

*Rock Valley Elementary  
Handbook*

## **A NOTE FROM THE PRINCIPAL .....**

Welcome to the Rock Valley Elementary 2020-2021 school year! We are excited to have your students here in school after last spring's closure. We look forward to providing an exceptional educational experience no matter what the circumstance! Many of you became an active participant in our school community last spring and we want to encourage your continued engagement in our school community.

This handbook provides you with information about our school, policies, and rules. I want to draw your attention to the new iPad Program Manual included in this handbook. It contains elements that are not necessarily elementary school relevant; however it is important for parents to read and understand policies surrounding our new iPads and the responsibilities that all students have when using this important educational tool. Your students' teacher will provide other important facts and details throughout the school year.

Please go over this handbook with your student. We have made revisions and changed some items (for example, we are going by quarters and not trimesters) that are important for you and your student to know. Your signature at registration indicates your intention to do this review. Thank you for your assistance and participation, and we look forward to a great 2020-2021 school year!

Patti Kruger  
Elementary Principal

## **HIGHLIGHTED HANDBOOK ITEMS**

- **SCHOOL DAY:** Students who eat breakfast at school should not arrive until after 7:50 A.M. Students who eat breakfast at home should not arrive at school before 8:15 A.M.
- **STUDENTS** should not walk through the high school for arrival or dismissal.
- **BOOTS:** All students are to wear boots during snowy or wet weather. We recommend that students bring boots to school every day November – March.
- **PARKING:** No parking in the bus lane from 8 to 8:30 AM or 3:15 to 3:30 PM. Parents may pick up in the bus lane during the school day.
- **DISMISSAL** – Bus and walkers dismissal is 3:23 PM for elementary students and non bus students are dismissed at 3:28 PM.
- **SAFETY** – All guests will need to enter the building using a secure entrance between the hours of 8:30 AM and 3:30 PM.
- **WATERGUNS, CAP PISTOLS, TOY GUNS, POCKET KNIVES, etc.** are to be left at home. All such items brought into school will be taken and kept by the school or turned over to law enforcement if deemed necessary and appropriate. Students may face punishment, up to and including expulsion, depending on the circumstances. See page 9 Dangerous Weapons information.
- 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 should be treated at home.
- Review general student rules listed on pages 1, 2, and 3 in this handbook with your child.

FEEL FREE TO VISIT SCHOOL – Many parents and grandparents enjoy coming to school and having lunch with their child or grandchild. The District welcomes visits from parents and grandparents. However, visitors must seek advance approval from the principal and/or classroom teacher before visiting the school. Students may bring a friend to visit only for a one hour time period and only with prior permission from the principal and classroom teacher.

## **STUDENT RULES**

THE SCHOOL DAY – The first bell rings at 8:15 A.M. and the school day will start at 8:20 A.M. Students who arrive before 8A.M. will need to sit in the lunchroom. The school day ends at 3:20 P.M.

- During school hours, all visitors including parents, must check in at the office.
- For security reasons, starting September 1 this year, parents will not accompany students to the classroom.
- No skateboards, roller skates, roller blades or scooters at school please.
- Do not rush in the hall, but do not play or waste time. Keep voices quiet.
- During school hours, no student is to leave the school grounds without permission from his/her teacher.
- The telephone is to be used for emergencies only. Arrangements should be made in advance for after school activities. Students who bring cell phones must keep them in their locker.
- Birthday party invitations should not be announced or handed out at school if the entire class is not invited. Invitations should be sent by mail or electronically.
- Elementary students should always WALK inside and on the sidewalks outside the school building. Students who ride bikes to school are expected to walk with their bikes across the street and on the sidewalks around the school. Students are asked to cross the street at the intersections. Bicycles should be parked in the bicycle racks and no one is permitted to ride bike during recess or the noon hour.
- Students should not walk through the high school for arrival or dismissal.
- When school is dismissed, students are to walk to their bus. Children who live in town should go directly home.
- Students who do not normally ride a bus but wish to go home with a friend, or students who need to ride a different route than usual, are required to have written permission from a parent/guardian. The request should contain information such as: the date, destination, name of student, and signature of parent. The request should be shown to the classroom teacher and handed to the bus driver before departure from school.
- It is considered as part of the school day while students are on the bus. Activities should be conducted accordingly.
- Students may not take any food, books, toys, etc. from home outside for recess.
- Water guns, cap pistols, etc. are to be left at home. All such items brought into school will be taken and kept by the school or turned over to law enforcement if deemed necessary or appropriate.
- All children are to wear boots during snowy or wet weather. If a student does not wear boots during snowy or wet weather, the student may be limited to certain areas during recess.
- During the winter season, snowballing will not be permitted.
- Chewing gum is prohibited in the school building without permission.

