



**2022-2023**  
**Student Handbook**

*Rock Valley Community School District*

## Welcome

Welcome to Rock Valley Community School District! We are pleased to have you as a part of our school family. At Rock Valley, we want every student to succeed, and we are committed to working with you and your parents/guardians to ensure you can learn and grow in a safe and supportive environment.

Students will have many exciting academic and extra-curricular opportunities, especially as you get into grades 6-12. We encourage you to take advantage of all Rock Valley has to offer, and to accept the many challenges you will face with interest and enthusiasm. We hope that with clear expectations, a strong instructional program, and the support of your family and teachers, you will make the most of your school experience.

If you have any questions about any of policies, please do not hesitate to give us a call. We look forward to working with each of you, and to 2022-2023 being our best year yet! GO ROCKETS!

*RV Community School District Staff*

## Rock Valley Community School District

1712 20th Avenue, Rock Valley, IA 51247

[www.rvcasd.net](http://www.rvcasd.net)

Phone: (712) 476-2701 • Fax: (712) 476-2125

**Option 1** High School / Middle School Office • **Option 2** Elementary Office • **Option 4** Absentee Reporting

### Board of Education

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Jerry Kelderman	Vice President
Stacy Remmerde	Director
Steve Van Den Top	Director
Jacob Brosamle	Director

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## **Equal Education Opportunity**

*(School Board Policy 102)*

The Rock Valley Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator Levi Judge, Rock Valley Community Schools, 1712 20<sup>th</sup> Ave, Rock Valley IA, 51247, 712-476-2701, [ljudge@rvcsd.org](mailto:ljudge@rvcsd.org). Shalee Van Bemmell is the alternative contact. She may be reached at 712-476-2701 or [svanbemm@rvcsd.org](mailto:svanbemm@rvcsd.org).

## **Annual Notice of Non-discrimination**

*(School Board Policy 102.E1)*

The Rock Valley Community School District offers career and technical programs in the following areas of study:

Business, Family & Consumer Sciences, Industrial Arts, Vocation Agriculture

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 and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator Levi Judge, Rock Valley Community Schools, 1712 20<sup>th</sup> Ave, Rock Valley IA 51247, 712-476-2701, [ljudge@rvcsd.org](mailto:ljudge@rvcsd.org). Shalee Van Bemmell is the alternative contact. She may be reached at 712-476-2701 or [svanbemm@rvcsd.org](mailto:svanbemm@rvcsd.org).

## **Continuous Notice of Non-discrimination**

*(School Board Policy 102.E2)*

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 and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator Levi Judge, Rock Valley Community Schools, 1712 20<sup>th</sup> Ave, Rock Valley IA, 51247, 712-476-2701, [ljudge@rvcsd.org](mailto:ljudge@rvcsd.org). Shalee Van Bemmell is the alternative contact. She may be reached at 712-476-2701 or [svanbemm@rvcsd.org](mailto:svanbemm@rvcsd.org).

## **Handbook Information**

### **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 School District. 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, 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*

## District Statements of Purpose

### Mission

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.

### Our Beliefs

We believe:

- Family is a powerful influence on an individual.
- All members of the educational community are dedicated to instilling and expecting excellence.
- Everyone should contribute to a safe, positive environment.
- All people should be treated with dignity and respect.
- Education is a partnership between students, families, school personnel, and the community.
- Critical thinking, curiosity, and innovation are pathways to lifelong success.
- Everyone has value and the ability to contribute with responsibility and integrity, while being held accountable for the results.
- Every student has the right to learn and experience appropriately challenging and relevant learning opportunities.

### Educational Philosophy

*(School Board Policy 101)*

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. That it is the aim of this school to provide the educational and social environment in which each student may be able to develop his/her abilities.
2. Our school must provide educational opportunities and programs that will produce a healthy, respectful, confident individual ready to accept responsibility and capable of living richly and creatively.
3. The school should take the lead in the intellectual development of the community's youth, but it should solicit the aide of, and collaborate with, other community organizations as well as the homes of students.
4. That no two individuals are alike, and we believe that it is our task, within social and economic limitations to provide adequate educational attention to those individual differences.
5. That if an individual is to be equipped to fit harmoniously within our society, the student must experience more than the academic and social school atmosphere. Therefore, we should provide opportunities for the student to participate in organized activities.
6. Our school should keep abreast of the times in all areas of instruction in order to offer a dynamic educational program.
7. In establishing a positive self-concept in each individual.
8. That the administration and school board are responsible for establishing policy, but that the students, teachers, and community serve in an advisory capacity in the decision-making process.
9. This philosophy should be flexible, and it should be subject to modifications as the times and students change.

