due.)

**1<sup>ST</sup> OR 2<sup>ND</sup> SEMESTER FAILURE:** If the student fails any course at the end of a semester, they will be ineligible for the next 30 consecutive calendar days. (State mandated "No Pass, No Play" eligibility rule).

- *This policy will include ALL 7<sup>th</sup>-12<sup>th</sup> grade students involved in extracurricular activities in which the student is a contestant.*
- *Any students trying out for any activity (cheerleading, swing show, etc.), must be academically eligible upon the time of tryouts.*
- *RVCSD will also not allow students to participate in an activity for the sole purpose of fulfilling academic eligibility unless they are considered to be a bona fide participant.*
- *Any student removed from class or in ISS will not practice or compete in that night's events.*

## 3. PARTICIPATION IN OUTSIDE, NON-SCHOOL SPONSORED ACTIVITIES (Board Policy)

A junior or senior high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with approval of the superintendent, high school principal or athletic director.

Such outside participation shall not conflict with the school sponsored athletic activity.

Violations of the districts' policy will be subject to the following sanctions:

1st offense - Loss of 2 extracurricular events

2nd offense - Loss of 1 year eligibility

## GOOD CONDUCT RULE (revised 6/2017)

To retain eligibility for participation in Rock Valley Middle School/High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times throughout the calendar year, whether



school is in session or not. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. The building principal will make determination of the eligibility of a student. The following activities are covered by the board's policy and the rules governing the Good Conduct Policy: athletics, show choir, jazz choir and jazz band performances, drama productions, speech contests, FFA, TSA, JEL/YEL, National Honor Society, all other co-curricular activities, all honorary and elected offices or activities (e.g., Homecoming court, Prom waiter/waitress, graduation usher, class officer, student council, or representatives), state contests and performances for cheerleading, or any other activity where the student represents the school (district) outside the classroom.

Anyone that has an infraction will not be eligible for one (1) calendar year from the date of the infraction for any voted positions (Homecoming court, prom waiter/waitress, graduation usher, class officer, student council, class representative, or other voted position in organizations). We believe that the student who represents the school is looked up to and emulated by other students, including younger children, and he or she should not appear to condone illegal, unhealthy and dangerous activities or enable other students to engage in them.

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, including look-alike tobacco products powder, crystal or other condensed or concentrated forms of tobacco, e-cigarettes or vaping items regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine, including powder, crystal, or other condensed or other concentrated forms (having the odor of alcohol on one's breath is evidence of "use");
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites).

Rock Valley will also not allow students to participate in an activity for the sole purpose of fulfilling a good conduct violation unless they are considered to be a bona fide participant. A bona fide participant is someone who has previously competed in the high school interscholastic activity in the year prior to which the student's period of ineligibility herein applies. Under no circumstances may a student begin an activity mid-season/year for the sole purpose of avoiding consequences in his or her favored area(s) of participation.

Students are expected to complete the entire activity season in order to fulfill the Good Conduct violation requirement.

If they quit the season before it is completed, they will be required to serve the entire consequence over.

**All events must be pre-arranged and pre-approved by the HS Principal in order to reinstate eligibility.**

## **DETERMINATION OF A VIOLATION**

A student is deemed to have violated the Good Conduct Policy if he or she is found to have committed a violation of the rule in any one or more of the following ways:

1. He/she is found to have done so by a court of law or by a juvenile adjudicator.
2. Admission Prior to Determination: If a student comes forward to the HS Principal or activity director within 24 hours of the incident to self-report a violation prior to a finding of guilt by the administration, the student's penalty may be reduced by one event (5 to 4 events), or four days (3 weeks to 17 days).
3. One or more staff members witness breaking of the standards and file with the office of the Principal a written testimonial to that effect.

## **CONSEQUENCES FOR OFFENSES OF THE GOOD CONDUCT RULE**

### **FIRST OFFENSE:**

The penalty for a student's first violation will be a loss of eligibility to participate in all extracurricular activities for the longer of three (3) weeks or the time necessary to miss five (5) extracurricular events or appearances in which the student would have otherwise participated. Ten (10) hours of school service will be required by those students not involved in extra curricular activities. **Should the violation be the result of an alcohol/drug infraction, the student will also be required to successfully complete the "Alcohol/Drug Risk Reduction Program". It will be the parents/students financial responsibility to participate in this program.**

### **SECOND OFFENSE:**

The penalty for a student's second violation will be a loss of eligibility to participate in all extracurricular activities for the longer of six (6) weeks or the time necessary to miss ten (10) extracurricular events or appearances in which the student would have otherwise participated. Twenty (20) hours of school service will be required by those students not involved in extra curricular activities. Even if the period of ineligibility expires, no student who has committed a second violation of the Good Conduct Rule involving alcohol and/or drugs will be allowed to become eligible until that student has successfully completed a school approved alcohol/drug education course. It will be the parents/students financial responsibility to provide this course.

