

# Riceville Community School District

## Student-Parent Handbook

### 2018-2019



The Riceville Community School District is committed to providing a balanced education focusing on academic excellence, high expectations of performance, respect of self and others, and integration of technology in collaboration with parents, students, and our global society.

It is the policy of the Riceville 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 the district's Equity Coordinator, Michelle Dohman, School Counselor, 912 Woodland Avenue, Riceville, IA 50466, (641) 985-2288, [michelle.dohman@riceville.k12.ia.us](mailto:michelle.dohman@riceville.k12.ia.us). For further guidance, visit the Iowa Department of Education website.

# Table of Contents

Introduction	page 3
General Information	page 4
School Delays & Closings	page 5
Student Visitors	page 6
School Breakfast & Lunch	page 6
Health Services	page 7
School Hours and Dismissal	page 8
2018-2019 Period Schedules	page 11
Academics	page 12
Wildcat Workshop/Assignment Camp	page 14
Early Graduation	page 17
Graduation Requirements	page 17
Academic and Athletic Eligibility	page 20
Attendance	page 24
School & Hallway Conduct	page 27
Activities	page 29
Bullying & Harassment	page 31
Student Searches	page 36
Technology	page 38
Student Conduct	page 40
Dress Code	page 43
Activities-Good Conduct Policy	page 44
Certified Staff	page 51

## Introduction

### PHILOSOPHY OF RICEVILLE COMMUNITY SCHOOL

The successful school must have the cooperative efforts of the faculty, administration, board of education, parents, students, and community to achieve its goals. Effective and purposeful communication among these groups is essential. Riceville Community School accepts all students and develops an education plan to **assist students** reach their academic, physical, emotional, and social potential. These goals are designed to prepare the graduate for vocational success, for further education, for responsible participation in civic affairs and for the wise use of leisure time. The school shall provide the direction and atmosphere to make these goals possible.

A student is expected to possess sufficient academic ability to make minimum achievement as determined by the teacher of a given course or grade level. This includes the completion of minimum class projects and/or homework and the completion of tests, examinations or quizzes. A student who makes an honest effort in courses designed for his or her capabilities has an excellent chance of succeeding in the course. Students who chronically fail to hand in required work and/or projects when due and who miss or fail to make up tests, quizzes or other work within a period of time equal to the number of classes missed, cannot expect to successfully complete the course. When this situation arises, students and their parents will be notified in writing.

An acceptable relationship between the student and the teacher will be a primary objective. A teacher is expected to maintain a classroom that is conducive and promotes educational investigation and exploration. Should the conduct of an individual student prevent this, the teacher is expected to ask the student to leave the class and report to the office.

## General Information

### Phone

Main Directory.....	641-985-2288
Weather Line.....	641-985-7710
Announcements.....	641-985-7700

### Social & Web

District Website.....	<a href="http://www.riceville.k12.ia.us">http://www.riceville.k12.ia.us</a>
School Board.....	<a href="https://sites.google.com/riceville.k12.ia.us/schoolboard">https://sites.google.com/riceville.k12.ia.us/schoolboard</a>
Twitter.....	<a href="https://twitter.com/RCSDWildcats">https://twitter.com/RCSDWildcats</a>
Facebook.....	<a href="https://www.facebook.com/riceville.wildcats">https://www.facebook.com/riceville.wildcats</a>
YouTube.....	<a href="https://www.youtube.com/c/RicevilleWildcats">https://www.youtube.com/c/RicevilleWildcats</a>

School Colors.....	Red and Black
School Nickname.....	The Wildcats

### School Song – “Victors”

Hail to the Riceville Wildcats, Hail to the conquering heroes  
Hail, Hail the mighty Wildcats, Leaders and Best.  
Rah Rah Rah  
Hail to the Riceville Wildcats, Hail to the conquering heroes  
Hail, Hail the mighty Wildcats, of our Riceville High!  
W-I-L-D-C-A-T-S  
Go Wildcats!

### The Iowa Star Conference

Riceville Community School competes in co-curricular and extracurricular activities as a member of the Iowa Star Conference. Other conference schools include:

- Baxter Community School District
- Collins-Maxwell Community School District <http://www.collins-maxwell.k12.ia.us/>
- Don Bosco High School (Bosco Catholic School System) <http://www.boscosystem.net/>
- Janesville Consolidated School District <http://www.janesville.k12.ia.us/>
- Meskwaki High School (Meskwaki Settlement School) <http://www.msswarriors.org/>
- North Tama County Community Schools <http://www.n-tama.k12.ia.us/>
- GMG Community School District <http://www.garwin.k12.ia.us/>
- Clarksville Community School District <http://www.clarksville.k12.ia.us>
- Colo-Nesco Community School District <http://www.colo-nesco.k12.ia.us/>
- Dunkerton Community School District <http://www.dunkerton.k12.ia.us/>
- Northeast Hamilton Community School District <http://www.northeasthamilton.org/>
- Tripoli Community School District <http://www.tripoli.k12.ia.us/>
- CAL Community School District <http://www.cal.k12.ia.us/>
- Valley Lutheran <http://vlscrusaders.org/>
- Waterloo Christian <http://www.waterloochristianschool.net/>

More information about the Iowa Star Conference can be found at the conference website

<http://www.iowastarconference.org/>

## CARE OF SCHOOL PROPERTY

The appearance of our school is directly related to the pride of its students and staff. Every effort has been made to provide you with the best facilities and equipment available to make your year as pleasant and beneficial as possible. Students are held liable for any loss or damage to property or equipment such as desks, windows, and lockers, and will be expected to repair or replace any damage or loss immediately.

## School Registration

School registration takes place prior to the start of school in August of each year. The procedure includes payment of enrollment fees and communication of other items important to the efficient operation of the school. Dates and times for final registration will be announced through the school's social media sources and the Riceville Recorder.

## Daily Bulletin

A daily bulletin will be posted on the school website.

## Emergency Closing, Delay, or Early Dismissal of School

**Riceville Community School District website** <http://www.riceville.k12.ia.us>

Delays & cancellations will be posted on the homepage.

## **JMC E-mails and Text Messages**

**Twitter:** Riceville CSD official Twitter page @RCSDWildcats <https://twitter.com/RCSDWildcats>

**Facebook:** Riceville CSD official Facebook page <https://www.facebook.com/riceville.wildcats>

## **News Stations**

These four TV stations are utilized to post weather related cancellations:

KIMT TV Channel 3 : <http://www.kimt.com/closings/>

KWWL TV Channel 7 : <http://www.kwwl.com>

KAAL TV Channel 6 : <http://www.kaaltv.com>

KTTC TV Channel 10 : <http://www.kttc.com>

Please check with multiple sources to verify the information is accurate. While Riceville Schools makes every attempt to notify all the sources listed above, we cannot guarantee the accuracy of 3<sup>rd</sup> party resources that we make the information available to.

## **Activities Practice in Bad Weather** (School Board Policy - 503.10)

When school is cancelled or dismissed early due to bad weather, there will be no activities, except at the discretion of the athletic director, coaches, and administration.

## **Building Threats**

1. All threats will be treated as though they may be true.
2. The phone call will be traced - all calls can be traced in our phone system.
3. Law Enforcement will be notified.
4. The building principal and superintendent will make decisions as to the procedure to follow at the time, referencing our Emergency Management Guide.
5. The Building Threat procedures will be followed.
6. All students will be relocated to a designated area. Supervisors will see that no one leaves their designated area until authorized to do so.
7. After proper investigation and consultation with authorities, the **administration along with local authorities** will determine if the building is safe for student and staff occupancy.

### Student Visitors

This form is for current Riceville CSD students wishing to have an out-of-school guest spend the day with them. A visitor must accompany a student who is currently enrolled in Riceville CSD and the visit cannot last for more than 1 Student Academic Contact Day.

The Principal must be notified at least 1 school day prior to the date of your desired visit. This form must be completed and on file in the office at least 1 day prior to the visit. Visits may be disallowed on certain days, such as special events or testing days.

Visitors must abide by all rules detailed in the Riceville CSD Parent-Student Handbook. Visitors must wear appropriate dress for their visit. Visitors will not be disruptive to the normal academic day and may be asked by classroom teachers to remain in the office during their class if the teacher chooses. Visitors who want to eat lunch should bring money with them to be able to purchase a lunch, please check with the school for current lunch prices.

Riceville Community School District has the right to deny admittance to any visitor.

Visitors use the main door when arriving and report directly to the office. Visitors will sign in and be given a visitor name-tag to be worn during the visit. The visitor will stay with the assigned host during the entire visit unless changes are arranged in advance with the Principal.

The required form is available on the district website or by calling the school.

### School Breakfast/Lunches

- Breakfast/lunch will be sold to students and adults.
- Breakfast/lunch is to be paid for in the Superintendent's Office
- Extra milk may be purchased for an additional cost per carton.
- Students eating breakfast at the school must report to class ON TIME.
- Breakfast will be served from 7:40-8:00 a.m.
- Microwave's are available in the lunchroom for students to use
- Students must consume their meal in the lunchroom, unless the student is given permission by a classroom teacher or a school administrator to consume their meal in another location.
- No carbonated soda, pop, or energy drinks-Full guidelines are available at the Iowa Department of Education's Healthy Kids Act <https://www.educateiowa.gov/pk-12/learner-supports/healthy-kids-act>

### Waiver of Student Fees

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should pick up a waiver form at registration time. This waiver does not carry over from year to year and must be completed annually.

For more information, clarification, or inquiries about qualifications, please contact the business office at 641-985-2288.

## Nursing Services & Illness

Administration of Medications: Students may need to take prescription and or non-prescription medications during the school hours. Medications will be held in a locked cabinet and distributed by the school nurse or office personnel in case of her absence. Prescription medication must be in its original container and have a label from the pharmacy that includes: name of medication, name of student, dosage times and duration. This includes inhalers, ointments and drops.

When the prescription medication is finished, the parents will be called to obtain a refill from their pharmacy. The empty bottle will be discarded at the school after all labels are removed.

Over The Counter Medications (OTC): Your child may receive some over the counter medications at school through the nurse or other med-certified personnel at their discretion. The "HEALTH INFORMATION" form, sent out to parents at the start of every school year must be filled out & returned before ANY medications may be administered.

## Screenings:

Students will have 3 annual screenings: Hearing, Dental and Vision. Hearing screens are performed annually to kindergarten, first and second grade in the fall. Seventh graders are screened in February, in addition to any newly enrolled students. AEA will directly mail results to parent/guardian if further follow up is needed.

Dental screens are mandated for kindergarten and freshmen. These dental screens need to be done prior to the start of school. Freshmen that do not have a completed screen done, a Dental Hygienist from the VNA will come to RCSD to perform them.

Vision testing is done annually for the K-6th students. Spring vision testing includes preschoolers going into RCSD kindergarten in the fall, second and sixth graders. Every fall the first, fourth and fifth graders will be tested.

Notices will be sent to the parents of the results.

Any parent or teacher can request to have their child screened at any time.

# School Hours & Dismissal

## Start of the School Day

Students may arrive at school at 7:30 a.m. in the morning. The doors to the building will be unlocked at 7:30 a.m. and will remain open until 8:10 a.m.