### Educational Objectives

*(School Board Policy 101)*

All Rock Valley Students will be:

1. Quality Producers able to:

- a. Identify, organize, plan and utilize a variety of resources.
  - b. Allocate time and resources.
  - c. Exhibit pride in one's product.
  - d. Display flexibility.
2. Effective Communicators able to demonstrate:
    - a. Competence in writing skills and strategies of writing.
    - b. Competence in reading skills and strategies of reading.
    - c. Competence in speaking, listening and viewing for learning.
    - d. The ability to gather and use information for research reasoning.
3. Complex Thinkers able to demonstrate:
    - a. Skills in decision making and problem solving.
    - b. The ability to compare and classify.
    - c. The ability to apply deductive and inductive reasoning.
4. Collaborative community contributors able to demonstrate:
    - a. The skills to be a collaborative participant who actively works toward achievement of group goals.
    - b. The skills to develop and maintain positive interpersonal relationships.
    - c. The skills that contribute time, energy and talents to a community effort that results in the improvement of others.
    - d. Respect for self and others and to take responsibility for ones own actions.
5. Self-Directed learners able to demonstrate:
    - a. Positive attitude toward learning.
    - b. Independent planning.
    - c. Skills for self-evaluation and responsibility for choices.
    - d. Self-motivation for the pursuit of ones own interest.
6. Knowledgeable persons able to:
    - a. Know and apply basic mathematical functions and principles.
    - b. Know and apply the principles, concepts and languages and natural sciences.
    - c. Know and apply understanding of the social sciences (history, geography, government and economic systems of the United States and other countries.)
    - d. Demonstrate a functional level of computer and technological literacy.
    - e. Demonstrate and understanding of the personal and economic responsibilities of adulthood.

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## **Abuse and Harassment of Students by Employees**

*(School Board Policy 402.3)*

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 the 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.

## **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.

## **Anti-Bullying/Anti-Harassment**

*(School Board Policy 104)*

The Rock Valley Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. 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.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

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 regulation, 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.

### Retaliation Prohibited

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.

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

### 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” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) Places the individual in reasonable fear of harm to the individual’s person or property.
  - (2) Has a substantial detrimental effect on the individual’s physical or mental health.
  - (3) Has the effect of substantially interfering with the individual’s academic or career performance. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” 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

An individual who believes they have been harassed or bullied may file a complaint with the superintendent or superintendent’s designee. The complaint form is available in School Board Policy 104.E1 on the school’s website, [www.rvcasd.net](http://www.rvcasd.net). An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged bullying or harassment, or some other conflict of interest exists. Complaints shall be filed within 180 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 state the nature of the complaint and the remedy requested. 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 superintendent or the superintendent’s designee shall also be responsible for developing procedures regarding this policy.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint (“Respondent”)
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

### 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 and/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.

### Arrival/Departure Times

The elementary school day begins at 8:20 a.m. and is dismissed at 3:20 p.m. Secondary students start at 8:20 a.m. and are dismissed at 3:25 p.m.

- Students may not enter the building before 7:30 a.m. Students in grades K-5 who enter the building at 7:30 a.m. must remain in the cafeteria until 7:50 a.m.
- 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 grounds within ten (10) minutes of dismissal.
- Students are not allowed in the hallways or gyms after school if they are not supervised.

## 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 cannot conduct themselves in an appropriate manner may be denied the privilege of attending future assemblies.

## Attendance Policy

(School Board Policy 501.3)

Iowa law requires all children over age six and under age sixteen 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.

Rock Valley Community School District offers a world-class education by combining outstanding teachers, focused curriculum, and valuable learning experiences for students. 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.

Regular attendance is essential to reaping the benefits of what our school has to offer. Attendance is positively correlated with higher grades, increased feeling of connection to school and activities, and greater satisfaction with the school experience.

In order to earn credit in each course students in grades 6-12 must not only achieve the academic expectations of the course; they must also satisfy the attendance requirements as adopted by the Board of Education.

## Truancy

(School Board Policy 501.10)

The school day will officially begin at 8:20 a.m. A student entering after the 8:20 a.m. bell will be considered tardy and will receive a stamp at the elementary office and a tardy slip at the middle/high school office indicating they checked in upon their arrival. 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 coordinator, and principal.

Students in grades 6-12 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, a note from another teacher, or principal's discretion. The following will be the procedures for unexcused tardies:

- If a student is tardy at the beginning of the day, they must report to the office.
- 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.
- After four tardies in one class period, the student will be given a detention. Please follow the [Discipline policy](#) for subsequent tardy consequences. Multiple tardies may result in In-School Suspension.