### **THIRD OFFENSE (AND ADDITIONAL):**

The penalty for a student's third violation (and each subsequent violation) will be a loss of eligibility to participate in all extracurricular activities for the longer of twenty-six (26) weeks and or the time necessary to miss fifteen (15) extracurricular events or appearances in which the student would have otherwise participated. Thirty (30) hours of school service will be required by those students not participating in extra curricular activities. Even if the period of ineligibility expires, no student who has committed a third or subsequent violation of the Good Conduct Rule involving alcohol and/or drugs will be allowed to become eligible until that student has successfully completed a school approved alcohol/drug education course. It will be the parents/students financial responsibility to provide this course.

Students that must do school service hours will be under the supervision of the HS Principal until those hours are completed. All hours of service must be completed within the timeframe of the ineligibility required by that offense.

### **APPEALS:**

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

## **STUDENT HEALTH, WELL-BEING AND SAFETY**

### **SCHOOL SAFETY**

It is the expressed desire of the Rock Valley Community School to provide students and staff with the safest environment possible. In order to accomplish this it is imperative that everyone in the school conduct themselves carefully and with concern for their own and others' safety. Students, parents and community members may anonymously inform school officials of concerns related to student criminal activity, use of drugs or threatened violence by using the Student/Parent Tip Line. It is recommended that students having conflicts or disputes with other students seek help from the guidance services available to each student in the school.

### **SCHOOL NURSE**

A school nurse is available to the students of the Rock Valley Community Schools as needed. The school nurse assists in providing the fullest possible educational opportunity for each student in the district by minimizing absence due to illness, and creating a climate of health, safety, sanitation, and well-being for all students and school employees. The school nurse is responsible for developing and implementing programs and policies, providing

health related services, keeping appropriate records, and administers first aid and medication. She educates both students and staff members concerning health related issues.

## **IMMUNIZATIONS – ELEMENTARY/SECONDARY REQUIREMENTS**

No person may be enrolled or attempt to enroll in a public elementary or secondary school in Iowa without evidence of adequate immunizations. The requirements are:

**Diphtheria/Tetanus/Pertussis:** 5 doses with at least 1 dose received  $\geq$  4 years of age if born on or after 9/15/2003; or 4 doses with 1 dose received  $\geq$  4 years of age if born after 9/15/2000 but before 9/15/2003; or 3 doses with 1 dose received  $\geq$  4 years of age if born on or before 9/15/2000.

**Polio:** 4 doses with 1 dose received  $\geq$  4 years of age if born on or after 9/15/2003; or 3 doses with 1 dose received  $\geq$  4 years of age if born on or before 9/15/2003.

**Measles/Rubella:** 2 doses with 1 dose received  $\geq$  12 months of age; the second dose shall have been received  $\geq$  28 days after the 1<sup>st</sup> dose.

**Hepatitis B:** 3 doses if born on or after July 1, 1994

**Varicella:** 2 doses  $\geq$  12 months of age if born on or after 9/15/2003; or 1 dose received  $\geq$  12 months of age if born on or after 9/15/1997, but before 9/15/2003, unless the applicant has a reliable history of natural disease.

**Tdap:** New law effective September 2013. Vaccine required for students age 11.

### **Exceptions:**

a. Medical Exemption-a student presents a signed physician statement that the required immunization could be harmful to the child or some member of the family. The physician will sign a valid Iowa State Department of Health Certificate of Immunization Exemption.

b. Religious Exemption-a signed notarized affidavit stating that immunization conflicts with the tenets of a recognized religion of which he/she is a member, except in times of emergency or epidemic.

c. Provisional enrollment-applicants who have begun but not completed immunizations may be allowed up to 120 days or the end of the semester (whichever is greater) if they have received at least one dose of each required vaccine. A provisional certificate may be issued and signed by a physician, nurse, physician's assistant, nurse practitioner, public health nurse, or school nurse, who will assign an expiration date and indicate which immunizations are necessary to fulfill the obligation. The applicant must be notified in writing 30 days before the expiration, if the agreement is not met, and an informational conference must be set up. Those failing to comply without medical excuse shall be excluded from the total school program immediately. The school will ensure that a certificate of immunization is on file for each child.