**STUDENT APPEARANCE** - Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion are not appropriate. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. The student may be asked to change or make modification, if possible. Otherwise, a student may be given something appropriate to wear for that day. See Board Policy 502.1

**CARE OF SCHOOL PROPERTY/VANDALISM** - Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, and may be subject to additional discipline. In the discretion of the administration, such students may be turned over to local law enforcement officers. See Board Policy 502.1.

**EMERGENCY DRILLS** - Emergency drills for fire, weather, and other disasters will be conducted periodically throughout the school year. There will be two drills for both tornado and fire in the spring and fall seasons.

**STORM CLOSING** - The Superintendent of Schools shall have the authority to close schools because of extreme weather or other emergency conditions for the length of time the emergency exists. Announcements regarding such closings will be made via Infinite Campus, Sioux Center radio stations - KSOU 93.9/KIHK 106.9, Facebook or Sioux City TV Stations.

\* Infinite Campus – If your phone numbers have changed please notify the office.

**HOT LUNCH** (Milk is included in the price for lunch)/**MILK TIME** - A hot, well-balanced meal with one carton of milk is available each day in our lunchroom. A mid-morning or afternoon milk break is taken by students in grades Kindergarten - 1 at a fee of \$7.00 per month. A breakfast program is also available to those students who wish to eat breakfast at school. Costs are reviewed and determined each year by the Board of Education. Free/Reduced applications are available at registration or upon request at any time during the school year.

**PHYSICAL EDUCATION** - P.E. is offered to all students, and all 5<sup>th</sup> grade students will need to bring a change of clothes for P.E. It is requested that ALL students, K-5, bring a clean pair of shoes to wear for physical education class and leave them at school. These shoes do not need to be new, just cleaned and no longer worn as street shoes. This will keep small stones and dirt off the gym floor, preventing accidents and extending the life of the finish on the gym floor.

**ACTIVITY TICKETS** - Activity tickets can be purchased for admission to home events. Home events include the Boyden-Hull/Rock Valley shared sports games played in Hull or Boyden, such as softball, baseball, track, cross country and football. These tickets may be purchased at registration or during the school year for both students and adults. There is no charge for Jr. High events. Elementary students should be supervised by an adult when attending school activities.

**INSURANCE** - Twenty-four hour school time health and dental insurance is available for those wishing to purchase it at registration.

**LOST AND FOUND** - Money, jewelry or other articles of value should not be left in desks, coats or lockers. Names or initials should be placed in articles of clothing whenever possible. Lost and Found Items not claimed will be donated to charitable organizations at the end of each semester.

## **INFORMATION FROM THE SCHOOL NURSE...**

Colds and the flu are most common during the winter months when people are in close quarters with poor outdoor air circulation. Colds and flu are not caused from cold weather, getting wet or chilled, or becoming overheated. These things, along with stress, allergies, poor nutrition, and fatigue from lack of sleep can make one more susceptible to viruses that cause colds and flu. We can increase our immunity to colds and flu by washing our hands regularly, eating diets high in fiber on a daily basis, avoiding extreme fatigue, controlling emotional stress, maintaining good personal hygiene, and avoiding cold, wet weather without adequate clothing. The outside, fresh air is good for us along with the exercise. We all need a break from the dry, un-circulated inside air. Children will be allowed to stay in with a note from their parents/guardians. However, a note from a physician or consultation with our school nurse will be needed for any child who needs to stay in for more than one day. If your child has a temperature of 100 degrees Fahrenheit or higher they should not be in school. Children need to be fever free for 24 hours before returning to school.

### **WEATHER/RECESS INFORMATION**

Indoor recess for the entire school is based on temperature, wind chill, current outdoor elements, etc. Please be assured this decision is made based on the safety and health of all children. Please contact **the principal** with any questions or concerns.

### **MEDICATIONS...**

We do not encourage medication to be given at school. Most medications can be arranged to be given at home. If the child is to receive a medication three times a day, one dose could be given before the child leaves home, one dose right after he comes home from school and one dose before bedtime. It would be best to ask your physician to see if this routine would be possible. ONLY when this is not possible will medication be administered at school. Then the following steps should be taken:

1. Send medication in the prescription bottle only. The bottle MUST contain the child's name (not the name of brothers or sisters), the name of the medication, dosage and number of times to be given, the prescription number and the other usual information on a prescription.
2. No over the counter medication such as aspirins, cough medicine, cold tablets will be given without consent of a parent. Do not send any medication in an envelope or plastic bag as it will not be given at school without proper identification.
3. If medication MUST be given at school, you must have a form completed before the medication will be given, OR a permission note that is dated with the name of your child, name of the medication, the time to be given and your signature. You will need one of these for each medication. If the above steps are not followed, the medication will not be given.
4. If you do not want medication such as Tylenol or Ibuprofen administered to your child at school, please send the school a written notice to keep on file.