## Attendance Procedures

### Unplanned Absence (illness, family emergency, etc.)

- Parents are to notify the office by 9:00 A.M. on the day of an unplanned absence. If notification is not received by 9:00 A.M., an attempt will be made to reach parents by phone.
- If parental notification is not made within 24 hours after the absence, the absence will be considered unexcused.
- Students will be allowed 2 days to make up work for the first day of an absence and 1 day for each day absence thereafter.

### Planned Absence (family vacation, medical appointment, funeral, etc.)

- Parents are to notify the school at least one day in advance.
- Assignments that are due while a student is gone on a planned absence will be due no later than the day the student returns to school unless otherwise arranged through the individual teacher.
- Failure to complete this process may result in the absence being deemed unexcused and consequences being incurred as outlined in the section titled "Definition of Excused vs Unexcused Absences."
- For students in grades 6-12, see [Six Day Rule](#).

### Appointments During the Day

- Every effort should be made to schedule appointments outside of the school day whenever possible. In the event that repeated appointments must be made, parents are asked to attempt to stagger the appointments to avoid missing the same class repeatedly.
- If a student in grades 6-12 must leave school during the class day due to an appointment, a note must be presented in the office ahead of time. The student will be given a pass to present to the teacher who will dismiss the student at the proper time.
- Students are to stop in the office and sign out before leaving the building.

### Leaving School Without Permission

Leaving school without permission will be dealt with as an unexcused absence as well as a disciplinary issue. Detention and/or suspension will be assigned to make up for the skipped class time.

### Definition of Excused vs Unexcused Absences

The Iowa State Department of Education has made it clear that the definition of what constitutes an excused or unexcused absence is left to the school district. Each district is to create, publish, and implement a policy that contains guidelines in this area.

The determination of excused or unexcused is made by the administration and all determinations are final. Although they do not automatically mean an absence will be excused, items such as parental contact (phone call, note, or email) and doctor's notes will be considered by the administration in determining whether an absence will be excused or unexcused. Unexcused absences may result in loss of credit for class activities/assignments assigned or turned in while the student was absent.

### Examples of absence that will typically be considered excused

- Illness, when notified by a parent within 24 hours of the absence.
- A doctor's excuse for illness or hospitalization.
- An extended or chronic illness when verified by a doctor will fall under this categorization.
- Parental supervised time away, provided the student has not been placed on an attendance mediation plan and the school has been notified by a parent at least a week in advance and the student has completed the "planned makeup work" process. This includes family vacations.
- Students may be excused twice a semester to help with work at their own home for their family.

- Attending a religious service, ceremony or field trip if there has been notification by a parent in advance and the student has completed the “planned makeup work” process.
- In or out of school suspension assigned by the administration.
- Absences caused by school-sponsored activities provided the student has completed the “planned absence” process.
- Attendance at out-of-town school activities (state tournament games, music activities, etc., when the student is not a team member) will be at the discretion of the principal.
- Transportation problems will be considered when verified by a parent or guardian.
- Cases in which a student has an unusual personal or family problem causing an absence may be considered by the principal.
- Students will be excused from school two days a semester for work for the immediate family.

### Six Day Rule

Rock Valley secondary students (those in grades 6-12) who are recorded as absent six (6) days per semester may be assessed make up time and letter grade reduced.

### Notification of Excessive Excused/Unexcused Absences to Parents/Guardians

The Rock Valley Board of Education has determined a student missing more than 10% of the scheduled school days to be excessive. When absences become this frequent it becomes very difficult for a student to get/stay caught up with the learning happening in class and diminishes the academic integrity of the course.

Parents will be contacted whenever their child has missed up to 10% of the scheduled days of school or if the student has six (6) or more absences.

If the student’s attendance continues to be a concern the parents will again be notified by the school. This contact will include a request to attend a scheduled meeting to discuss the situation. The meeting may include the student, parent(s), school counselor, teacher, and an administrator. The meeting will be a chance for the group to brainstorm possible remedies, discuss what the school will consider excused and unexcused for the remainder of the semester, and work together to come up with a workable solution. Possible interventions may include changes to the schedule including the use of online courses if regular attendance will not be possible due to a medical or other serious issue.

A written note from a doctor will be required for an illness related absence when a student misses more than six (6) days.

Should a student have two more unexcused absences after the family meeting the office of the respective county attorney may be notified.

### Backpacks

Backpacks will not be allowed in the classrooms. Students need to keep them in their lockers at all times.

### Bus Information

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.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a 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 (712) 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.