## **COMMUNICABLE AND INFECTIOUS DISEASES**

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

## **HEAD LICE**

Lice and nits are discovered almost every week in our K-12 building, and about 5 percent of our total school population has to be treated each year. Students with lice will be sent home until they are treated.

## **STUDENT INSURANCE**

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office.

## **EMERGENCY DRILLS**

Periodically the school holds emergency drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in a false alarm will be disciplined under the school district's policies, rules and regulations, and may be reported to law enforcement officials.

## **SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES** (Board Policy)

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, school counselor or other employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by an employee. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the school nurse as its Level I investigator. She may be contacted at elementary building.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, when submission to such 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 is used as the basis for academic decisions affecting that student, or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

## **ASBESTOS NOTIFICATION**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and the former U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing and a variety of miscellaneous uses. There has been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office of Greg Richter, Asbestos Coordinator. Greg can be contacted at (712) 476-2701.

## **RIGHT TO KNOW LAW/HAZARDOUS CHEMICALS (Board Policy)**

Since 1986, every school district has been required to have a written program addressing components related to the use and storage of hazardous chemicals. These components are concerned with the education of workers and employees, public awareness, and about hazardous chemicals in the work place as they relate to emergency response personnel.

All areas where hazardous chemicals are stored are posted with signs which will indicate the type of hazard that is present. These signs are diamond shaped with four different colored divisions, each division representing a particular hazard. A number (0 to 4) placed within each of the divisions indicates the degree of the hazard. The higher the number the greater the hazard.

<b>HEALTH HAZARD (Blue)</b>	<b>FIRE HAZARD (Red)</b>
4 - Deadly	4 - Below 73 F
3 - Extreme Danger	3 - Below 100 F
2 - Hazardous	2 - Below 200 F
1 - Slightly Hazardous	1 - Above 200 F
0 - Normal Material	0 - Will not burn

<b>SPECIFIC HAZARD (White)</b>		<b>REACTIVITY (Yellow)</b>
Oxidizer	OXY	4 - May detonate
Acid	ACID	3 - Shock and heat may detonate
Aldall	ALK	2 - Violent chemical change
Corrosive	COR	1 - Unstable if heated
Use NO WATER	W	0 - Stable
Radiation Hazard		

## **PHYSICAL EXAMINATIONS**

Each student shall submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action. A physical examination and proof of such examination may be required by the administration for students in other grades enrolling for the first time in the school district.

Upon the recommendation of the Iowa Dept. of Education and the Iowa Dept. of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The school district may conduct TB tests of current students.

**INTERSCHOLASTIC ATHLETIC PHYSICAL EXAMS** - Students enrolled in grades 7 through 12 must present a certificate signed by a licensed physician, stating that the student has been examined and may safely engage in athletic competition. The certificate is valid for one calendar year. A grace period not to exceed 30 days is allowed for expired physical certifications.

## **ADMINISTRATION OF MEDICATION TO STUDENTS**

Medication taken during the school day shall be administered only by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the Board of Pharmacy Examiners. Students who have demonstrated competence in administering their own medications may self administer their own medication.

Medication will not be administered without written authorization from the parent and the medication must be contained in a bottle which is labeled by the pharmacy or the manufacturer with the name of the child, name of the medication, the time of the day in which it is to be given and the duration given. A written record of the administration of medication procedure must be kept for each child receiving medication including the date, student's name, prescriber or person authorizing the administration, the medication and its dosage, the name, signature and title of the person administering the medication, and the time and method of administration. Administration of medication records shall be kept confidential.

Only the school nurse, or in the nurse's absence, the person who has successfully completed an administration of medication course reviewed by the Iowa Board of Pharmacy Examiners shall have access to the medication. Students may carry medication only with the approval of the building principal of the student's attendance center. They are not to keep medication in their lockers at any time.

## **INJURY OR ILLNESS AT SCHOOL**

Students who become ill or are injured at school may be given first aid. Whenever possible, parents will be notified by phone and instructions will be requested as to the handling of the case. When the parent has no telephone or cannot be reached, the ill or injured child shall be transported home, to the hospital, or to a doctor's office by a member of the school staff.