## **GENERAL INFORMATION...**

**ENTERANCE /ADMISSION REQUIREMENTS** - Children wishing to enroll in kindergarten must be at least five (5) years of age on or before the fifteenth day of September of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be at the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age. Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. Such certificates may be obtained from the school office.

**TRANSFERS IN / OUT OF THE DISTRICT** - Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the student is unable to provide the superintendent with proof of the student's grade level or permanent records, the superintendent will make the grade level determination.

**RELEASE DURING SCHOOL HOURS** - Students will be allowed to leave school grounds during school hours only with prior authorization from their parents. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, employment for which the student has been issued a work permit, and other reasons approved by the administration.

## **ATTENDANCE POLICY...**

Iowa law requires that all children between the ages of 6 and 16 be educated. It is the responsibility of parents/guardians to see that their children fulfill this legal compulsory education requirement through public, nonpublic or competent private instruction.

At Rock valley Elementary School, we believe that outstanding school attendance instills habits of punctuality and dependability, which are so important in creating a good work ethic. Excessive absences result in diminished learning performance. Students who chronically miss school have to work even harder to keep up with regular school work and make-up work missed. Perfect attendance should be the goal of every student.

The school will work in cooperation with parents/guardians in dealing with absences. When possible, the parent/guardian should notify the school in advance of an absence with a phone call or note. The school's automated messaging system will contact the parent/guardian or emergency contact, if it is unknown why a student is absent. Absences from school, which are excused include, but are not limited to the following:

- Illness
- Medical/dental appointments
- Funeral/bereavement
- Court appearance
- Family –related – religious, educational or other appropriate activities

Students are either absent for a full day or a half-day. Students arriving to school *after 10:15 a.m. or before 1:15 p.m.* will be considered absent for *a ½ day*. Students who arrive *after 12:15 p.m.* will be considered absent for *a full day*. Any parent that calls in needing assistance in getting their child to school due to behaviors will be assisted. If a child is not in attendance and no phone call has been received, a visit to the home may occur. If a home visit is needed a second time, the police may be included in that visit.

Students absent from school without approval of the school will be considered truant. The following process will be used to address habitual attendance concerns, when the number of absences meets or exceeds 10% of the total number of student days:

- Upon missing *10% of total student days*, a letter will be sent to the parents of the student, notifying them of the school's concern.
- Upon reaching the *4<sup>th</sup> additional absence*, following the initial attendance letter, a meeting may be scheduled to discuss the reasons for the absences and to create an **Attendance Mediation Agreement**. This meeting may include the school counselor, success coordinator, and principal.
- A copy of the Attendance Mediation Agreement may be shared with the office of the Sioux County Attorney.

#### *Tardies*

The school day will officially begin at 8:20 a.m. Student entering after the 8:20 a.m. bell will be considered tardy and will receive a stamp indicating that they have checked into the office. Chronic tardiness may result in the creation of an **Attendance Mediation Agreement**. The following process will be used to address concerns of chronic tardiness when the number of tardies meets or exceeds 8 tardies:

- Upon reaching the 8<sup>th</sup> tardy, a letter will be sent to the parents of the student, notifying them of the school's concern.
- Upon the 12<sup>th</sup> tardy (or 4<sup>th</sup> tardy following the initial letter) a meeting may be scheduled to discuss the reasons for tardiness and to create an **Attendance Mediation Agreement**. This meeting may include the school counselor, success coordination, and principal.

It is the educational philosophy of the Rock Valley Community School District that regular attendance by all students at school is essential and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, the Board of Directors, the Administrators and the Staff of the Rock Valley Community School District expect that students shall be in attendance at scheduled classes and activities for **one-hundred and seventy-eight (178) days** per academic year.

The only exception to the attendance rule of **one-hundred and seventy-eight (178) days** would be a bona fide emergency, such as illness of the student or a death or serious illness in the immediate family. Two other reasons for which an excused absence may be granted shall be authorized religious holidays and school-sponsored or approved activities. All absences must be recognized and excused by the principal. At the discretion of the principal, a physician's note verifying the illness and the necessity for the absence from school may be required. For the purposes of this regulation, immediate family shall include mother, father, sibling, step-mother, step-father, step-sibling, Grandparents, aunts, uncles or any other adult residing in the immediate household.



If a student knows in advance that he/she will be missing (i.e.: family related activities, state tournaments) he/she will be expected to bring notification from home and complete the work before leaving. Students who fail to follow this policy will be subject to making up all time missed plus complete all make-up work. Students whose absences are approved shall make up work missed and receive full credit for the missed school work, provided the proper procedures have been followed. It shall be the responsibilities of the student to initiate a procedure with the student's teacher to complete the work missed.