## **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.

## **Corporal Punishment, Restraint, and Seclusion of Students**

*(School Board Policy 503.6)*

State law forbids school employees from using corporal punishment, mechanical restraint, and/or prone restraint against any student. Certain actions by school employees are not considered corporal punishment.

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.

State law also places limits on school employees’ abilities to restrain or seclude any student. The law limits why, how, where, and for how long a school employee may restrain or seclude a student. If a student is restrained or secluded, the school must maintain documentation and must provide certain types of notice to the child’s parent. District employees will receive Chapter 103 training on physical restraint and seclusion prior to using these behavior interventions with students.

## **Dangerous Weapons**

*(School 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.

## **Discrimination and Harassment Based on Sex Prohibited (Title IX)**

*(School Board Policy 106)*

In accordance with Title IX of the Education Amendments Act of 1972, the Rock Valley Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adopt procedures for any individual to report sexual harassment to the District’s Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District’s Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District’s designated Title Coordinator Amanda Jorth, 1712 20<sup>th</sup> Ave, Rock Valley IA, 51247, 712-476-2701 [ajorth@rvcsd.org](mailto:ajorth@rvcsd.org).

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the District’s Title IX Coordinator.

## **Dissemination of Student Information**

*(School Board Policy 506.2)*

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.

## 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.

## Dress Code

(School Board Policy 502.1)

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.
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. 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.

## Electronic Devices/Cell Phones

Cell phone and portable communication device usage during instructional time, for non-instructional purposes, is detrimental to the education process. It is disruptive and distracting to the student using the device as well as the teacher and the rest of the class.

- Students in grades PS-5 will be required to keep their cell phones turned off and/or on silent in their backpacks or lockers at all times during the school day (8:00 a.m. to 3:20 p.m.).
- For those students in grades 6-12, cell phones and other portable electronic devices shall not be seen, heard, or used during class time unless specifically allowed by the teacher for a certain activity or purpose. If a student uses their phone during lunch to contact a student that is in class, *both* students will be in violation of the cell phone policy and subject to the consequences outlined below.

Cell phones should not leave the room with a student during a class and should not be used when a student leaves the room with bathroom or locker pass or similar. Students needing to use their phone to contact a parent due to illness are expected to report to the office before doing so.

Due to privacy concerns, cell phones, cameras, and other recording devices are NEVER to be used in restrooms or locker rooms **or** without the knowledge and consent of those being recorded/photographed. This includes the use and distribution of pictures/recordings of students, staff, and activities in the classroom. Violation of this expectation will be grounds for disciplinary action and possible involvement of the Rock Valley Police Department if it is believed the law has been violated.

*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 are not to allow students to use the phone in their classrooms. **We discourage long distance phone calls if they are not an emergency.**

### 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.

### Fee Waiver & Reduction Procedures

*(School Board Policy 503.3)*

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.

### Student Educational Records (FERPA)

*(School Board Policy 506.1)*

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.

## **Field Trips**

*(School Board Policy 606.5)*

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.

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' parents 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.

## **Food Service**

*(School Board Policy 701.1)*

The school district operates a breakfast and lunch program. The school nutrition program includes meals through participation in the National School Lunch Program. Students may bring their lunches from home and purchase milk and other incidental items. 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 the school day, unless granted special permission. Permission is normally granted for special occasions that are rare or unique.

### **Hot Lunch/Milk Time**

A hot, well-balanced meal with one carton of milk is available each day in our lunchroom during the lunch period. 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.

## Payment of Meals

Students have use of a meal account (lunch ticket debt). 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 Infinite Campus, or directly at one of the school district offices. Students will be informed of overdue charges on their lunch accounts. The school district will make reasonable efforts to notify families when meal account balances are low. Approximately 3 days notification is given.

## Negative Account Balances

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 balance 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.

## Fundraising

Students may raise funds for school activities upon approval of the principal at least 2 weeks prior to the fundraising event or the start of a fundraising 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. Fundraising permission forms may be found on the school's website.

## Guidance Program

The school district's secondary 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.

## Health

Please do not send a sick child to school. Good attendance is vital, but not when it may jeopardize the health of others. If your child becomes ill or gets hurt at school, the office will notify you as soon as possible.

If a child has a fever over 100 they shouldn't be sent to school. It is recommended the child not return to school until their temperature is normal for 24 hours without the use of fever reducing medications, such as Tylenol or Ibuprofen.

## Athletic Physicals

All athletes and cheerleaders in grades 7-12 must present an Athletic Physical form signed by a licensed physician stating 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.

## Communicable and Infectious Diseases

*(School 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 a 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.