**Elementary** Students who do not eat breakfast, may enter the school playground at 7:30 a.m. for recess. Students will be dismissed to their classrooms at 8:00 a.m. and school will begin by 8:10 a.m.

**Middle School and High School** Students may arrive earlier than 7:30 a.m. and enter the academic hallways if they are coming to work on assignments or projects as long as a school employee supervises them or if the early arrival is required for an extracurricular activity (sports, speech, etc.)

## Breakfast

At 7:40 a.m., students may go to the lunchroom to eat breakfast; hours for breakfast for a normal school day are 7:40-8:00 A.M. Students in grades K-6 may proceed to breakfast at or after 7:40 A.M. and their school bags and supplies can be placed in the Multi-purpose room. Students riding the bus may go to eat breakfast when entering the school. They are to go directly to breakfast before proceeding to their class to start the day.

Students in grades 7-12 may put their belongings in their lockers when they arrive at school and then they can proceed to eat breakfast if they choose. Once they are finished with breakfast they should then return to the designated lobby areas to prepare to begin the school day.

## End of the Day

K-6 students not riding the bus at school dismissal time are to remain in a teacher's classroom until the buses have left the school campus. Students being picked up by a parent/guardian can leave the lobby area when escorted by parent/guardian.

Parents/guardians picking their kids up at the end of the day are to enter in the doors by the Elementary Office. **Parents can leave the building with their student after the school buses have departed from the school campus.**

Students walking home at the end of the school day will be dismissed when the school buses have departed the school campus.

Students in grades 7-12 will remain in class until the bell signaling the end of the school day. At that time students riding the bus should proceed to their lockers to gather their belongings and proceed to the bus. Buses will depart the campus approximately 5 minutes after the dismissal bell rings that signals the end of the school day.

If someone other than a parent/guardian is picking up your child, be sure the school is notified ahead of time, by a parent/guardian.

**NOTE:** Students are to exit the building by 3:30 p.m. unless supervised by an adult/staff member. **The supervision should be in the area that they students are at, supervision is not students in the gym and supervisor in the office, the supervisor should maintain consistent supervision of the area students are meeting.**

## Special Request for Bus Transportation

Students may ride buses to a friend's home, etc. under the following conditions:

- Complete a request form obtained from the office.
- Phone call from the guardian whose child is riding to a destination that is not the normal destination for the student. (Guardian should call prior to the student riding the bus)
- The request must be accompanied by a note or phone call from the parent or guardian and signed by one of the following school officials: secretaries, building principal, superintendent, or transportation director.
- There must be room on the bus.
- Students must observe the rules governing pupils on a school bus.
- Buses will stop only at regular designated bus stops.

Questions or for further clarification please contact the school 641-985-2288.



## Family Educational Rights and Privacy Act of 1974 (School Board Policy - 505.1A)

### **AGE OF CONSENT:**

When a student reaches age 18 or is attending an institution of post-secondary education, the permission or consent required of and rights given to parents shall be required of and granted only to students. Reference is made to the rights afforded the parents of students. It should be understood that the term parent means either natural parent, legal guardian, or parent with legal custody.

### **SOURCES OF REQUESTS FOR INFORMATION:**

The following exception shall be made to the principle of parental consent with respect to a student's age and his legal rights: A parent of a student or former student shall have access to his child's records as long as the child is a dependent. It shall be presumed until sufficient showing to the contrary, that a student attending school in this district is a dependent of his or her parent.

### **RIGHT TO CHALLENGE AND HEARING PROCEDURE:**

Parents shall have an opportunity for a hearing to challenge the contents of their child's school records, to insure that the contents are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.

### **RIGHT TO RESPOND:**

The parent shall have the right to respond in writing to any information in the record and have the response become a part of the record.

**NOTICE TO STUDENTS AND PARENTS -- DIRECTORY INFORMATION:** The student handbook or similar publication given to each student containing general information about the school shall contain the following statement which shall also be published at least annually in a prominent place in a newspaper or general circulation in the school district. The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student, parent or guardian not wanting this information released to the public, must make objection in writing to the principal or other person in charge of the school in which the student is attending. It is desirable to renew this objection at the beginning of each school year.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, AND PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED AND THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT.

**Parents and/or students must contact the High School Office to request release of an official transcript.**

### **Abuse of Students by School Employees** -Code No. 505.1C

The Riceville Board of Education hereby appoints, the Principal (641-985-2288) and the School Nurse, (641-985-2288), as designated investigators (Level One).

### **Notice to Parents About Chapter 103**

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

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

State law also places limits on school employee's abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site <https://www.educateiowa.gov/>.

# 2018-2019 Period Schedules

## Regular Schedule

High School		Middle School		Lunch	
Period	Time	Period	Time	Grade	Time
1	8:10-8:57	1	8:10-8:57	PS	11:15-11:40
2	9:00-9:47	2	9:00-9:47	K	11:20-11:45
3	9:50-10:37	3	9:50-10:37	1	11:25-11:50
4	10:40-11:27	4	10:40-11:02	2	11:30-11:55
Lunch	11:27-11:52	Lunch	11:02-11:27	3	11:35-12:00
5	11:55-12:42	4	11:30-11:52	4	11:40-12:05
6	12:45-1:32	5	11:55-12:42	5	11:45-12:10
7	1:35-2:22	6	12:45-1:32	6	11:50-12:15
8	2:25-3:12	7	1:35-2:22	MS	11:02-11:27
		8	2:25-3:12	HS	11:27-11:52

## 2:10 Dismissal Schedule

Middle/ High School		Lunch	
Period	Time	Grade	Time
1	8:10-8:50	PS	11:15-11:40
2	8:53-9:33	K	11:20-11:45
3	9:36-10:16	1	11:25-11:50
4	10:19-10:59	2	11:30-11:55
5	11:02-11:42	3	11:35-12:00
Lunch	11:42-12:07	4	11:40-12:05
6	12:10-12:48	5	11:45-12:10
7	12:51-1:29	6	11:50-12:15
8	1:32-2:10	MS/HS	11:42-12:07

## 12:40 Dismissal Schedule

Middle/High School		Lunch	
Period	Time	Grade	Time
1	8:10-8:38	PS	11:15-11:40
2	8:41-9:09	K	11:20-11:45
3	9:12-9:40	1	11:25-11:50
4	9:43-10:11	2	11:30-11:55
5	10:14-10:42	3	11:35-12:00
6	10:45-11:13	4	11:40-12:05
7	11:16-11:44	5	11:45-12:10
Lunch	11:44-12:09	6	11:50-12:15
8	12:12-12:40	MS/HS	11:44-12:09

## 2 Hour Late Start Schedule

Middle/High School		Lunch	
Period	Time	Grade	Time
1	10:10-10:42	PS	11:15-11:40
2	10:45-11:17	K	11:20-11:45
3	11:20-11:52	1	11:25-11:50
Lunch	11:52-12:17	2	11:30-11:55
4	12:20-12:52	3	11:35-12:00
5	12:55-1:27	4	11:40-12:05
6	1:30-2:02	5	11:45-12:10
7	2:05-2:37	6	11:50-12:15
8	2:40-3:12	MS/HS	11:52-12:17

# ACADEMICS

## Accreditation

Riceville School is accredited by the Iowa Department of Education. Accreditation certifies that high school credit earned is acceptable for admission to colleges and universities throughout the United States.

## Report to Parents

Grades K-6: Grade reports will be issued for students in grades K-6.

Grades 7-12: Grades are available for students in grade 7-12 at <https://riceville.onlinejmc.com/>.

All students in grades 7-12 will be issued an account for JMC GradeBook access using their school assigned Cat #'s and passwords.

All parent have access to JMC Student Management. Please visit <https://riceville.onlinejmc.com/>. Please contact the school for your account information

The most critical student reports are issued at the end of each semester. If a student earns an "F" for a semester grade in a given course, no academic credit will be awarded for that course. Failure to earn credit can have a profound impact on completion of the graduation requirements.

Report cards will be issued at the end of each semester. The report is an individual subject report and need not be returned. Grade reports may be picked up at the office during Parent-Teacher Conferences. Teachers will provide an update of grades to students every three weeks during the academic school year.

The school schedules Parent-Teacher Conference Days and parents will be notified through the media as to the date and hours of conferences. Parents of students in grades K-6 will sign up for a conference time.

Other special reports such as failure notices, attendance, and disciplinary actions will be issued when necessary.

## The Four-Year Plan

Beginning in eighth grade, students work with the Riceville Counselor and Careers class to develop a long-range plan for high school coursework. The direction of the plan is simply a basic map of the necessary educational components to prepare for post-secondary interests. The plan will be used as a guide in registration for students during their high school career.

Although the long-range plan is important to the overall academic program, it can be adjusted to meet a student's changing interests. Amendments to a four-year plan must be made prior to course registration each year. The counselor will communicate the timelines for making any necessary adjustments.

## Course Registration

Course registration for students in grades 9-12 is a very important administrative process because it determines the number of authorized sections of each course, which dictates the necessary number of teachers and classrooms. Students have 3 days at the beginning of each semester to alter their schedules. After the 3 days, schedules may not change. If a student drops a PICC course through a local community college after 6 days, they will have an F on their high school transcript; their college transcript will show a W for withdrawal or an F, depending on if they met the college's drop deadline.

If a concern exists regarding a student's academic performance, contact the principal's office immediately at (641) 985-2288.

## Grading Scale

The grading system used in this school is the A, B, C, D, F, S, W, I letter system.

<u>GRADE</u>	<u>DESCRIPTION</u>	<u>GRADE POINT</u>
A	Superior, Excellent	4.0
B	Good, Above Average.	3.0
C	Average Work	2.0
D	Below Average Work	1.0
F	Failing, NO CREDIT	0.0

“A” An excellent grade, indicating a very superior type of work. A student earning an “A” not only completes required work in an exceptional manner, but may do extra work on his or her own initiative or as assigned by the teacher.

“B” A commendable grade descriptive of above average work. This student’s work is of good quality and he or she takes advantage of extra credit assignments that may be offered by the teacher.

“C” This grade represents work of average quality and is given to a large group of students who make an honest effort to do the work assigned by the teacher.

“D” This grade represents work of below average quality. A grade of “D” is a warning to the student that he or she is doing an inferior job in the course.

“F” This grade indicates a failure. NO CREDIT WILL BE GIVEN FOR THE COURSE!

“I” Incomplete. Students will be given 5 days to turn in incomplete assignments or the grade turns to an “F.”

All disciplinary time owed must be completed before grades are released. All fines owed must be paid before graduation, or recovery of bills may be pursued through small claims court.

Students in grades K-3 will receive S, I, U, +, +/-, and – marks to show student achievement.

<b>Percent</b>	<b>Grade</b>	<b>Percent</b>	<b>Grade</b>	<b>Percent</b>	<b>Grade</b>
94 – 100.....	A	80 – 82.....	B-	67 – 69.....	D+
90 – 93.....	A-	77 – 79 .....	C+	63 – 66.....	D
87 – 89.....	B+	73 – 76.....	C	60 – 62.....	D-
83 – 86.....	B	70 – 72.....	C-	0 – 59.....	F

## Semester Tests

Semester tests or projects are required components of each academic class for grades 9-12, and are optional components for grades 7-8.