In cases of emergency, the pupil shall be transported to a hospital or a doctor's office by ambulance or other convenient type of transportation. If possible the family physician listed on the office records shall be contacted.

The Board assumes no responsibility for medical treatment of students. If a student must take prescribed medication during school hours, written authorization and instructions must be provided by the parents of the student.

If a student is injured in physical education class, in athletics, or at any other time on school property he/she must be certain to inform the instructor or coach or notify the office. Accident and insurance claim forms are available in the school office and need to be filled out as soon as possible following the incident.

## **HEALTH SCREENING**

Throughout the year, the school district sponsors health screening for vision, hearing, and height and weight measurements. Students are automatically screened unless the parent submits a note asking that the student be excused from the screening. The grade levels included in the screening are determined annually. Upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

## **STATEMENT OF NON-DISCRIMINATION (Board Policy)**

Students, parents, employees and others doing business with or performing services for the Rock Valley Community School District are hereby notified that this school district does not discriminate on the basis of race, national origin, marital status, color, creed, religion, gender, age, disability, sexual orientation, gender identity, or socioeconomic status in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact: Equity Coordinator, Pearl Gibbons, Rock Valley Community Schools, 712-476-2701, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code § 280.3 (2003)

## **INCLEMENT WEATHER**

When school is cancelled because of inclement weather prior to the start of the school day, students and parents will be notified by School Messenger, a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellations or late starts. This information will also be available over KSOU (1090 AM/93.9 FM) or KHK (106.9 FM) Radio Stations, Sioux City TV Stations, the school website [www.rvcsd.org](http://www.rvcsd.org) and on our school hotline 476-2701 (for cancellations press 6). The missed day may have to be made up at a later date. Please refer to the school calendar for scheduled makeup dates.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means.

Extracurricular practices scheduled for the day when school is cancelled or dismissed early may be held on a voluntary participation basis only. A scheduled game or activity will generally be rescheduled. The principal and/or athletic director will determine whether to hold extracurricular activities or practices.

## **VISITORS AND GUESTS**

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. A form from the office must be completed and returned before approval will be granted. Visits will be limited to one half of the school day (periods 1-4 or 5-9).

## **LIBRARY**

The library must have rules and regulations so that it might operate efficiently and serve students in the best manner possible. When students enter the library, they must have something to do. This would include studying, leisure reading, or using the library resources. *This does not include visiting or carrying on group discussions.* The "quiet rule" is always in effect. Students making excessive noise or behaving unacceptably will be asked to leave, and he/she may lose his/her library privileges. Students are encouraged to use the resources available in the library and ask the media specialist for help when needed.

## **CITIZENSHIP**

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections. It also requires the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the educational program, students have an opportunity to learn about their rights, privileges and responsibilities. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play.

## **GUIDANCE PROGRAM**

The school district's guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services, and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. These four main areas include assistance with educational planning, interpretations of test scores, occupational information, career information, study helps and help with home, school and/or social concerns. Confidentiality is maintained by the employees involved in the guidance program.

## **ACADEMIC SUPPORT**

Students in grades 6-12 experiencing academic difficulties may be assigned time before or after school to work with the teacher in the academic area in which they are experiencing difficulty or not completing work. This assignment can come from any instructor. While not mandatory, it is highly encouraged and recommended that the students, when assigned, take advantage of the opportunity.

## **AT-RISK (TEAM/SOAR Programs)**

**Mission:** To help students take responsibility for their own education.

**Determining Factors for the At-Risk Program:** Attendance, Grades, Participation, IA Assessments

**Goals/Purpose:**

1. Provide skills to help students succeed on their own
2. Social-Emotional Skills
3. To help provide ways to succeed in and out of the classroom

## **SUMMER SCHOOL**

The summer school program of the Rock Valley Community Schools is reviewed on an annual basis and offered when feasible. When offered the program is supervised by a Rock Valley Community School staff member and program organization and student identification will be completed during April and May. Parents of those students will be contacted and the program will be explained. The purpose of the program is to allow the students an opportunity to complete incomplete class assignments, make up a credit that the student failed, or to receive help in developing better study and/or organizational skills. Students that fail first or second semester will be required to complete summer school. If they do not complete their work in summer school, or have satisfactory attendance, they will be required to take the class the following summer to earn graduation credit. For more information please contact the office.