### Head Lice

Parents will be notified if it has been determined that their child has head lice. It will be the parents' discretion to leave their child in school or take them home. Treatment is required.

### Illness and Injury

*(School 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.

### Immunizations

The State of Iowa requires all students going to school in Iowa to have a Certificate of Immunization, a Provisional Certificate of Immunization, or a Certificate of Immunization Exemption at the beginning of the school year. Read on for specific requirements pertaining to grades and health conditions.

- **Preschool & TK:** the following immunizations: 4 doses of DTap, 3 doses of Polio, 1 dose of MMR, 1 dose of Varicella, 3 doses of Hib, 4 doses of Pneumococcal, or a valid exemption certificate
- **Kindergarten:** dental screening, vision screening, and the following immunizations: 5 doses of DTap, 4 doses of Polio, 2 doses of MMR, 3 doses of Hepatitis B, and 2 doses of Varicella, or a valid exemption certificate
- **3rd Grade:** vision screening
- **7th Grade:** the following immunizations: 1 dose Tdap and 1 dose Meningitis
- **9th Grade:** dental Screening
- **12th Grade:** the following immunizations: 2 doses of Meningitis

#### 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.

## 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.

## 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.

## 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.

## 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.

## Homeless Students

*(School Board Policy 501.16)*

If your family lives in any of the following situations: in a shelter, motel, vehicle, or campground, on the street, in an abandoned building, trailer or other inadequate accommodations, or doubled up with friends or relatives because you cannot find or afford housing; then your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act of 2001. Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education provided to other children.

- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you requested, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone numbers below) for help enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Assist the local liaison for homeless education, the shelter provider, or social worker for assistance with clothing and supplies, if needed.

### Definition of a Homeless Child/Youth

- A homeless child or youth ages 3-21;
- A child who lacks a fixed, regular and adequate nighttime residence and includes the following:
  - A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement.
  - A child who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for humans beings
  - A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; or
  - A migratory child/youth who qualifies as homeless because of the living circumstances described above
    - Includes youth who have run away or youth being forced to leave home

### Local Area Contacts

- Liaison Officer, Chandra Bakker: 712-476-2701 [cbakker@rvcsd.org](mailto:cbakker@rvcsd.org)
- State Coordinator: Sandra Johnson: 515-281-2965 [Sandra.johnson@iowa.gov](mailto:Sandra.johnson@iowa.gov)

If you need further assistance, call the National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145.

## **Human Growth and Development**

*(School Board Policy 603.1)*

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.

## **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 Infinite Campus, 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.net](http://www.rvcsd.net) and on our school hotline 476-2701 (for cancellations press 5). 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.

## **Infinite Campus**

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 is called Infinite Campus. 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.

## **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.

## **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.

## **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. 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. Lost and Found Items not claimed will be donated to charitable organizations at the end of each semester.

## **Multicultural/ Gender Fair Education**

*(School Board Policy 603.4)*

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-

Americans, African-Americans, Hispanic-Americans, American Indians, European-Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

### **Open Gym During Non-School Hours**

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

### **Parents Right to Know/The Every Student Succeeds Act (ESSA)**

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.

### **Parent-Teacher Conferences**

Parent-Teacher conferences have been scheduled for Thursday, October 27 and Tuesday, November 1, 2022, from 4:00 to 8:00 p.m. Spring Conferences are Monday, March 13 and Thursday, March 16, 2023, from 4:00 to 8:00 p.m.

### **Recording Devices**

#### **Use of Recording Devices on School Buses**

*(School Board Policy 711.2R2)*

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.

#### **Use of Video Cameras for Security Purposes**

*(School Board Policy 712)*

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**

*(School Board Policy 902.4)*

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.

## 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.

## Asbestos

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 have 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.

## 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.

## Hazardous Chemicals Right to Know

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. The following is an example of a sign, which explains each division.



## School Library

(School Board Policy 605.5)

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 in the library and ask the media specialist for help when needed.

## School Spirit

### 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 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.

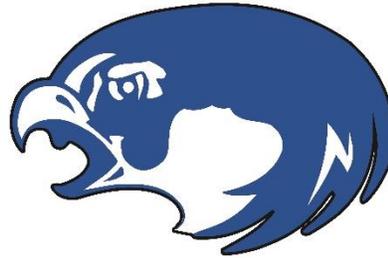
### Rocket School Song

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  
Come On You Rockets, We Want It All.  
All for one And One For All  
And Onward to Victory

### 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



## Search and Seizure

### Lockers and Student Searches

(School Board Policies 502.5, 502.8)

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. 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 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.