**DANGEROUS WEAPONS (Board Policy 502.6)** – School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be confiscated from students and others who bring them onto the school district property, and will be reported to the parents of students found to possess them. Students bringing a dangerous weapon to school or knowingly possessing a dangerous weapon shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion be modified for a student on a case-by-case basis. 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.

**STUDENT FEE WAIVER & REDUCTION PROCEDURES** – The Board recognizes that while certain fees charged students 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 and the student or student's parents' ability to meet the financial criteria. Students whose families meet the income guidelines for free and reduced price meals under the Child Nutrition program, Family Investment Program (FIP), Supplemental Security Income (SSI), or transportation assistance under open enrollment, who are in foster care, **or are homeless** are eligible to have their student fees waived or partially waived. Application forms are provided at registration, or at the district offices. Applications may be made at any time, but must be renewed annually.

**FIELD TRIPS** - The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the student's participation in a field trip or excursion outside of the school district.

**INFINITE CAMPUS** – is the system of student reporting practices that has been established by the Board of Education to inform parents of the progress made by their children. The school reporting periods are quarters. Report cards will be sent home each quarter and need to be returned to school. There will be individual parent-teacher conferences after the first and third quarter.

**VIDEO TAPING STATEMENT** - 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.

**INSPECTIONS AND SEARCHES (Board Policy 502.5, 502.8)** - Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has reasonable and valid interests in insuring that lockers are properly maintained. For this reason, a periodic inspection of lockers is permissible to check for cleanliness and vandalism. Periodic inspections of all or a random selection of lockers may be conducted by school officials.



**COMMUNICABLE DISEASES (Board Policy 507.3)** - Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk of transmission of the illness or other harm to the students or the employees. The term "communicable disease" means an infectious or contagious disease spread from person to person, as defined by the State Department of Health. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. The health risk to an immune-depressed student attending school shall be determined by their personal physician. The health risk to others in the school environment from the presence of a student with at communicable disease shall be determined on a case by case review/study by public health officials. Since there may be greater risks of transmission of a communicable disease for some persons with certain conditions than for other persons infected with the same disease, these special conditions, the risk of transmission of the disease, the effect upon the educational program, the effect upon the student and other factors deemed relevant by public health officials or the superintendent shall be considered in assessing the student's continued attendance at school. The superintendent may require medical evidence that students with a communicable disease are able to attend school. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health may be notified.

**ILLNESS AND INJURY (Board Policy 507.4)** - If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid may be administered if a person competent to do so is available. This would include administration of medications such as Tylenol, ibuprofen, cough drops and antacids, wound dressings, or applying topical ointment for itching. In any event, ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported and within 24 hours a "Preliminary Accident Report" will be filed in the principal's office.

**BUS RIDING** - The Rock Valley Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses, in an effort to maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes **may be considered** confidential student records **if a specific incident occurs** and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.



# Rock Valley School District iPad Program Manual

Rock Valley School District uses Instructional Technology as a method of achieving the mission to prepare and inspire all students for life-long success by teaching the skills, knowledge, and behaviors that students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. Excellence in education requires technology to be seamlessly integrated throughout the educational program.

This initiative is a carefully constructed process that takes into account the age of the students and how curriculum is best presented. The individual use of technology is a way to engage and empower students to maximize their full potential and prepare them for college and the workplace.

An important component of this iPad initiative will be education about digital citizenship and appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the school year and will offer reminders and reinforcement about safe online behaviors. It is also an opportunity for teachers and parents to show students how to use technology responsibly and teach them Internet etiquette.

The policies, procedures and information within this document apply to all iPads provided by schools and used by students in the Rock Valley School District. Teachers may set additional requirements for use in their classroom.

NOTE: The iPads and any accessories that have been issued to you are the property of the Rock Valley School District. The iPad is being provided to the student as a courtesy and must be used in accordance with this Program Manual and applicable District policies and laws. Use of the iPad is a privilege and not a right. The School District reserves the right to collect and/or inspect the iPad, including via electronic remote access, and to make modifications to the iPad, at any time with or without prior notice. Students should understand that they have no expectation of privacy in the iPad or any information therein.

## 1. RECEIVING AND RETURNING YOUR iPad

### ***a. Receiving Your iPad***

iPads will be distributed in August of the coming school year.

***Parents and students must sign and return the iPad Agreement and the iPad Acknowledgement Form prior to receiving an iPad.***

### ***b. Returning Your iPad***

Any student devices may be checked-in/reviewed or permanently taken up at any time during the academic school year. If a student completes the school year, or withdraws, is placed in an alternative educational setting, or is expelled from RVCSD prior to the end of the school year, the iPad will be returned at that time.