## Late or Incomplete Work Grades 7-12

Any late assignment or project will be docked 10% for each day that it is late up to 5 days (50%) at which the assignment/project will be graded starting at 50%.

Students are expected to complete their assigned classwork on time. Teachers have a right to expect assignments to be turned in on the established due date. Typically, the time allotted for completion of the work is equal to the number of school days missed.

If the absence occurs at the end of a semester, an “I” may be used on the student report. After five days, this grade becomes an “F” if the incomplete work is not made up (unless special permission is granted from the teacher). The student is responsible for making arrangements with the instructor for the completion of all late or incomplete academic work.

### Wildcat Workshop Grades 3-6

Wildcat Workshop is an intervention for grades 3-6 students who need assistance with completing homework in a quiet, structured area. Student are eligible for this intervention by teacher recommendation and consent by parent/guardians. It is held from 3:15-4:00 on Mondays, Tuesdays, Wednesdays, and Thursdays unless there is an early dismissal.

### Assignment Camp Policy Grades 7-12

Philosophy: We want to increase the punctuality of assignment completion in order for students to stay current on class topics and improve their grades/learning.

Role of Homework Camp Supervisor: To support students in completing assignments by engaging with them one-on-one and providing them tools to help them succeed.

### **All 7<sup>th</sup>-12<sup>th</sup> grade class students will be held to this policy.**

If students do not have an assignment done for class, they will be required to stay after school that day or the next for homework camp. Students will attend homework camp until ALL missing assignments have been turned in to assigning teachers.

Stipulations:

- Assignment Camp will be from 3:15-4:15 pm daily as needed by the teacher. Student and teacher can arrange for a student to come in earlier.
- Students who are assigned by more than one teacher to attend Assignment Camp will need to discuss with their assigning teachers how to resolve the scheduling conflict.
- If a student assigned to Assignment Camp does not attend and has not made previous arrangements with their teacher, that student will serve a lunch detention.
- In the event of a change to the school day (late start or early dismissal), the student is responsible for to communicate with the teacher to schedule a different time.
- For every 3rd lunch detention the student receives during the school year, the student will receive 3 hours of Saturday School.
- Saturday School will not be held every week. Saturday school sessions are subject to supervisor availability and school building availability.
- If a student skips Saturday School, the student will be assigned 6 hours of detention that should be served by the end of the current school year .
- If the quality of the work the student is turning is not at the standard the student and teachers know that the student is capable of, the student may be required to report to homework camp even if the assignment is complete, to redo the assignment correctly. Simply filling in the blanks or putting down random answers is not acceptable or quality work.
- Only teachers assigning Assignment Camp can remove students from the attendance list. If the assigning teacher is absent, the office can remove a student from the list after verifying with the assigning teacher that assignment is completed.

Teachers will utilize a shared Google doc of students who need to attend.

## Honor Roll

The Honor Roll is based on final grades received. The Honor Roll will be posted and published at the end of each semester. The Honor Roll is determined from grades received in those subjects that meet daily for one semester or more. A 3.000 grade point average or better is required to qualify for this distinction. Those who have a 3.67 average or better will receive special recognition. The following is the point system used in computing your grade point average:

Grade	GPA		Grade	GPA		Grade	GPA		Grade	GPA
A	4.00		B+	3.00		C	2.00		D	1.00
A-	3.67		B-	2.67		C-	1.67		D-	0.67
B+	3.33		C+	2.33		D+	1.33		F	0.00

## Attendance Reports

Attendance reports will be issued on report cards at the end of each semester grading period. To qualify for “perfect attendance” recognition, you may not be absent or tardy during the semester grading period. “Excellent attendance” is limited to one absence or one tardy per semester.

## Academic Pins grades K-6th grade

Students who have a semester grade point average of 3.90 or above as recorded on their report card by their classroom teacher will receive an academic pin for that semester. Pins are displayed on a personalized banner in the lobby until the student finishes 6th grade.

## Academic Achievement Letter Requirements

- High school students must maintain a 3.500 on a 4.0 grading scale for two consecutive semesters.
- For every consecutive semester after lettering, the student will receive an additional gold bar.
- When figuring eligibility, the semesters will not be averaged together. Each semester must have a 3.500 GPA.

## Plagiarism & Consequences

Plagiarism is presenting someone else’s words or ideas as your own. Plagiarism is quoting or paraphrasing material without citing the source of that material.

Sources can include websites, magazines, newspapers, textbooks, journals, TV and radio programs, movies, videos, and photographs.

Since plagiarism is the theft of another’s work, lying and calling it your own, and thus cheating on an assignment, the consequences need to fit the crime. Credit will **NOT** be given for the assignment, and there will be **NO** possibility of redoing that assignment. This applies to **ALL** cases and scenarios where it is deemed that plagiarism has occurred.

## Work Permits (School Board Policy - 504.6)

- The principal shall issue work permits to students when requested in accordance with provisions of state and federal child labor law.
- Work permits may be obtained by students to work for their parents or for work for hire.
- Forms are available in the office and online <http://www.riceville.k12.ia.us/index.php/work-release>
- Forms must be turned in before permission will be granted.
- The student will be expected to be working and maybe required to show proof of employment and hours worked.
- If a student isn’t able to maintain a grade of D- or higher in all enrolled classes, the school time work permit may be revoked and the student will be expected to use the available school day to bring their grades back up to a passing level. Once the student’s work is at or above a passing level, the work permit can resume with the permission of the principal.
- The student will be expected to be at school for semester tests and any other event of this nature where the schedule cannot be changed.

- Time for school missed for a work permit will be addresses on a case by case basis.
- Generally, work permits will be issued for first or last period of the day.
- Student’s requesting permits for more than 1 period of the day must have individual approval from administration.

The Student Work Release form must be completed by the student, employer, parent prior to turning into the school. A copy of the work release will be kept on file in the office.

Work Release Form can be downloaded at <http://www.riceville.k12.ia.us/index.php/work-release>.

### Open Enrollment

Iowa’s open enrollment law allows students residing in one school district to request transfer to another school district upon the parent’s’ request. Students wishing to open enroll to another school district must apply for open enrollment by March 1<sup>st</sup> of the school year preceding the school year in which they wish to open enroll. Students interested in open enrollment out of the school district must contact the district office (641-985-2288) for information and forms. September 1<sup>st</sup> is the last date for open enrollment request for students entering kindergarten and those students falling under the “good cause” definition.

### Concurrent Credit Options

9th grade Gifted & Talented students and 10<sup>th</sup> through 12<sup>th</sup> grade students that meet Senior Year Plus criteria may receive high school and college credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities. These classes are taught through an agreement between Riceville CSD and another educational institution. Typically, an entry-level test is needed to gauge readiness. NICC’s tests are the Accuplacer and Aleks.

### PICC Options

Juniors and seniors are eligible to register for college credit classes online or on-campus if they meet prerequisites set by the college, have approval from the school counselor/administrator, and register by Riceville Community School District’s deadlines.

PICC textbooks will be ordered and purchased by the school district. Students who choose to withdrawal from a PICC course will receive an F on their high school transcript if it has been six days past the course start date. Their college transcript would show a W if they met the college’s withdrawal deadline. Students in PICC courses will be eligible for a study hall during the class day in order to work on their course.

### Internship/Work Study

This course is an optional addition for senior students that have completed, or are in the process of completing, credits for graduation. This course can be used as one of the electives for graduation. This course can be a semester or year-long course with all students being pre-approved by the principal.

This course provides the student with the opportunity for work experience, within or outside the school setting, for credit. Students are provided employment experiences and opportunities to learn the necessary career related knowledge, skills, and attitudes to gain employment after high school graduation.

Expectations: Students will work a minimum of 10 hours a week for 1 semester of credit. With approval of principal, some students may double this work time per week for two credits. Students must find a job of his/her choice, work all assigned duties, report to work on time, and perform all duties as assigned by staff/employer. In most cases, students will not be allowed to work for their parents. Student, parent, and staff/employer must sign work release papers. Their employer will conduct student evaluation each semester. These evaluations will determine the semester grade.



### Early Graduation: (School Board Policy - Code No. 501.11)

All students classified as seniors who meet all requirements, to include taking a second semester of American Government and prior to their senior year, may make application to the Board of Education to graduate at the end of the first semester of the school year.

Students requesting permission to graduate early must obtain approval from the Riceville Community School District Board of Education by the end of the previous school year. If you request early graduation after this time, you must appear before the school board for approval.

This form must be filled out and submitted to the school counselor. Once the counselor has reviewed the form and discussed the expectations of the early graduation process with the students. The form will be presented to the building principal for review and then presented at the next scheduled Riceville Board of Education (normally scheduled 3rd Monday of each month) meeting, where final review of the application will be conducted.

If approved, students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for graduation ceremonies and prom.

The student will not be allowed to graduate early if they have not met the graduation requirements. Early Graduation form can be downloaded from the district website <http://www.riceville.k12.ia.us/index.php/early-graduation>.

Seniors who have accumulated all credits to graduate early during are still expected to carry a full schedule of classes

### Graduation Requirements: (School Board Policy - 501.10)

\*\*Due to the change from trimesters to semesters, please check with the school counselor for exact graduation requirements.\*\*

Students who have a medical excuse from physical education must meet the total credit requirements for graduation.

- All K-12 students will dress and participate in physical education.
- High school students are required to have at least six contacts each semester, plus physical education. If a student submits a statement from a physician that excuses them from physical education, the physical education credits will be made up with additional academic credits.
- Physical education will not be used when computing a student's grade point average and class rank.

### Additional Requirements

All high school students are required to complete 5 hours of Community Service (outside of the school day) *per year* and one Job Shadow before they graduate; preferably their junior year. Students must complete a verification form regarding their job shadow.

### Job Shadow

The form must be signed by the person they are job shadowing. Students are required to check in when they arrive and check out when they leave. Students are also required to spend a minimum of two (2) hours at their job shadow. Advance make-up slips must be turned into the office before going on a job shadow and the verification form completed and returned to the office.

### CPR

Students not physically present for CPR certification must verify course completion from an outside source. The district will not be responsible for paying for or arranging CPR certification for students who do not attend the session provided by the school during the school year.

## Retaking/Repeating Classes, Grades 9-12

Students may repeat classes previously taken.

If a student chooses to repeat a class, the following rules and procedures will be in effect:

- The repeated class must be taken within the district
- The repeated class must be taken within 1 calendar year of completion of the course
- Credit will only be awarded once for a class. Students cannot gain additional credit by repeating a class
- The grade earned in the repeated class will be used to calculate the student's cumulative GPA
- The grade earned from the dropped class will be included in the student's cumulative GPA
- The repeated course will be the grade that is counted toward student's GPA and their graduation requirements, even if the grade is not improved from the original time the class was taken
- The original course and grade will show on the student transcript
- Students will not be allowed to drop after the 5-day change of schedule window has closed from the start of the semester.
- Students requesting to repeat a class must complete a "Request to Repeat a Class Form" and return it to the Guidance Office.
- Students can not repeat a course that has been used as a prerequisite for the subsequent course.
- Acceptance into a class is subject to availability of seats in the class.
- Requests that don't meet the above guidelines are subject to administrative approval.