## 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.

## Transferring In to or Out of Rock Valley CSD

(School Board Policies 501.6 & 501.7)

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.

## Student Photographs

Student pictures are taken in the fall of the year for grades preschool 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.

## **Student Publications**

*(School Board Policy 504.3)*

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.

## **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 a detention hall is given to a student by a substitute teacher, it will automatically become a double detention.

## **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.

## **Use and Care of School Property**

*(School Board Policy 502.1)*

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 do other damage to school property or equipment will be required to pay for the damage or replace the item, and may be subject to additional discipline.

## **Use of District Facilities**

*(School Board Policy 905.1)*

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.

## **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).

## Appendix A – Elementary Section (grades Preschool-5)

### Elementary Student Rules

- The first bell rings at 8:15 a.m. and the school day will start at 8:20 a.m. Students who arrive before 7:50 a.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 August 25, 2022, parents will not accompany students to the classroom.
- No skateboards, roller skates, roller blades or scooters at school please.
- 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.
- The bus ride to and from school is considered part of the school day. Behavior should be conducted accordingly.
- Students may not take any food from home or the cafeteria 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.
- Chewing gum is prohibited in the school building without permission.

### Entrance/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.

### Physical Education (P.E.)

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.

## Personal Property at School

Games and equipment are supplied by the school system for children to use during recess. We encourage students not to bring toys, dolls, etc. to school to show or share unless directed to, as an activity sponsored by teachers. The school is not responsible for items lost, stolen, or damaged, which were brought to school without the consent of school personnel. Electronic devices are not to be taken outside for recess.

## Recess

Each student will be provided with at least one recess per day. If a child has been ill, a teacher may keep a child in from recess if the parent/guardian makes such a request in writing. For longer recess restrictions, a doctor's statement is required.

Students may have to stay in for recess to complete late work, or to receive extra academic supports.

## Safety

### Walking to and from School

- Start early enough so you arrive 5 to 10 minutes before the tardy bell rings, without rushing.
- Walk on the sidewalk. If there's no sidewalk, use the left side, facing oncoming traffic.
- Never run between parked cars.
- Look in all directions before crossing the street. Use marked crosswalks.
- Never accept a ride or a gift from a stranger.
- Don't go to a friend's house after school unless Mom or Dad has sent a note that says it's okay.
- Go directly home after school before you start to play.

### On the Bus

- Review the tips on safety listed under bus information earlier in this handbook.

## Special Services

To help provide the most appropriate education for students with special needs, the elementary school has several special programs available. Central Lyon employs multiple special education teachers to provide individualized education programs (IEPs) for students who qualify due to a disability.

The Northwest Area Education Agency (NWAEA) provides a wide range of special education services to area schools and children:

- **Speech and Language:** A special clinician is available to evaluate and provide individual classes for children with communication disorders. The clinician is available to teachers and parents on a consultative basis. Speech screening is done by the teachers, who make referrals for evaluation to the Speech Clinician.
- **Hearing:** Hearing screening is conducted in our school each year by NWAEA personnel. Children in grades K-4, 8, and 11 are screened, as well as new students to the district, and children with previously identified hearing losses.
- **Occupational Therapy:** Specialists are available to provide therapy to students with specific physical development delays.
- **Psychological Services:** Rock Valley utilizes the school's psychologist to assist in diagnosing learning problems and developing appropriate learning programs for individuals with such difficulties.

## Visitors

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.

### Weather-Related Recess Information

Indoor recess 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.

## Appendix B – Secondary (grades 6-12)

### Academic Dishonesty

#### Definitions

- Cheating: Using, giving, or copying the academic work of another student and presenting it as your own
- Plagiarism: The intentional presentation of someone else's words, ideas, or work as one's own.
- Lying: The deliberate telling of a falsehood with the intent to deceive (forging a signature)
- Stealing: The willful taking of someone else's property (including intellectual property) in a dishonest manner and with the intent to keep it or use it wrongfully.

#### Examples of Violations

The following examples are listed to help define expectations and violations. These lists are not exhaustive.

##### Homework

- Copying or paraphrasing any of another person's work
- Allowing another to copy or paraphrase your work
- Receiving help on assignments that have been identified as an individual assignment (ex: take home test)

##### Tests

- Sharing test questions or answers with students in your class or another class
- Receiving test questions or answers from another student
- Copying someone another person's answers
- Allowing someone to copy your answers
- Possessing or using a cheat sheet
- Obtaining a copy of the test or quiz before it is given
- Using tests, books, notes, cell phones, computer, online services, etc. to help you on a test without the approval of the teacher
- Using a cell phone/smart watch/similar device for any reason during a test without prior permission from the teacher

##### Research Papers and Essays

- Copying phrases, sentences, paragraphs, or ideas without giving proper citation of the source
- Submitting another person's work or portion of work, as your own
- Downloading or purchasing from the Internet, an article or paper or part thereof
- Asking or paying someone to write a paper for you
- Selling or giving someone a work, or portion of work, to submit as their own

##### Technology

- Not adhering to the signed technology agreement by using technology provided by the school to violate any part of this code.