### ***c. Failure to Return the iPad***

If a student fails to return the iPad and accessories upon exiting RVCSD, the student and/or parent will be responsible for the replacement cost of the iPad or may be subject to criminal

prosecution or civil liability. Failure to return or pay for the iPad will result in a theft report being filed with the Rock Valley Police Department.

## **2. CARE OF YOUR iPad**

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly should be taken to the appropriate district personnel for an evaluation of the equipment.

### **a. General Precautions**

The iPad is the property of RVCSD and all users will follow these policies and the Responsible Use Guidelines For Technology.

- Only use a clean, soft cloth to clean the screen (no cleansers of any type).
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads and cases must remain free of any writing, drawing, permanent stickers, or labels that are not the property of RVCSD.
- Students are responsible for keeping their iPad battery charged for school each day.

### **b. Carrying iPads**

The protective cases provided with iPads have sufficient padding to protect the iPad during normal use and provide a suitable means for carrying the device within the school. iPads should always be within the protective case.

### **c. Screen Care**

The iPad 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 iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

## **3. USING YOUR iPad AT SCHOOL**

iPads are an instructional tool intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad computer. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

### **a. iPads Left at Home**

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly leaves their iPad at home, they may be subject to disciplinary consequences.

### **b. iPad Undergoing Repair**

In the case of a needed repair, iPads may be loaned or replaced to students when they leave their iPads for repair. There may be a delay in getting an iPad should the school not have enough to loan.

**c. Charging Your iPad's Battery**

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations of this policy may result in the imposition of disciplinary consequences.

**d. Lock Screen/Background Photos**

- Inappropriate media may not be used as a lock screen or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

**e. Internet Access**

Students may be permitted to use the iPads to access the District's network. The District is not responsible for personal charges for accessing other wireless connections or other data charges.

**f. Saving Documents and Other Work**

For document storage, students are encouraged to save work on district-approved applications, including Google Drive. The district is not responsible for lost or stolen data.

**4. SOFTWARE ON iPads**

**Installed Software and Applications**

The software/applications installed by RVCSD must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the school may add or remove software applications for use in a particular course.

**5. RESPONSIBLE USE**

With the iPad Initiative, you are being given access to RVCSD's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that you read the Responsible Use Guidelines and ask questions if you need help in understanding them. It will be your responsibility to follow the rules for appropriate use. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool.

Please note that the Internet is a network of many types of communication and information networks outside of the School District's control. It is possible that you may run across some material you might find objectionable. While RVCSD will use filtering technology to restrict access to certain materials, it is not possible to absolutely prevent such access. It will be your

responsibility to follow the rules for appropriate use. If students accidentally access inappropriate material, they should immediately notify the building administrator or technology personnel.

**Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.**

#### **a. Acceptable Use**

Any use described below is deemed “acceptable” and consistent with the RVCSD Acceptable Use Guidelines for Technology.

- Use is mainly for educational purposes, but some limited personal use is permitted if otherwise in accordance with the standards outlined herein.
- Use furthers the educational and administrative purposes, goals, and objectives of RVCSD.
- Use is limited to your own individual account - you and only you should use that account. Do not share your password with others. You are responsible for anything that happens in your account.

#### **b. Unacceptable Use**

Any of the following uses is deemed “unacceptable” and a violation of the RVCSD Acceptable Use Guidelines for Technology. Disciplinary action, including a Good Conduct Violation, may be issued for unacceptable use.

- Unauthorized use of copyrighted material, including violating district software licensing agreements.
- Creating, sending or posting electronic messages that are abusive, obscene, lewd, vulgar, indecent, threatening, harassing, damaging to another’s reputation, or illegal.
- Use of technology resources that causes disruptions, such as chat rooms, social sites, and games, etc.
- Use of school technology resources to encourage illegal behavior or threaten school safety.
- Personal, political use to advocate for or against a candidate, officeholder, political party, or political position. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit.
- Use of any means to disable or bypass the district’s Internet filtering system or other security systems.
- Attempting to destroy, disable or gain access to district computer equipment, district data, the data of other users, or other networks connected to the district’s system, including uploading or creating computer viruses.
- Encrypting communications or files to avoid security review.
- Posting personal information about yourself or others (such as addresses and phone numbers) other than as needed to conduct school operations.
- Forgery of electronic mail messages or transmission of unsolicited junk email.
- Use related to commercial activities or for commercial gain.
- Use that violates the student code of conduct or is unlawful.
- Wasting school resources through the improper use of the iPad computer system.

### **c. Parent/Guardian Responsibilities**

- 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.
- Monitor use of the iPads away from school.