## **SUBSTITUTE TEACHERS**

The substitute teacher is replacing the teacher and has the authority to regulate the classroom discipline in accordance with school board policy. This may not be the same type of discipline the regular teacher has established. Substitute teachers will be instructed to refer the names of any students who are behavior problems to the principal and/or the regular teacher. Appropriate disciplinary action will be taken against these students. If detention hall is given to a student by a substitute teacher it will automatically become a double detention.

## **BACKPACKS/WATER BOTTLES**

Backpacks will not be allowed in the classrooms. Students need to keep them in their lockers at all times. This does not include the computer carrying case the school is giving to each student for their Macs. Any water bottle a student brings into school must be clear in nature at all times. Only water is allowed to drink in the bottle.

## **LOST AND FOUND**

Articles misplaced by students may be turned in to the office or the custodians. If a student has lost something check with the office, your instructors, Mrs. Eichmann or Mr. Richter.

## **OPEN GYM DURING NONSCHOOL HOURS**

The Athletic Director administers the open gym policy. Check with him for times, dates and other details.



## BUSES AND OTHER SCHOOL DISTRICT VEHICLES

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules, and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the authority to discipline a student and may notify the principal of a student's inappropriate bus conduct.

The Rock Valley Community School District Board of Education has authorized the use of video cameras on the district's school buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperons are to follow the school district policies, rules and regulations for student violations.

- \* Riders must be at the designated loading point before arrival time.
- \* Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- \* Riders must not extend arms or heads out of the windows at any time.
- \* Aisles must be kept cleared at all times.
- \* Riders will load & unload through the right front door. The emergency door is for emergencies only.
- a \* Riders will depart from the vehicle at the designated point unless written permission to get off at different location is given to the driver.
- \* Riders may be assigned a seat by the driver.
- \* Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- \* Riders are not permitted to leave their seats while the vehicle is in motion.
- \* Waste containers are provided on all vehicles for riders' use.
- \* Permission to open windows must be obtained from the driver.
- \* Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- \* The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- \* Riders should assist in looking after the safety and comfort of younger riders.
- \* Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- \* Riders must not throw objects about the vehicle nor out through the windows.
- \* Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- \* Riders must keep their feet off the seats.
- \* Roughhousing in the vehicle is prohibited.
- \* Riders must refrain from crowding and pushing.
- \* The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- \* The Good Conduct Rule is in effect.

Mr. Greg Richter, the transportation director for the Rock Valley Community Schools, would appreciate a phone call (476-5102) prior to 7:00 a.m. -if your child's transportation plans have changed for that day. The call can save a great deal of inconvenience for all involved.

## PARENTS RIGHT TO KNOW

Parents/Guardians in the Rock Valley Community School District 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 Superintendent by calling 712 476-2701 or by sending a letter of request to the Office of the Superintendent, 1712 20<sup>th</sup> Avenue, Rock Valley, IA 51247.

The Rock Valley Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

## **SCHOOL COLORS**

The ORANGE AND BLACK ROCKET colors of the Rock Valley Community Schools and the BLUE, BLACK AND SILVER NIGHTHAWK school colors of the Rock Valley Community and Boyden/Hull Community Schools shared programs are to be synonymous with the pride, quality and excellence associated with the various programs under the direction of the district. As stated in the mission statement of the school, we are committed to providing educational opportunities for our students governed by the highest possible standards and done so within a nurturing environment. This will provide all students who desire, the opportunity to achieve their full potential as citizens and leaders of tomorrow's society.

Our goal as a school is to strive for excellence and quality in all areas in which our students become involved. Therefore, when people view the school colors of the Rock Valley Community Schools, they will recognize the pride, quality and overall excellence demonstrated in all the phases of our school.

## ROCKET SCHOOL SONG

R...V...H...S...  
R.V.H.S. R.V.H.S.  
FIGHT ROCKETS FIGHT 2, 3, 4

Win, Win For Rock Valley High.  
We Know You Can If You Only Try.  
Send Somebody To That Line,  
We Want A Victory,  
Now Is The Time.  
We Never Stagger, We Never Fall,  
Come On You Rockets, We Want It All.  
All For One And One For All,  
And Onward To Victory.  
R...O...C...K...E...T...S  
ROCKETS  
1, 2, 3, 4  
1, 2, 3, 4  
CHARGE!

## NIGHTHAWK SCHOOL SONG

Mighty Nighthawks Hats Off To Thee  
To Our Colors We Will Ever Be  
Strong And True United Are We  
Standing Proud We're Moving Onward  
Fight On To Victory!

## SCHOOL EMBLEMS