#### Consequences for the Above Infractions

##### *First Offense*

1. Score of zero on test, paper or assignment
2. Teacher option to retake test or assignment of additional work
3. Notification of parent or guardian
4. Loss of membership in National Honor Society or loss of opportunity to be inducted into the National

Honor Society that school year.

#### *Second Offense*

1. Score of zero on test, paper, or assignment with no option to regain credit
2. Conference with teacher, principal, parent and student

#### *Third Offense*

1. Expulsion from class for the semester with a failing grade, or out of school suspension per principal discretion

### 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.

### 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, [www.rvcasd.net](http://www.rvcasd.net).

### College Visits

During the junior or senior year students may want to visit a school they wish to attend. Students are encouraged to make these visits during the summer, on holidays, weekends, or non-school days. The school will excuse two college visit days per year in the junior and senior year provided the student has not been placed on an attendance improvement plan and the school has been notified by a parent at least one day in advance and the student has completed the make-up work process.

### Credit Recovery

A student who fails a CORE class each semester will be required to re-take that class the next school year. The student will work with the HS Counselor on scheduling that class to receive credit.

### Discipline

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 to 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 in 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** - 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.
  - a. Notice of the suspension will be given to the student, parents or guardian.
  - b. Upon receiving a 5<sup>th</sup> detention (per semester), the student will be assigned an ISS, and for every detention hereafter.
  - c. 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 teacher's class policy for days missed.
  - d. 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** (School Board Policy 503.1R1)
  - a. A student may be assessed an Out-of-School suspension, for up to 10 days (per semester) 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 the 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:
    - i. Possession of an illegal substance on the school property (tobacco, drugs, alcohol, etc.).
    - ii. Willful damage of school property (fires, graffiti, carving in desks, etc.).
    - iii. Any illegal behavior that is conducted on school property (stealing, selling of drugs or stolen articles).
    - iv. Truancy.
    - v. Any physical misconduct or abuse toward faculty, staff or students.
    - vi. Any obscene behavior or use of profanity.
    - vii. Harassment of fellow students or school personnel.
    - viii. 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 teacher's class policy for days missed.
  - f. If a student participates in athletics, they will not practice nor play the night of the removal.
5. **EXPULSION** (*School Board Policy 503.2*)
- 1. 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

## ROCK VALLEY SECONDARY DISCIPLINE POLICY

*Steps may be skipped depending on the severity of the offense OR the number of previous offenses in other "classes". The 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 # of infractions, but may include ISS, Parent contact, or OSS (1-10 days)
<b>CLASS TWO (per Semester)</b>				
Insubordination, Disruptive behavior in class, in 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>				
Academic dishonesty, Skipping class, Disrespect to staff, Obscene language, Intimidation, Harassment, Bullying, Threats/taunting, Truant	Skipping Class: Make up time. All other offenses: Verbal warning; Detention; Academic Dishonesty-see policy	1 day ISS (if Obscene Language is directed at a person) ISS (Up to 2 days) Parent contact: Academic Dishonesty-see policy	ISS/OSS (up to 5 days) Parent contact ; Academic Dishonesty-see policy	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.			

## 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 (e.g., 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.

## 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.

## 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). Students 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 removed from class or in ISS will not practice or compete in that night's events. 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 (not including quarter 4), 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.***

## Early Graduation

*(School Board Policy 505.6)*

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 the spring before the student's senior year for approval at the September board meeting. Students who graduated early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for the awards assembly and graduation ceremonies.

## Good Conduct Rule

*(School Board Policy 503.4)*

To retain eligibility for participation in Rock Valley Middle School and 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 Rule: athletics, show choir, jazz choir and jazz band performances, drama productions, speech contests, FFA, TSA, 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, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (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 building 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 building 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 building principal a written testimonial to that effect.

### Consequences for Offense of the Good Conduct Rule

#### First Offense

**High School (9-12):** 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. Twenty (20) hours of school service will be required by those students not involved in extracurricular 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.**

**Middle School (6-8):** The penalty for a student's first violation will be a loss of eligibility to participate in all extracurricular activities for two (2) weeks. Fifteen (15) hours of school service will be required by those students not involved in extracurricular 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/student's financial responsibility to participate in this program.**

#### Second Offense

**High School (9-12):** 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. Thirty (30) hours of school service will be required by those students not involved in extracurricular 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.