### **d. Student Responsibilities**

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mistaken deliveries or service interruptions caused by the student’s own negligence, errors or omissions.
- Help RVCSD protect our computer system/device by contacting an administrator about any security problems you encounter.
- Monitor all activity on your account(s).
  - Always secure your iPad after you are done working to protect your work and information.
  - If you should receive an email containing inappropriate or abusive language or if the subject matter is questionable, you should print a copy and turn it into the office.
  - Return your iPad and all its components at the end of each school year. Students who withdraw or are expelled from school must return their individual iPad computer on the date of withdrawal/expulsion.

### **e. Prohibited Student Activities**

In addition to the unacceptable uses outlined above, students are prohibited from:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates board policy, the Responsible Use Guidelines, this User Agreement, the Student Code of Conduct, or federal/state law.
- Creating, sending, accessing, uploading, downloading, or distributing profane, threatening, pornographic, lewd, vulgar, indecent, obscene, or sexually explicit materials.
- Cheating, including the use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Using messaging services on all school devices, including but not limited to, Snapchat, Facebook Messenger, Instagram Live, Google Chats, etc.
- Internet/computer games (non-educational)
- Use of outside data disks or external attachments without prior approval from the administration.
- Downloading apps, extensions, or games.
- Spamming- Sending mass or inappropriate emails.
- Gaining access to other student’s accounts, files, and/or data.
- Use of the school’s Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false identities in communications.

- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Creation, transmission or accessing materials that are lewd, vulgar, indecent, obscene, or threatening or intended to harass or demean recipients.
- Bypassing the Rock Valley Community School web filter through a web proxy.
- Photographing or recording others without teacher permission, or in locker rooms and restrooms at any time.

#### **f. District/School Responsibilities**

- Provide WIFI access to its students within the school setting.
- Provide Internet blocking of inappropriate materials to the extent required by law and as reasonably able.
- Provide data storage areas. These will be treated similar to school lockers. RVCSD reserves the right to review, monitor, and restrict information stored on or transmitted via RVCSD-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help facilitate student compliance of the acceptable use policy through school created and implemented lessons.
- Provide technical assistance and device repair services.

#### **g. Responsible iPad Care**

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by RVCSD may be applied to the iPad.
- iPad cases furnished by RVCSD must be returned with only normal wear and no alterations to avoid paying a case replacement fine.
- iPads that malfunction or are damaged must be reported to technology personnel. The school district will be responsible for repairing iPads that malfunction. Do not repair iPads yourself or take them to a third-party service provider.
- Students are responsible for any and all damage to iPads and accessories.
- iPads that are stolen must be reported immediately to school administration and the local police department. A copy of the police report must be provided to the Principal's office.

#### **h. Legal Propriety**

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent
- Plagiarism is a violation of the RVCSD Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.



- Use or possession of hacking software is strictly prohibited and violators will be subject to penalties in the RVCSD Student Code of Conduct and Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

**i. Student Discipline**

If a student violates any part of the above policy, or any other RVCSD school rule, he/she will be subject to disciplinary consequences up to and including expulsion.

**6. PROTECTING AND STORING YOUR iPad COMPUTER**

**a. iPad Identification**

Student iPads will be labeled by the district in order to identify and track each device. iPads can be identified by a serial number and a RVCSD label. Students are prohibited from altering these identifying marks.

**b. iPads Left Unsecured**

Under no circumstances should iPads be left unsecured. Any iPad left unsecured is in danger of being stolen. If an iPad is found unsecured, it will be taken to the library or the office, and the responsible student may be subject to disciplinary consequences.

**7. DAMAGE or LOST FINES**

IPAD CLAIM FINE CHART

Claim	Fine
Lost or Destroyed	\$450
Screen Damage	\$200
Keyboard Case Damage	\$100
Stylus Loss or Damage	\$50
Charger Loss or Damage	\$25
Charger Cord Loss or Damage	\$10
Screen Protector Loss or Damage	\$10

**REPAIRS**

- Repairs Any technical or mechanical issues with a RVCSD provided iPad must be reported to the school and will be repaired by RVCSD, or a certified partner of RVCSD.
- Repairs, services or damage not included in the chart above will be determined on a case by case basis.

## **STUDENT/PARENT iPad AGREEMENT**

School Year: 2020-2021

### **STUDENT AGREEMENT:**

1. I will take proper care of the iPad and will report damage immediately to the Technology Department.
2. I will never abandon, or leave the iPad unattended, and I will know where the iPad is at ALL times.
3. I will never loan out the iPad or charging cord to other individuals.
4. I will fully charge the iPad's battery at home each night to ensure the iPad is powered at school.
5. I acknowledge that I have read and agree to the RVCSD iPad Program Manual, Acceptable Use Policy, and this iPad Agreement. My signature below indicates that I have read and am aware that such documents are available on Parent Portal.
6. I will keep food and drinks away from the iPad since they may cause damage to the iPad.
7. I will not remove any RVCSD labels, disassemble any part or attempt to make any repairs to the iPad.
8. I will not write or place decorations (such as stickers, skins, decals, etc.) on the iPad.
9. I understand that I have no expectation of privacy in the iPad or information therein, and that the iPad is subject to inspection at any time without notice or agreement and remains the property of the RVCSD. I will peacefully surrender the iPad and cooperate with any investigation of improper use.
10. I will comply with all applicable RVCSD policies and rules, and all applicable laws, regarding use of the iPad at all times.
11. I agree to return the District iPad, power adapter, and cable in good working condition at the end of the year or upon withdrawal.