## Special Education, Overview of Due Process

As a parent, you should be informed that handicapped children and their parents have certain rights, which are protected by two federal laws. They are Public Law 94-142 and Section 504 of the Rehabilitation Act of 1973.

<http://www.ldonline.org/article/6108>

## Resource Room

The services offered by the program are supplementary to the educational program of our school. The regular classroom teacher has the primary responsibility for each child's overall educational program. The resource teacher works with the child's regular classroom teacher to provide coordinated services in compliance with the child's IEP (Individualized Education Program). The program will offer individual or small group instruction in the acquisition of:

1. Academic Skills.
2. Communication skills - both oral and written.
3. Appropriate adaptive behaviors such as decision-making, independent living and study skills.
4. Motor, visual and auditory skills.
5. Building a positive self-concept.
6. Social and emotional behavior.
7. No child is referred for services without parental consent.

## Alternative school options

Riceville CSD works cooperatively with the following programs to provide educational opportunities to all students. Enrollment must show documented need for placement and will involve parents, student, teachers, administration, and AEA staff.

Cresco Alternative School

OASIS (Osage Alternative School)

Crossroads Academy in Decorah (IEP Students Only)

## Counseling

Counseling services will be available for all students. **Students K-6 will be taught a social-emotional learning curriculum. 7th grade-12th grade students will be advised in course planning, career interests, and college planning.**

## Human Growth and Development

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 School Nurse (641-985-2288) if they wish to review the curriculum or to excuse their child from human growth and development instruction.

## Health Education (School Board Policy – 603.8A)

Students in grade levels one through twelve shall receive, as part of their health education, instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, substance use and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body, emotional and social health, health resources, prevention and control of disease, including characteristics of communicable disease. Beginning no later than in grade seven, characteristics of communicable disease shall include information about sexually transmitted diseases.

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request shall include a proposed alternative activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

# ACADEMIC AND ATHLETIC ELIGIBILITY

## Riceville Senior High Academic Eligibility for Activities

The academic eligibility regulations of the Iowa High School Athletic Association, the Iowa Girls' High School Athletic Union, the Iowa High School Speech Association, and the Iowa High School Music Association govern participation in activities in grades 9-12.

The state guidelines require students to pass all classes. IHSAA, IGHS AU, IHSMA, & IHSSA provisions apply.

To be eligible to participate in extracurricular activities, students must be enrolled in at least 4 credit awarding classes each semester.

## Student Academic Contact Day (SACD)

A Student Academic Contact Day (SACD) is defined as a day where students are receiving direct instruction from a certified classroom teacher.

## Eligibility – (Academic) (School Board Policy - 503.9)

A student must be present in school the entire day of an activity to be allowed to participate. This includes practices for the aforementioned programs as well. The exception(s) to this would be:

- A prearranged mutual agreement between the parent or guardian of the participant and the principal.
- Tardies/absences due to extenuating circumstances. The principal will review circumstances and will decide whether the student may participate that day or not.

## Ineligibility

The following checkpoints and provisions will be utilized at Riceville Community School to determine academic eligibility for students in 7<sup>th</sup>- 12<sup>th</sup> grade.

Teachers in grades 7-12 will submit three-week progress reports to the office:

All grades need to be turned in to the office via JMC on the checkpoint dates listed below **by 3:30 P.M.** JMC

Administrator Access will be used to check grades at the end of the watch list. Reports to parents will reflect possible ineligibilities and/or official ineligibilities as well as semester grades.

## Ineligibility Dates

<b>**All dates listed below are subject to change due to school cancellations and delays.</b>				
Grade 7-12 Checkpoints		JH Ineligibility	Watch List Check	HS Ineligibility
S1, 3-week grades	Thurs, Sept. 13, 2018	Fri., Sept. 14, 2018	Fri., Sept. 21, 2018	Sept. 24-Oct. 5
S1, 6-week grades	Fri., Oct 5, 2018	Mon., Oct 8, 2018	Fri., Oct. 12, 2018	Oct. 15-Oct. 29
S1, 9-week grades	Mon., Oct 29, 2018	Tues., Oct 30, 2018	Fri., Nov. 2, 2018	Nov. 5-Nov 19
S1, 12- week grades	Tues, Nov 20, 2018	Wed.,Nov. 21, 2018	Thurs., Nov, 29, 2018	Nov, 30-Dec. 13
End of S1 grades	Fri., Dec 21, 2018	Jan. 3-9, 2019	*	*
* (End of final grading period-IHSAA, IGHSAU, IHSSA, IHSMA provisions apply)				
S2, 3-week grades	Thurs., Jan. 24, 2019	Fri., Jan. 25, 2019	Thurs., Jan. 31, 2019	Feb. 1-14
S2, 6-week grades	Thurs., Feb. 14, 2019	Fri, Feb. 15, 2019	Thurs., Feb. 21, 2019	Feb. 25- Mar. 8
S2, 9-week grades	Fri., Mar. 8, 2019	Tues., Mar. 12, 2019	Mon., Mar. 18, 2019	Mar.19-Apr. 1
S2, 12- week grades	Mon., Apr. 1, 2019	Tues., Apr. 2, 2019	Tues., Apr. 9, 2019	April 10-26
S2, 15-week grades	Fri., Apr. 26, 2019	Mon., Apr. 29, 2019	Fri., May 3, 2019	May 6-17
End of S2 grades	Mon. May 20, 2019	May 21-28, 2019	*	*
*(End of final grading period-IHSAA, IGHSAU, IHSSA, IHSMA provisions apply)				

Eligibility dates are subject to change.

The ineligibility period for 9-12 students will last 15 Student Academic Contact Days (**SACD**). Extra-curricular activities that are scheduled on weekends or are played on days when school day is cancelled due to weather or other unforeseen circumstances do not count as a SACD.

Letters will be mailed to parents or guardians within 3 SACD of the 3-week grade check.

Letters will be mailed to parents or guardians with updated grades within 3 SACD of the Watch List Check.

## Ineligibility Checkpoint Provisions

### **Grades 9-12:**

If at any checkpoint a student is failing any class for which credit is awarded, the student will be placed on a “watch list” and have five (5) Student Academic Contact Days to improve their grade. The student will remain eligible to participate for those five Student Academic Contact Days, and if at the end of the five Student Academic Contact Days grace period the student still has an “F” or “I” then he/she will become ineligible to dress for and compete in activities. If at the end of the five-day grace period, the student’s grade is passing for that class, then the student will be removed from the Watch List.

### **Ineligibility length**

If the student’s grades are not improved to a passing level by the time of the scheduled Watch List Check, the period of ineligibility will begin with the first Student Academic Contact Day the day following the scheduled grade checkpoint and will continue for 15 Student Academic Contact Days or until the next scheduled Grade Check, whichever comes first on the calendar.

Students who are currently ineligible during any ineligibility period during the academic school year that receive an “F” or “I” at the next scheduled grade check will continue their ineligibility uninterrupted from the prior ineligibility period until the next scheduled grade check.

If the deficient grades are improved by the next scheduled grade check, the 5 Student Academic Contact Days will be used and the student will have 5 days to improve their grades.

### **Grades 7-8:**

#### **3-Week Grade Check**

If at any 3-Week Grade Check, a student is receiving a D-, F, or I, the student will be ineligible for a minimum of 3 Student Academic Contact Days and will remain ineligible until the deficient grades are improved to at least a D. The student will report the teacher for the class(es) they are receiving deficient grades for Assignment Camp and the student will also report to study hall, instead of attending practice while they are receiving deficient grades.

The student may resume extracurricular participation once all deficient grades are improved.

#### **End of Semester**

If at the conclusion of the Semester, a student is receiving a D-, F, or I, the student will be ineligible for a minimum of 5 Student Academic Contact Days. The student will report the teacher for the class(es) they are receiving deficient grades for Assignment Camp and the student will also report to study hall, instead of attending practice while they are receiving deficient grades.

On the 6<sup>th</sup> SACD after the semester that the student received deficient grades, the student may resume extracurricular participation.

\*\*If the student is receiving deficient grades at the end of the school year (end of 2nd semester) the student will be ineligible for the next 5 consecutive days, this does not include Sunday.

## Athletic Eligibility Rules

- Summary of Scholarship Rule, 281—IAC 36.15(2) The following requirements were effective 7-1-08:
- A student must receive credit in at least 4 subjects at all times.
- A student must pass all and make adequate progress toward graduation to remain eligible.
- If a student is not passing all at end of a final grading period, student is ineligible for first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- If a student is not passing all at any checkpoint (if school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.

- The ability to use summer school or other means to make up failing grades for eligibility purposes not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.

**See the website below for detailed information.**

[http://www.iahsaa.org/resource\\_center/Academic\\_Assistance/Guidance\\_Scholarship\\_Rule\\_36\\_15\\_2\\_updated\\_040111.pdf](http://www.iahsaa.org/resource_center/Academic_Assistance/Guidance_Scholarship_Rule_36_15_2_updated_040111.pdf)

**IHSMA provisions: (2008)**

**Constitution of the Iowa High School Music Association**

<http://www.ihsma.org/document/CONSTITUTION.pdf>

**IHSSA provisions:**

“If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any event sanctioned by the Iowa High School Speech Association or IHSSA sponsored event with any period of 30 calendar days. The period of ineligibility will begin the first school day following the day grades are issued by the school district.

A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on basis of scholarship if the student is making adequate progress as determined by school officials, toward the goals and objectives on the student’s individualized educational program.

Superintendents/Principals of the respective schools will verify the eligibility of their contestants to the Iowa High School Speech Association at least two and one-half weeks before IHSSA contest.”

## Attendance

The Riceville Community School philosophy on regular school attendance is based on the premise that something important happens in every class every day and the interaction of teachers and students can never be exactly duplicated. Regular attendance is an essential ingredient in developing habits of punctuality, self-discipline and responsibility. Students who do not attend on a regular basis are not able to fully derive the carefully planned outcomes of classroom learning activities such as lectures, discussions, student presentations, films, group activities, speakers, and field trips. The continuity of the instructional process is interrupted whenever a student is absent from school. Students with good attendance records at school generally achieve higher grades, enjoy school more and participate in more activities than students with a poor attendance record. Employees are very reluctant to hire a person who has established a poor attendance record at school because this attendance pattern often is similar to attendance patterns on the job.

Teachers spend a great deal of time helping students who were absent with make-up work, tests, etc. This is a necessary part of a teacher's job when the absence is unavoidable. This is an unnecessary waste of valuable time when the absence could have been avoided.

Attendance is a shared responsibility requiring cooperation and communication among students, parents and school. It is the parent's prerogative to determine whether or not their child attends school on a specific day. It is the prerogative of the school district to determine whether or not that absence is excused.

### Notifying the school

Parents are asked to notify the school of any planned or unplanned absences. If the school does not receive prior notification by notifying the High School or Elementary Office by 9:00 A.M. on the day that the student is absent, the school will contact the parents by phone to check on the validity of the student's absence.