**Middle School (6-8):** The penalty for a student's second violation will be a loss of eligibility to participate in all extracurricular activities for six (6) weeks. Thirty (30) hours of school service will be required by those students not involved in extracurricular 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'/student's financial responsibility to provide this course.

### Third Offense (and additional)

**High School (9-12):** 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. Sixty (60) hours of school service will be required by those students not participating in extracurricular 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/student's financial responsibility to provide this course.

**Middle School (6-8):** 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 twenty-six (26) weeks. Forty-five (45) hours of school service will be required by those students not participating in extracurricular 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/student's financial responsibility to provide this course.

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 building 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.

### 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.

### 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:

Letter Grade	Percentage
A+	100
A	99-95
A-	94-93
B+	92-90
B	89-87
B-	86-84
C+	83-81
C	80-78
C-	77-75

D+	74-72
D	71-69
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.

- Students with 11 or fewer scholastic credits are considered to be freshmen (Grade 9)
- Students with 12 - 22 scholastic credits are considered to be sophomores (Grade 10)
- Students with 23 - 33 scholastic credits are considered to be juniors (Grade 11)
- 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 505.5)

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. The following credits are required:

Subject	Credits Required	Classes
<b>English/Language Arts</b>	8	2 earned each year (9, 10, 11, 12)
<b>Science</b>	6	2 earned in Physical Science 4 earned Science Electives
<b>Mathematics</b>	6	2 earned in Algebra I or equivalent 4 earned in Math electives
<b>Social Studies</b>	6	2 earned World History 2 earned 11th US History 1 earned 12th American Government 1 earned Social Studies electives
<b>Life Skills/Financial Literacy</b>	1	1 earned
<b>Physical Education</b>	4	1 earned each year (9, 10, 11, 12)
<b>Electives</b>	<u>17</u>	
	<b>48</b>	

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.

## 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 (3.20 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.

## Motor Vehicles 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. to 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.

## Driving 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.

## 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.

## Fines for Improper Parking

The Iowa legislature has 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.

## 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.

## 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 regard to the offense and the offending students. It is at the discretion of the board or administration to cancel Open Campus at any time.

## Participation in Outside, Non-School Sponsored Activities

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

## 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.

## Senior Year Plus Programs (Concurrent Enrollment & PSEO)

*(School Board Policy 604.6)*

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 Infinite Campus site.

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: Animal Health\*, Art Appreciation, Child Psychology, College Algebra, College Composition I, College Composition II, Developmental Psychology, Foundations of Education, Foundations of Information Technology, Fundamentals of Soil Science, Human Anatomy and Physiology with lab, Intro to Ag Markets, Intro to Philosophy, Intro to Psychology, Medical Terminology, Music Appreciation, Network Essentials, Nurse Aid, Nutrition, Principles of Accounting, Principles of Agronomy, 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.

## 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 the first two days of the class with the approval of the principal, school counselor, parents and teachers involved. Yearlong classes may NOT be dropped at semester.

### 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

National Honor Society – Mrs. Wiebe

Art Club – Mrs. Blum

Spanish Club - Mrs. Meester

Fellowship of Christian Athletes - Mr. Vander Velde

Student Council – Mrs. Dickman

Future Farmers of America – Mr. Weber

Technology Student Association - Mr. Vander Velde

MS Leadership – Mr. De Yager

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 the [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 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 a student's removal from a class officer or the student council.*

### 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. 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.

Cell phones will not be allowed to be used during study halls. There should be no time for game playing and anyone caught writing on the tables will result in detention. 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.

### Student Success Program

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

**Determining Factors for the Student Success 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

## Appendix D - iPad Use Agreement

*Please read this entire section carefully.*

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.

### Receiving and Returning Your iPad

#### 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.*

#### 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.

#### 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.

### 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.

#### 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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

## **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.
- Report and replace any missing or damaged bar code label immediately in the library.

#### **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.

### **Protecting and Storing your iPad Computer**

#### **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.

### 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.

### iPad Claim Fine Chart

<b>Claim</b>	<b>Fine</b>
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
Duckhead	\$10
Screen Protector	\$10
Stylus Tip	\$4
Stylus Power Button	\$2
Stylus Tip Cover	\$2

### 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.

### 2022-2023 iPad Agreement

#### 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 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.
12. I will report and replace any missing or damaged bar code label immediately in the library.

## 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.