### **PARENT AGREEMENT:**

1. I acknowledge my financial responsibility begins when the iPad is issued to my child and this form is signed and dated.
2. I realize that if the iPad is damaged or lost I will take full financial responsibility for the iPad in accordance with the fine schedule in the RVCSD iPad Air Agreement.
3. I acknowledge that I will be responsible for the entire cost of repair or replacement for damages NOT covered under iPad agreement, regardless of where damage occurs (school, home, etc.). All repairs must be performed by RVCSD staff.
4. I acknowledge that the student is responsible for charging the device at home each night to be prepared for daily school use.
5. I acknowledge that I have read and agree to the RVCSD iPad Program Manual, Acceptable Use Policy, and this iPad Agreement. My signature below indicates that I have read and am aware that such documents are available on Parent Portal.
6. I will be responsible for monitoring my child's use of the Internet when he/she is not at school.
7. I acknowledge that a violation of the Acceptable Use Policy can result in disciplinary action, including, but not limited to, loss of technology privileges, loss of use of the iPad, and standard RVCSD discipline consequences according to the Code of Conduct.
8. I will comply with all applicable RVCSD policies and rules, and all applicable laws, regarding my child's use of the iPad at all times. This includes bringing his/her iPad to school, fully charged, each day.
9. I acknowledge that the student will use the iPad and continue to develop his/her skills as required by the teachers and personal goals he/she has set for improving performance, employability and as a career skill.

10. I acknowledge that fraudulent reporting of theft will be reported to the RVCSD Police Department for investigation.

11. I agree to return the District iPad, power adapter, and cable in good working condition at the end of the year or upon withdrawal.

## **NOTICES FROM THE BOARD**

STATEMENT OF NON-DISCRIMINATION (Board Policy 102.E1) - It is the policy of the Rock Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, genetic information, and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Pearl Gibbons, Counselor, 1712 20th Ave. Rock Valley IA 51247, 712-476-2701, [pgibbons@rvcsd.org](mailto:pgibbons@rvcsd.org).

EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION (Board Policy 102) - The district shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and Affirmative Action laws, directives and regulations of federal, state and local governing bodies and agencies. Any person having inquiries should contact: Mr. Chad Janzen the RVCSD superintendent at (712)-476-2701.

## **ANTI-BULLYING/ANTI-HARASSMENT POLICY (Board Policy)**

The Rock Valley Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

(1) Places the student in reasonable fear of harm to the student’s person or property.

(2) Has a substantial detrimental effect on the student's physical or mental health.

(3) Has the effect of substantially interfering with a student's academic performance.

(4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

- "Volunteer" means an individual who has regular, significant contact with students.

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the building principal or school counselor. An alternate will be designated in the event it is claimed that the building principal or school counselor committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within five (5) days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will complete the bullying/harassment/intimidation form. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The principal (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The building principal shall also be responsible for developing procedures regarding this policy.

### **Decision**

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

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student

found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

**If You Feel You are Being Bullied or Harassed:**

Individuals who feel that they have been bullied/harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the Individuals are comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - Tell a teacher, counselor or principal;
  - Once school personnel is involved, the student will be directed to do one of the following
    - Fill out a Bullying/Harassment form. Filling out this form will start the process for a formal investigation of the bullying/harassment claim.
    - Keep a detailed journal of the incidents including exactly what happened.

**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.

An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate. A student that is deemed ineligible will not travel with the team and it would be the parent(s)/guardian(s) responsibility to get them to and from a state event. The player may be allowed to sit/stand on the sideline at the state event if deemed permissible by the administration and coaches. If the student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty will attach when the student next seeks to go out for an activity.

*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.

**GOOD CONDUCT ADDITION**

Any student cited in violation of the policy will take an online course, at their cost, in conjunction with the school liaison officer. Students that must do school service hours will be under the supervision of the HS

Principal and school liaison officer until those hours are completed. All hours of service must be completed within the timeframe of the ineligibility required by that offense.

**EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION (Board Policy 102)** – The district shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and Affirmative Action laws, directives and regulations of federal, state, and local governing bodies and agencies. Any person having inquiries should contact: Mr. Chad Janzen the RVCSD superintendent at (712)-476-2701.