### Student Rights and Responsibilities

1. To be informed of school board policies and school rules about absenteeism and tardiness.
2. To attend class every day.
3. To explain or document the reason for an absence.
4. To request and make up class work in a reasonable amount of time (consistent with teacher's course expectations) after an absence.
5. To appeal a decision about an unexcused absence.

### Requesting student work and assignments

1. Typically, assignment requests are made only when a student is absent for more than one day. Requests should be made by 9:00 a.m., and may be picked up at the end of the school day on the day of request.
2. If a student has prior knowledge of an upcoming extended absence from school, that student is encouraged to obtain permission from the principal to receive all make-up work prior to the absence. A phone call from the guardian will be necessary for release of the assignments.
3. The advance make-up slip must be signed by the student's teachers and returned to the office before the absence.

### Arriving at School Late or Leaving School Early

Any student who arrives or departs at other than his or her regularly scheduled time must report to the office to sign in or sign out. Notification in the form of a written note or telephone call from the guardian is mandatory for a pass to be issued to excuse a student's late arrival or early departure. The student is responsible for presenting a note to the office to receive a pass to present to the teacher of the class impacted by the abnormal arrival or departure. If the defined procedure is not followed, the student will be assigned an unexcused absence in all affected classes.

### Student Dismissal from School Due To Illness:

A student who is feeling ill, must be seen by the school nurse or designee prior to being excused from school.



## Student Absences/Tardiness/Truancy

Office guidelines for when to mark a student absent, tardy, or excused are:

- Arriving after the first bell rings will be counted as tardy to school.
- For period attendance, tardy is defined as arriving after the bell rings and within 10 minutes.
- Missing two to four periods of the school day will be marked absent for a half day.
- Missing five or more periods of the school day will be marked absent for the entire day.

### Excused Absences

- An excused absence requires communication (telephone call or written note) between guardian and the district, as well as administrator approval.
- The guardian should contact the school district by telephone before 9:00 a.m. on the day of the absence, however a student will have up to 48 hours upon returning to school to arrange the necessary communication for excusing an absence.
- If the necessary communication does not take place within 48 hours, the absence will be recorded as unexcused.

### Excused absences may include:

Approval is at the discretion of the administration:

- Personal illness (doctor's note may be required)
- Medically documented chronic or extended illness hospitalization
- Medical or dental care (doctor's note may be required)
- Death or serious illness in the immediate family or household
- Suspension from school
- Religious holidays requiring absence from school
- Court appearances or other legal proceedings beyond the control of the family
- Classes missed because of attendance at a school-sponsored trip or activity
- Other verified emergency as approved by the building administrator
- College Visit (total of 2 will be excused)
- Other reasons which can be justified from an educational standpoint and which are approved in advance by the building administrator

### Unexcused Absences

An unexcused absence is any absence that lacks the necessary communication between the guardian and the school district on the day of the absence or within 48 hours of the student's return to school, or from the time an administrator has determined that an absence is unexcused. The student is responsible to ensure that the necessary communication takes place.

An unexcused absence will also occur when a student leaves school without parent's communication to the office prior to leaving. When a student is in school and it is necessary to leave before his/her school day is completed parent's permission is required through a note or phone call to the office.

- An absence classified as unexcused will not be changed to excused once the defined time period of 48 hours has expired.
- Work missed will be provided to the student if requested by the student or guardian..
- Credit may be reduced for time missed due to an unexcused absence.
- Participation points and extra credit missed during an unexcused absence need not be given for credit.
- Extenuating circumstances may be presented to a Review Committee comprised of principal, counselor, and affected classroom teachers.

### Consequences (Grades 7-12):

- Ten (10) minutes of detention time will be assigned per unexcused tardy.
- Students will make up all missed class time for unexcused absences.
- Five unexcused absences in a class will result in a high school student being dropped from the class and not receiving credit.

### **Chronic Absenteeism**

Chronic absenteeism is defined as missing 10 percent or more of the school year for any reason, excused or unexcused. Riceville CSD will notify Parents/Guardians by mail with an update of their student's attendance. In situations where attendance rate does not improve, the school may request a meeting and set up an action plan to help the family and student to become successful in their school attendance endeavors.

### **Plan of Resolution**

A formal attendance report will be mailed to the guardian after a student reaches three (3) unexcused absences in the same class period during a given semester. The letter will ask parents to visit with the principal regarding their child's attendance. The meeting will allow the guardian, student, and principal to discuss a resolution to the attendance struggles that may be hindering the student's academic achievement.

In cases where the Plan of Resolution does not improve student attendance, the district may report the student and the student's family to the county attorney and file for Truancy.

### **Truancy**

A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reaches the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school.

Truancy is absence from school without the guardian's consent. In some instances, a student may be considered truant because of a guardian's negligence.

In case of Chronic Absenteeism (10% of current school days in session), the district will consider it truancy and be contacting the County Attorney and/or the Department of Human Services, as it is a parent's responsibility to see that children attend school regularly, and it is the school's responsibility to notify public officials if those requirements are not being met.

## School & Hallway Conduct

Students are expected to demonstrate mature behavior in accordance with general conduct guidelines that they have been asked to observe since kindergarten. Running, boisterous behavior, abrasive language, and inappropriate displays of affection are all considered intolerable. Students should “keep to the right” and avoid gathering in groups that hinder the flow of traffic in the hallways.

### Outside Food & Drink

Food or drink can be consumed during passing times as long as the students are responsible and keep the school clean and picked up.

Students are not allowed to consume food or drink in the classroom unless at the discretion of the classroom teacher. Students may bring food & drink to school as long as it meets and follows the guidelines & requirements of the Healthy Kids Act <https://www.educateiowa.gov/pk-12/learner-supports/healthy-kids-act>

- No alcoholic beverages
- Must be sugar free/low sugar
- Fat Free/Low Fat
- Students are not permitted to cook or prepare any food outside of class except if warming up meals brought from home and using the microwaves in the lunchroom during the designated lunch period.

### Water Bottles

- Students can use water bottles and carry them with them during the day.

### Library Regulations

The library is a resource area shared by all students that is typically open from 8:00 a.m. to 3:00 p.m. each school day. Books not on reserve are available for checkout for a period of two weeks, with a possibility of a two-week renewal. A fine is assessed for all overdue material. Any student causing a disruption to the *quiet* environment of the library is subject to disciplinary action, which may include loss of library privileges, after-school detention, and out-of-school suspension.

### Study Hall

There may be the need to make the utilization of study halls during the school day based on the determination of the administration. While students may be placed in a study hall setting, specific hall expectations and guidelines will be shared with students by the supervising teachers.

### Student Use of Personal Transportation

Vehicles will be appropriately parked upon arrival at school in the designated student parking lot seven (7) days a week. Student vehicles will not be parked outside of the designated parking area (NE Parking Lot) unless they have permission from administration or a classroom teacher that is directly related to the student(s) classwork. (needs of Vo-Ag, Industrial Tech, etc.)

First offense: Students will be asked to move the vehicle immediately.

Second offense and beyond: Vehicle will be towed at the owner’s expense.

### After School Parking

Vehicles will be parked in the (NE student parking lot). Vehicles will be parked in marked spaces. Parking should not block the normal flow of traffic and should be done with the understanding the school campus will be utilized by parents and staff of the Riceville Community Daycare. The patrons of the Riceville Community Daycare utilize the back/dock parking area of the school; students parking should respect the customers of Riceville Community Daycare as they travel through the school campus.

**IF A STUDENT PARKS IN A FIRE ZONE THE VEHICLE WILL BE TOWED AT THE OWNER’S EXPENSE.**

## Conduct and Transportation for Events Outside of School

(School Board Policy-503.7)

Events in which students participate during or outside of school hours as representatives of the school, but at places outside the school, must be sponsored and supervised by school personnel. Rules of behavior shall be the same as at any in-school activity or event.

All students involved in school-sponsored activities necessitating transportation to a location outside of Riceville will be provided transportation in a school vehicle to and from the event. Students utilizing school transportation to such an event will return to Riceville in the school vehicle provided for that purpose. Students wishing to ride home with their parents must have one of their parents make personal contact at the event site with the coach or sponsor and sign a verification form. If a student will be riding home with someone other than his or her guardians, that person must be over the age of 21, and the student's guardian must make contact with the coach or sponsor prior to the student leaving the event.

## Lockers and Valuables

Lockers will be assigned to students before school opens each fall. Lockers must be kept clean and neat and the door should be kept closed when not in use. Students will not make any locker changes without permission from the principal's office. Students are responsible for damaged locks or locks not returned.

Combination Padlocks are available in the high school office and can be issued to students upon student request. Please inquire in the office about receiving a padlock.

**YOU ARE CAUTIONED NOT TO LEAVE VALUABLES ON DESKS, IN LOCKERS, IN RESTROOMS, OR LOCKER ROOMS, ETC. IF YOU HAVE SOMETHING VALUABLE, YOU MAY LEAVE IT IN THE OFFICE FOR SAFE KEEPING FOR THE DAY.**

## Lost and Found

Lost and found articles will be placed in the elementary and high school offices. If you should find anything, please turn it into the office. If you should lose something, report the loss to the office as soon as possible.

**\*Riceville CSD is not responsible for any lost or stolen items.**

# Activities

## Scheduled Activities (School Board Policy - 503.11)

The Riceville Community School District will not schedule classes, practices, competitive sports, intramural programs, or meetings in which students are to participate on Wednesday evenings, except with prior approval of the Administration or Board of Education. All students must be out of the building by 6:00 p.m. on Wednesday evenings. Boomerang meetings (with Board permission) are allowed occasionally scheduled from 6-6:50 p.m.

## Rules for Conduct At Activities

- All cars will be parked in the parking lot located northeast of the gymnasium.
- State classified districts set the admission for football, the Iowa Star Conference sets admission for conference events, and the state associations set admission for state sanctioned events.
- The ticket entrance to the gym will be through the north doors. Only the doors at the north and south end of the gym lobby will be used by the public to leave the gym after a game or meet. The football and track entrance is located at the NW end of the football field.
- The west bleachers on Rasmussen Field (football) will be the home side for Riceville student and fans.
- The south bleachers in the gymnasium will be the home side for Riceville students and fans.
- Students will find a seat when they enter the gym/football/track facility and remain in the bleachers except for going to the restroom etc., while the game is being played.
- Students will not be allowed to use the academic hallway during after school events. Band/Choir student may use the academic hallways for direct travel between the athletic site and the music room. Only managers and players participating will be allowed in the locker room area.
- The acoustics in the gymnasium warrant that you not slap or kick bleachers to create noise. You can show your team support by other means. Balls and other items may be confiscated and returned at a later time.
- The lobby was provided for the paying public and will not be used by students not attending the games. The lobby is not a place to loiter and wait while the games are being played.
- Admission will be charged at full price until the final buzzer or match is completed. Ticket crews will be on duty at all times to check spectators in and out of the gym area.
- Facilities are provided and maintained by Riceville Community School District for your use. Take pride in the facilities and treat them with respect. KEEP IT NEAT AND CLEAN.

## Regulations for use of the School Gym (School Board Policy - 503.10A)

- The building will be used for physical education classes by all grades as scheduled by the principal of the elementary, junior, and senior high school. All assigned staff members that use the gymnasium will be responsible for all equipment, school owned uniforms and student conduct. All students in grades 7-12 will be assigned a locker and issued a padlock. Padlocks will be returned at the close of the school year. A fee of \$5.00 will be charged for all locks not returned. Accurate records on forms provided will be maintained on all students, lockers, padlocks and physical education equipment.
- Staff members will supervise locker rooms. Staff members will see that students place all personal gear in lockers. Good conduct is expected of all students at all times in all areas of the gymnasium.
- All staff members will maintain control of students they are working with and keep the students in the area being used. There is no need for students to be in the lobby (unless supervised), public restrooms, ticket booth, concession stand and storerooms.
- Students are not to be in the building unless supervised by an assigned faculty member. Under no circumstances will keys be given to students to enter the building for practice sessions, workouts, to get equipment, etc., unless the instructor is present.
- All events scheduled outside of the regular school scheduled games and practices must be cleared through Principal and/or Athletic Director. All scheduled games and meets for all grades must be scheduled through the

athletic director. Practice schedules will be determined through mutual agreement by the athletic director and all staff members involved deciding a schedule as fair as possible for all squads.

- At all practice sessions, squad members will confine themselves to the area of practice for their sport and not interfere with other squad practices. Only squad members will be allowed in the gym at practice sessions. Unauthorized personnel will not be permitted in the building.
- The building will be secured at the end of each day. If no custodian is on duty, the last faculty member to leave will make certain that all windows are closed, lights are turned out and doors are locked. Students will not be left in the building to finish dressing or to wait for transportation unless a faculty member is present.
- If special practice sessions or events are scheduled, they must be scheduled in advance to allow for custodial service.
- Students will use the east rear door to enter the building for all practice sessions. Student parking will be limited to the parking lot located northeast of the building. You will not park in the driveways around the building.

#### Social Events (School Board Policy - 503.4)

All social events shall be under the control and supervision of professional school personnel. Approval for an event shall be secured from the principal of the building involved before any public announcement is made. Hours, behavior, and activities related to social events shall be reasonable and proper, as determined by the administration. Only those students who can be expected to recognize the authority and responsibility of the school personnel shall be permitted to attend social functions.

- Having once left, a student may not return unless given explicit permission for the supervising staff
- All students will park their cars in the northeast parking lot.
- All guests who are not students of the school, or are not enrolled full-time, must be registered at the office during the week preceding the event using an approved Riceville Community School Parent Consent Form.

# Bullying & Harassment

INITIATIONS, HAZING, BULLYING, or HARASSMENT

## Definitions of Bullying

We will look at two components to the definition of bullying. First, the [Olweus Bullying Prevention Program](#) defines a person as bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. This definition includes three important parts. It suggests that bullying:

- is aggressive behavior that involves unwanted, negative actions
- involves a pattern of behavior repeated over time
- involves an imbalance of power or strength

The second definition is according to [Iowa Code 280.28](#) that describes bullying and harassment as follows:

- Any electronic, written, verbal, or physical act or conduct
- Based on any actual or perceived trait or characteristic
- That creates an objectively hostile school environment.

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

The Riceville CSD School Board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics including but 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. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the Riceville CSD School Board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

- If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.
- If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination.
- If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

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

“Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies. Harassment and bullying may include, but are not limited to, the following behaviors and circumstances: ☐

- repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim
- implied or explicit threats concerning one's grades, achievements, property, etc.
- demeaning jokes, stories, or activities directed at the student
- unreasonable interference with a student's performance

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

- submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits
- submission to or rejection of the conduct is used as the basis for academic decisions affecting that student
- the conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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

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

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

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a 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.

Riceville CSD will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designees will be responsible for handling all complaints by students alleging bullying or harassment by another student. The Level I Investigator, the principal or designee will be responsible for handling all complaints by employees or students alleging bullying or harassment from an employee.

It also is the responsibility of the superintendent, in conjunction with the investigator and principal, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies.

The Riceville CSD School Board will annually publish this policy. The policy may be publicized by the following means:



- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website
- Individuals who feel that they have been harassed should:
- communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

If the harassment does not stop, the individual should

- tell a teacher, counselor or principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including
- Report the bullying/harassment on the school website and include:
  - what, when and where it happened
  - who was involved
  - exactly what was said or what the harasser did
  - witnesses to the harassment
  - what the student said or did, either at the time or later
  - how the student felt
  - how the harasser responded

### COMPLAINT PROCEDURE

Any individual who believes that he/she has been harassed or bullied will notify the building Principal who is the designated investigator. In the Principal's absence the Alternate Level I Investigator is School Counselor. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

### INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

### RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

## POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential
- Complaints must be taken seriously and investigated
- No retaliation will be taken against individuals involved in the investigation process
- Retaliators will be disciplined up to and including suspension and expulsion.

**CONFLICTS:** If the investigator is a witness to the incident, the alternate investigator shall investigate.

**CONSEQUENCES:** Students found to be guilty of bullying or harassment will have the following consequence levels:

Level I: First offense.

- Written and verbal warning to stop the bullying and/or harassing behavior.
- Communication with parents.

Level II: Severe first offense, or second offense.

- A three to ten-day suspension. This level could also come with a recommendation that the Superintendent and/or Riceville CSD School Board of Education hear this case and add additional consequences of their own, or those recommended by the investigator could be added. If the Riceville CSD School Board does hear a case at this level, they will be given any and all information from the investigation.

Level III: Severe first or second offense, or third or additional offense.

- Suspension until such a time that the Superintendent can arrange for an Expulsion Hearing with the Riceville CSD School Board of Education. This hearing will include recommendations from the investigator and all evidence from the investigation.

*School districts are required to notify students on harassment and bullying. School districts that have concerns about "secret societies" in the school may want to add language prohibiting them in accordance with [Iowa Code 287](#).*

### **Staff Personnel -- SERIES 400 (Policy Title: Harassment -- Code No. 417)**

Harassment of employees and students will not be tolerated in the school district. School district includes school district facilities, school district premises, and non-school property if the employee or student is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment includes, but is not limited to, racial, religious, national origin, age, disability and sexual harassment. Harassment by board members, administrators, employees, parents, students, vendors, and others doing business with the school district is prohibited. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Sexual harassment shall include, but not be limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals or groups.

Employees and students who believe they have suffered harassment shall report such matters to their principal, who shall be the investigator for harassment complaints. However, claims regarding harassment may also be reported to the other principal, who shall be the alternate investigator for harassment complaints.

#### **RESOLUTION OF THE COMPLAINT**

The superintendent will complete the next step in the investigation reasonably and promptly upon receipt of the investigator's report. Following the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of the appropriate next step, which may include discipline up to, and including discharge.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The superintendent shall file a written report closing the case. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation.

## Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected.

School officials are allowed to conduct periodic inspections of all or randomly selected number of school lockers without prior notice. Any periodic inspection of lockers pursuant to District policy will only occur either in the presence of student(s) whose lockers are being inspected or in the presence of at least one other person. A locker inspection may be accomplished using such methods including, but not limited to, a visual search of lockers by school officials or the use, by school officials or others hired at their direction, of a drug sniffing animal.

A search of a student (the student's body and/or personal effects) will be justified when the District has reasonable suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations, affecting school order. Although the District will not use a drug-searching animal to search a student's body, the District may use a drug-searching animal to search a student's personal effects. If a pat-down search, a search of a student's hand bags, book bags, etc. is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible, unless health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots, which may include the use of a drug-sniffing animal. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

### **Student Exercise of Free Expression**

- Except as limited by this section, students of the public schools have the right to exercise freedom of speech, including the right of expression in official school publications.
- Students shall not express, publish, or distribute any of the following:
  - Materials that are obscene
  - Materials that are libelous or slanderous under Chapter 659
  - Materials that encourage students to do any of the following:
- Commit unlawful acts.
- Violate lawful school regulations.
- Cause the material and substantial disruption of the orderly operation of the school.
- There shall be no prior restraint of material prepared for official school publications except when the material violates this section. All posters for non-school sponsored activities must receive principal approval.
- Each board of directors of a public school shall adopt rules in the form of a written publications code, which shall include reasonable provisions for the time, place, and manner of conducting such activities within its jurisdiction. The board shall make the code available to the students and their parents. Groups of non-school approved activities shall organize outside of the school and outside of academic hours.
- Student editors of official school publications shall assign and edit the news, editorial, and feature content of their publications subject to the limitations of this section. Journalism advisers of students producing official school publications shall supervise the production of the student staff, to maintain professional standards of English and journalism, and to comply with this section
- Any expression made by students in the exercise of free speech, including student expression in official school publications, shall not be deemed to be an expression of school policy, and the public school district and school employees officials shall not be liable in any civil or criminal action for any student expression made or published by students, unless the school employees or officials have interfered with or altered the content of the student speech or expression, and then only to the extent of the interference or alteration of the speech or expression.

- “Official school publications” means material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.
- This section does not prohibit a board of directors of a public school from adopting otherwise valid rules relating to oral communications by students upon the premises of each school.

# Technology

## Cell Phones and other Electronic Devices

Any personal device brought onto school grounds is subject to confiscation and can be held by the administration when deemed necessary.

A telephone is in the office for student use. The following rules are to be followed:

1. Parents calling students at school should contact the offices at (985-2288) to leave messages. Students and teachers will not be called from classes to answer the telephone except in an emergency. When necessary a message will be delivered to students.
2. Teachers may determine the appropriate use of technology (cell phones, iPods, etc.) by students for academic purposes.
3. Cell phones may be used during passing times and lunch. Students are not permitted to leave class to make a call.

Improper use of technology will result in:

- a. First offense: technology confiscated and returned to student after school in the office.
  - b. Second offense: technology confiscated and student serves 30 minutes of detention in the office and technology returned after detention time is served.
  - c. Third and any subsequent offenses: technology confiscated and student serves 60 minutes of detention in the office and technology returned after detention time is served.
  - d. If the student exercises a habitual violation of the cell phone policy, the school will not allow the cell phone to be allowed to be used in the school
4. Students are not permitted to capture video, audio, or pictures of other students without the permission of the audience.
  5. Students are discouraged from distributing video, photo's, and audio

## Student Rules for Computer Use

Laptop Handbook please refer to <http://www.riceville.k12.ia.us/index.php/technology-handbook>

## Social Networking Sites and Handheld Technology Devices Policy

### USE OF SOCIAL NETWORKING SITES, HANDHELD TECHNOLOGY DEVICES, CELLULAR TELEPHONES AND OTHER DEVICES

The Riceville Community School District Board of Directors recognizes the need to provide access to technological resources. For the purposes of this policy, "Social Networking Sites" is defined to include, but not limited to, such social networking sites as Facebook, Instagram, Twitter, YouTube or any other site used as a means of communicating between users or for sharing thoughts, images, videos, or any other form of expression. For the purposes of this policy, "Handheld Technology Devices" is defined to include portable two-way telecommunications devices including, but not limited to, cellular telephones with or without cameras, laptops, netbooks, MP3 players, beepers, walkie talkies, other handheld computing devices used as a communication device, any portable electronic device capable of storing and/or transmitting and/or receiving images, such as cameras, as well as any new technology developed for similar purposes.