**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, national origin, marital status, color, creed, religion, gender, age, disability, sexual orientation, gender identity, or socioeconomic status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble 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 it 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.

#### **FERPA NOTICE**

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

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on



an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

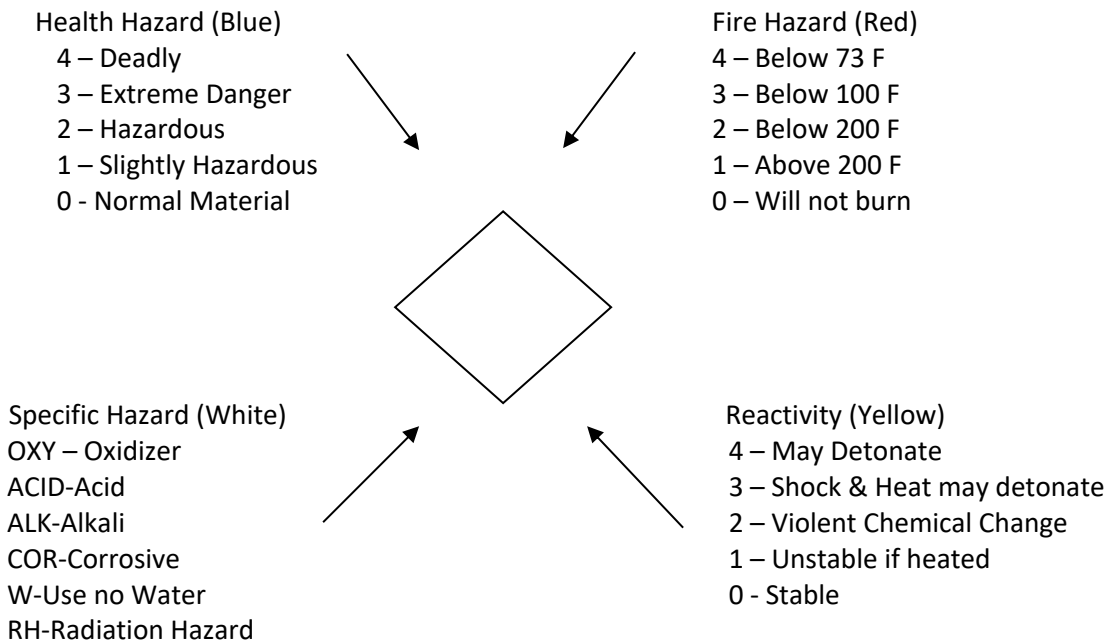
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

**DRUG FREE WORK PLACE:** The Rock Valley Board of Education has adopted a policy related to maintaining a drug free work place. All employees are informed about the dangers of drug abuse in the work place. Employees are also made aware of available drug counseling, rehabilitation, and employee assistance programs, and penalties that may be imposed upon employees for drug abuse violations occurring in the work place.

**INVESTIGATORS FOR ALLEGATIONS OF ABUSE OF STUDENTS:** The Iowa Legislature has required all schools in the State of Iowa to adopt a uniform procedure for investigating allegations of abuse of students. In response to a statutory directive, the Department of Education, in consultation with the Department of Human Services, has established administrative rules and a Model Policy for adoption by public school boards and authorities in charge of nonpublic schools. Level I Investigator; Stephanie Groeneweg (712) 476-2701.

**RIGHT TO KNOW LAW:** Hazardous Chemicals in Our Buildings: Every school district has been required since 1986 to have a written program, addressing components related to the use and storage of hazardous chemicals. These components are used to raise the public awareness of workers, employees and students about hazardous chemicals in the work place, and for emergency response personnel in an emergency. 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 (0-4) placed within each of the divisions indicates the degree of the hazard. The higher the number the greater the hazard. Following is an example of a sign, which explains each division.



**ASBESTOS:** Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) requires schools to determine the extent of asbestos containing materials in their building. It is also mandated that each school district formulates an asbestos management plan for the identified asbestos in each building. This plan includes procedures for training employees in using precaution designed to minimize the disturbance of the asbestos that remains in our buildings and plans for regular surveillance of that asbestos. The Rock Valley Community School District has developed an asbestos management plan, and conducts regular six-month inspections, which are available for review. If you wish to review these plans contact Superintendent Chad Janzen at (712) 476-2701.

**THE EVERY STUDENT SUCCEEDS ACT (ESSA) PARENTS'/GUARDIANS' RIGHTS NOTIFICATION:** 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 20th Avenue, Rock Valley, IA 51247.

The Rock Valley Community School District ensures that parents will be notified in writing if their child has been served by a teacher who has not met applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.