The Riceville Community School District Board of Directors extends to students the privilege to possess, display and use Handheld Technology Devices, or utilize Social Networking Sites by any technological means, during passing time between classes, during meal times, and before or after school, provided such Handheld Technology Devices or Social Networking Sites are not displayed, activated or used during class time, unless the classroom teacher allows the use of Handheld Technology Devices or Social Networking Sites for educational purposes or to communicate with a student's parent or guardian. Classroom teachers are not authorized to give permission for students to use Handheld Technology Devices or Social Networking Sites to communicate during class time with students outside of the teacher's class, nor are students otherwise authorized to communicate by any means with students outside of the student's class during class time. Except as permitted by the classroom teacher, all such devices must be turned off and in a locker, backpack, pocket, or similar enclosure during class time. Exceptions will be made for students with specific needs that require such devices under a "504 Plan," pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; as per their Individualized Education Program "IEP"; and during a medical or security emergency, if a supervising school official is not in communication with emergency responders, or the student is unaware that a supervising school official is in communication with emergency responders.

Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

The school district will not be responsible for financial charges relating to student Handheld Technology Devices at any time, to include during times of confiscation. Student use of personal Handheld Technology Devices for permitted educational purposes or to communicate with school staff or other students is optional.

Students may be held responsible for the transmission of all messages, images, video or other forms of communication sent from their Handheld Technology Device or Social Networking Sites. Students are encouraged to utilize passwords on Handheld Technology Devices and Social Networking Sites, and are discouraged from sharing those passwords with other students. Students should lock or logoff Handheld Technology Devices and Social Networking Sites when they are not in use. Students are further discouraged from sharing Handheld Technology Devices with other students.

The school district will not be responsible for loss, damage, destruction, or theft of any electronic device brought to school.

# Student Conduct

Solid discipline based on mutual respect is critical to maintaining an appropriate learning environment. Students who fail to meet the conduct expectations of the school are subject to consequences commensurate with the seriousness of their violation. The following are considered severe misbehaviors and may result in an immediate administrative referral and possible suspension from school:

## Student Discipline

The potential consequences by rank of severity are as follows:

- Verbal reprimand
- Before or after-school detention
- Removal from class
- In-school suspension
- Permanent removal from class
- Out-of-school suspension
- Expulsion from school

The principal is responsible for assigning any and all consequences that are more severe than simple after-school detentions. Many consequences are dictated by various school board policies outlined at the end of the handbook. Due process rights are guaranteed to all students and guardians that object to assigned consequences. A request for a hearing may be filed with the next level in the school district's chain of command – teacher, principal, superintendent, and board of education.

## Category 1

1. Behavior
  - a. Any violations of cafeteria rules
  - b. Displays of affection and/or indecent behavior
  - c. Unauthorized use or possession of technology and accessories
  - d. All students must have a pass when outside the classroom at unauthorized times.
  - e. Running in the hallways.
  - f. Littering
  - g. Violation of school dress code
  - h. Any other behavior observed by staff and referred to administration
2. Consequences
  - a. Verbal warning by staff member and/or change of clothing (G, H)
  - b. Written referral to administrator for further consequences.
  - c. Detention or loss of recess time.

## Category 2

1. Behavior
  - a. Abusive language or gesturing; profanity
  - b. Leaving campus without proper staff authorization
  - c. Creating a disturbance (hallway, classroom, playground, bus, cafeteria, school events, etc)
  - d. Forgery
  - e. Skipping class
  - f. Acts of deception (ex. Plagiarism)
  - g. Level 1 repeat offenders
2. Consequences
  - a. Detention or loss of recess time.



- b. Referral to administrator for possible in-school suspension and/or further consequences, which may include removal from extracurricular activities.

### **Category 3**

1. Behavior
  - a. Fighting
  - b. Disrespect or insubordination to persons in authority, such as verbal or physical threats or abuse, or any acts or defiance.
  - c. Threatening or intimidating acts, bullying, and harassment.
  - d. Public humiliation, embarrassment, exposure.
  - e. Disruptive student protest.
  - f. Use of racial, ethnic, or religious slurs through statements, gestures, or the wearing of apparel, which conveys any of these.
  - g. Sexual harassment -- use of verbal, written, or symbolic language or actions with sexual implications.
  - h. Level 2 repeat offenders.
2. Consequences
  - a. All violations referred to the administrator may include up to ten (10) in or out-of-school suspension days, possible recommendation for expulsion, and a Good Conduct Policy violation.
  - b. Law enforcement may be contacted.

### **Category 4**

1. Behavior
  - a. Arrest or charges of a crime in the legal system
  - b. Arson
  - c. Assault
  - d. Court issued probation
  - e. Conviction or adjudged delinquent of a felony or misdemeanor (except traffic or curfew violations)
  - f. Extortion, strong-arm, or shakedown activities
  - g. False reports
  - h. Inciting others to violence/mob action. {Mob action is defined as a physical assault on an individual by more than one (1) student and shall be considered a more serious offense than fighting between individuals. Police will be called to investigate. They may or may not bring charges, based on their procedures and policies. An out-of-school suspension of greater than three days will result for the students involved in the attack.} This includes gang activity or involvement.
  - i. Instigating a false alarm or bomb threat.
  - j. Possession of school-owned equipment or uniforms without authorization
  - k. Possession or use of explosives, including fireworks and stink bombs (unauthorized items will be confiscated).
  - l. Possession or use of weapons or any reasonable facsimile (knives, guns, or any item judged to be endangering the safety of others or disruptive to the educational process, purposeful acts will warrant a replacement or payment of the destroyed school/personal property).
  - m. Theft, including possession of stolen property.
  - n. Use, possession, sale, transfer, or under the influence of alcohol, tobacco products, electronic devices or look-a-like devices, unlawful drugs, drug paraphernalia, or behavior-altering substances (unauthorized items will be confiscated).
  - o. Attending functions (without their own parent or guardian supervision) where alcohol/illegal drugs/controlled substances are present and being used, and not immediately leaving such functions.
  - p. Vandalism (purposeful acts will warrant a replacement or payment of the destroyed school/personal property).
2. Consequences
  - a. All violations referred to the administrator may include up to ten (10) out-of-school suspension days, possible recommendation for expulsion, and a Good Conduct Policy violation

- b. Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of the portion of this policy, the term “firearm” includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. (School Board Policy 502.7)

As not every possible act of misconduct can be anticipated and listed herein, students who do not conduct themselves in accordance with Board Policy 503.9 Student Conduct Code, may be declared ineligible from activity participation with the determination, nature, and length thereof being the responsibility of the school administrator.

**Violation of Federal, State, or Local Law:**

In addition to the consequences above, any violation of the law will be promptly reported to law enforcement agencies and/or other supportive community agencies.

All Riceville students at activities sanctioned by the Riceville School are subject to the Student Code of Conduct.

**In-School Suspension Guidelines**

1. In-school suspension will be a complete school day. It takes precedence over any and all activities scheduled for that day. Parents will be notified when a student serves an in-school suspension. Physical Restraint or Physical Confinement and Detention Documentation form will be completed and sent home.
2. Students must bring ALL materials with them to the in-school suspension room (paper, books, writing instruments, etc). STUDENTS ASSIGNED TO THE IN-SCHOOL SUSPENSION ROOM WILL NOT BE PERMITTED TO RETURN TO THEIR CLASSROOM DURING THE DAY!
3. Talking, sleeping, use of cell phone, or failure to do school work is prohibited.
4. Meals will be eaten in the in-school suspension room.
5. The in-school suspension supervisor will provide for all restroom breaks.
6. On the days a student is serving an in-school suspension, the student may not practice, attend, or participate in any school sanctioned extracurricular activity.
7. The student will receive full credit for work completed during the in-school suspension, if the work is done and turned in by applicable due dates.
8. Students who fail to meet the behavior expectations of the school may receive additional consequences at the discretion of the administration.

**Out-of-School Suspension Policy and Procedures**

On the day a student is serving out of school suspension, they are not to be on school property at any time or any place without the permission of the building principal. If a suspended student is discovered on the premises they will be asked to leave. If they refuse, law enforcement will be notified. Prior to or following an out of school suspension, the parent/guardian will be notified.

# STUDENT DRESS CODE & ATTIRE

(School Board Policy – 505.7)

“Parents are primarily responsible for the dress and grooming of their children; however, a school has the right and responsibility of prohibiting student grooming and dress practices when such practices violate community morality standards, cleanliness, and safety, or disrupt the educational process.”

*From the “student conduct” section of the student/parent handbook:*

- Wearing of caps, hats, hoods, visors, bandanas, or sunglasses in the school building unless the principal has cleared special circumstances. These items shall not be worn in the school building.
- All clothing must be appropriate for school attendance and not distract from the educational process. Students are prohibited from wearing shirts or other articles of clothing, in school or while representing our school, which endorses or promotes alcoholic beverages, drugs, obscene or indecent pictures, or that displays/promotes gang activity or violence. In addition, we will also continue the banning of statements on clothing, which may be considered rude or vulgar in nature.
- Indecent clothing showing excessive skin, having visible undergarments, or clothing that is distracting to the learning process. Indecent clothing includes, but is not limited to, halter/tube tops and spaghetti straps.

## **General Rules and expectation:**

- You must wear a shirt and pants/shorts/dress/skirt etc.
- Shirts must have a strap over the shoulders
- Shirts must appear as purchased
- Undergarments must be covered by clothing at all times

## **The following are all violations and you will be asked to change or cover up**

- If someone can see your underwear
- If someone can see your bra
- If someone can see cleavage
- If someone can see your belly
- Shoes must be worn at all times for health and safety reasons. (School Board Policy - 502.1)

Students not adhering to the general expectation of the dress code, may be required to change their clothing, if they do not have clothing available, the school will provide them with clothing

Clothing expectations for athletic practices or Physical education classes is at the discretion of the coach and/or classroom supervisor

## **Extracurricular Activities-Good Conduct Policy**

Students are encouraged to participate in the diverse activities program in place at Riceville Community School. Any athletic participation requires a signed and completed physical on file in the office.

### **Student Eligibility for Activities Program**

The Board of Directors of the Riceville Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal & athletic director shall keep records of violations of the Good Conduct Code.

### **ACTIVITIES ELIGIBILITY - STUDENT CONDUCT CODE (GOOD CONDUCT CODE)**

(School Board Policy 503.9)

Students must respect and obey the law, conducting themselves both in and out of school, during the school year, and during the summer months, in a manner consistent with the concept of good citizenship.

A student who admits to, or is observed by law enforcement, or is observed by a school employee, or is found guilty by a court will be considered to be in violation of the good conduct code and may be ineligible for the ineligible for activity program participation.

Refer to "Student Conduct, Category 3 & 4" section for a list of behaviors that may impact Good Conduct Code.

A first "Student Conduct, Category O" violation (negative test for substance usage) will receive a notice letter. A second such violation will be subject to Good Conduct Code penalties.

The Riceville Community School District may determine that there has been a violation of its Good Conduct Code whether or not criminal charges have been filed, whether a student's trial is pending, or whether or not the student is found guilty by a court of law as long as there is reasonable evidence to support the finding of a Good Conduct Code violation. R.C.S.D. reserves the right to investigate and rule ineligible any alleged violations of the Good Conduct Code by a student if the alleged violation occurs on school property or at a school sponsored event.

Once the determination is made that a student has violated the Riceville Good Conduct Rule, the principal, or his/her designee shall make a determination of the appropriate penalty. The student and his/her parent(s) shall be informed in writing of this decision (the nature of the violation and the determination of the penalty) by mailing the same to the student's residence (or other address if the parents have a different address on file for mailing purposes with the school) within two school days of the determination. In addition, the parent(s) will be notified orally, if possible.

### **ACTIVITIES CODE School Board Policy 503.9**

- A. The following policy will apply for the entire length of a student's time of eligibility to participate in the Riceville activities program, both in-season and out-of-season. This starts with the beginning of the organized activities in 7/8 grades, and high school, and continues through the end of the summer activities program following graduation of the student's class.
- B. Violations occurring while in junior high (grades 7 & 8) are not cumulative in the high school total. However, penalties assessed for offenses during junior high school years must be completed before the student is eligible in high school. High school eligibility will be affected the day following the last day of 8<sup>th</sup> grade classes.
- C. **PROGRAMS COVERED-**
  - a. A school sponsored activity that happens outside of the regular curricular program and receives no credit toward graduation.

- b. This excludes practices and scrimmages, even if the public attends and/or participants are in uniform. Prom and Commencement are excluded from Good Conduct ineligibility
- c. Following completion of eighth grade, eighth grade students who enter high school will have their past eligibility reviewed and in most cases, their slate will be cleared of any prior offenses.

**D. ELIGIBILITY RULES -**

- a. To be eligible to take part in activities, a student must meet their respective State or Iowa Association standards and local school rules.

**E. LOCAL SCHOOL RULES MAY BE MORE STRICT THAN THOSE OF THE IOWA STATE ASSOCIATIONS**

**F. TRANSFERS**

- a. If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible. *If the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.*

**Athletic Department Ineligibilities**

**Violation Policy (No Chemical Abuse Class)**

- A. First offense: the length of ineligibility shall be 33% of the regularly scheduled contests that count toward the team's win/loss record in that activity including post season and tournament play.
- B. Second offense: the length of ineligibility shall be 66% of the regularly scheduled contests that count toward the team's win/loss record in that activity including post season and tournament play.
- C. Third offense: the length of ineligibility shall be one calendar year from the date of the infraction, subject to review by the athletic director, school administration and coach involved if it is found that there are extenuating circumstances.

**Violation Policy (Chemical Abuse Class with Parents)**

- A. First offense: where the student admits to or is found guilty of using alcohol, tobacco, or controlled substances, the student may elect to regain his/her eligibility by missing one regularly scheduled contest that counts toward the teams win/loss record and attending chemical abuse classes with his/her parents. **This class MUST be taken within four weeks of the violation.** The STUDENT must make arrangements to attend classes and provide the principal with proof of attendance.
- B. Second offense: where the student admits to or is found guilty of using alcohol, tobacco, or controlled substances, the student may elect to regain his/her eligibility by missing 33% of the regularly scheduled contests that count toward the teams win/loss record and attending chemical abuse classes with his/her parents.
- C. Third offense: the length of ineligibility shall be one calendar year from the date of the infraction, subject to review by the athletic director, school administration and coach involved if it is found that there are extenuating circumstances.

If less than the number of activities, meets or dates are left within the current sport season to take care of the ineligibility, the activities director will compute the percent of ineligibility completed and carry the rest of the ineligibility over to the next activity season in which the student chooses to participate. During any period of ineligibility, the student **must continue to practice** with the team in order to be reinstated at a later date unless circumstances, such as injury, would prevent this. If the ineligibility is not completed, he or she must start over with the ineligible period with the next sport season in which he/she chooses to participate. A student violator may not join an activity after the first contest is performed in that activity.

If a student becomes involved with the law enforcement officials in breaking the law and subsequently the courts, other than traffic violations, or becomes involved with local administrators for offenses other than stated in 2 above, the period of ineligibility will be decided by the school administration, activities director, and the student director.

**Attendance**

In order for a student to participate in any activity, the student must be in school the entire day of the scheduled event except those events scheduled on a Saturday or Sunday. The exception to this policy would be an excused advanced make-up arranged by a parent-student-principal conference and notification of the coach/director.

### **“Due Process”**

The above activities policy shall also include a “Due Process” whereby a student or parent/guardian contesting a declared ineligibility based upon the stated policy shall be required to state their objections in writing and also their request for an oral hearing, addressed to the Superintendent of Schools. The Superintendent shall then schedule a meeting of the Board of Education within ten (10) days of the receipt of such objections, and give at least five (5) days written notice of said hearing, unless shorter time is mutually agreeable. The Board of Education shall consider the evidence presented and make written findings of its decision within five (5) days of the hearing, mailing a copy to the objectors.

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. **A Final Note:** The Good Conduct Rule is not intended to be totally punitive. Rather, the rule is in place to promote responsibility, citizenship, and healthy decision-making among program participants.

### **Music Department Code of Conduct**

Effective beginning in the fall of 2001, the Riceville Music Department has established a code of conduct for its members. Because the number of performances and activities varies in such great degree from athletics, this policy was written out of a necessity to provide a clear and concise plan for student violations.

Participants in the music programs are usually leaders and looked up to and emulated. With this leadership brings added responsibility since each performance or event represents not only a student’s director and members of the music ensemble, but depicts the character of the school. With this in mind, the following rules will be enforced for musicians at Riceville High School.

Any student whose habits and/or conduct, both in and out of school during the school year or during the summer months, are such to make him/her unworthy to represent the ideals, principles, and standards of the Riceville Schools shall be declared ineligible and will remain ineligible until school administration reinstates him/her to eligibility. In the event a student admits or is found guilty of using or possessing alcohol, tobacco, or controlled substances, the students shall be immediately declared ineligible for participation in public performances. We feel the above violations are not in the best interest of the student in regards to health and discipline in the music ensembles, and brings dishonor to the Riceville Music Department.

#### **For the first offense:**

The student shall be removed from performances for thirty (30) days, or one third of the events offered, whichever is most expedient. This penalty can be reduced to missing one event by verified attendance at a certified substance abuse counseling program.

#### **For the second offense:**

The student shall be removed from performances for 60 days, or two thirds of the music events, and counseling is recommended.

If the student did not attend classes on the first offense, he/she is required to participate in a counseling program. If this criteria (counseling program) is met, then the penalty of 60 days and two thirds of the events will be reduced to 30 days and one third of the events, whichever is most expedient. However, if counseling took place on the first offense, the maximum penalty stated above will still apply.

#### **For the third offense:**

The student will be excluded from all public performances for one calendar year from the date of the infraction, subject to review by the music director and school administration, if it is found that extenuating circumstances exist.

### **The following are public performances in the music department**

#### **INSTRUMENTAL MUSIC:**

Marching Band

#### **VOCAL MUSIC:**

All-State

Pep Band  
All Concerts  
Honor Bands  
All-State

Honor Choirs

- \* State and Local Contests
- \* Any performance (solo or group) for the community which is school-sponsored
- \* Baccalaureate
- \* Commencement
- \* All concerts
- Parades
- \* Indicates common expectations of Instrumental and Vocal Music

## DRAMA/SPEECH DEPARTMENT CODE OF CONDUCT

### *Statement of Philosophy*

Participation in an activity program is a privilege granted to students displaying the interest and talent the activity requires. Students involved serve as representatives of our district to their peers, to the public within our district, and to other school districts. Because of the responsibility inherent in representing the Riceville Community School District, a higher level of conduct is demanded of those students than is expected of the general student population. Upon disclosure, students involved in activities that undermine the integrity and credibility of the Department will be ineligible immediately for the privilege of participation in public performance.

**It should be clearly understood that students who participate in speech and drama activities may not use alcohol, tobacco, or controlled substances at any time in any location to remain eligible.**

### *Statement of Purpose*

This Speech and Drama Code supplements policies and rules of the RHS School District including, without limitation, policies and rules relating to attendance, orderly conduct, vandalism, disrespect, commission of a misdemeanor or felony (except minor traffic violations), tobacco, alcoholic beverages, and controlled substances and theft. It is to be understood that this code specifies minimal penalties which may increased in severity by the Building Principal or by the Speech Director.

### *Substance Abuse*

#### **First Offense:**

The student will not be permitted to be involved in a public performance for 30 school days.

This penalty can be reduced to missing one event by verified attendance at a certified substance abuse counseling program.

#### **Second Offense:**

The student will not be permitted to be involved in a public performance for 60 school days. The days of one weekend may be counted.

If the student did not attend classes on the first offense, he/she is required to participate in a counseling program. If they so do, the 60 days is reduced to 30 days. If the counseling was used on the first offense, the 60 days will be enforced.

#### **Third Offense:**

The student will be excluded from all public performances for one calendar year from the date of the infraction, subject to review by the Department and School Administration, if there is need.

**The following are public performances**

<b>Drama and Stage Productions</b>	<b>Contests</b>
<ul style="list-style-type: none"><li>● 3 Act Dramas</li><li>● One Act Plays</li><li>● Senior Citizen Program: Christmas</li><li>● Festival of the Stars</li><li>● Any presentation individual or group for the community which is school-sponsored</li><li>● Musicals</li></ul>	<ul style="list-style-type: none"><li>● Forest City Speech Invitational</li><li>● IHSSA: Individual Events</li><li>● District<ul style="list-style-type: none"><li>○ State</li><li>○ All-State</li></ul></li><li>● Large Group Events<ul style="list-style-type: none"><li>○ District</li><li>○ State</li><li>○ All-State</li></ul></li><li>● Bishop Garrigan Classic</li><li>● Northwood Invitational/Fall &amp; Spring</li><li>● Quiz Bowl</li><li>● Any school-sponsored contest</li></ul>

**Student Council**

The Riceville Student Council maintains as its purpose a commitment to promoting harmonious relations throughout the entire school and community by serving as the voice of the student body. The council is comprised of the president, previous president and 1-2 student representatives from each grade that are determined through an annual election. Students are considered a student council member from the day election results are announced through the end of the following school year. In May each year, the student council shall coordinate the election of the next year's members using the following guidelines:

- Nominees must complete a nomination form and return it to the principal's office one week prior to the election.
- Nominees must not have had any violations of the Riceville High School Good Conduct Code during the current school year to serve on the Executive Council.
- Any student council member that incurs a violation of the Good Conduct Code will be removed from the group and be replaced by the next most eligible candidate, as decided by the faculty interview committee.

**National Honor Society**

To be eligible for induction into the National Honor Society, a student must have a 3.500 cumulative GPA and meet the National Honor Society characteristics of scholarship, leadership, service and character. For more information, students are encouraged to contact the National Honor Society advisor.

A National Honor Society member who incurs a violation of the Good Conduct Policy shall be removed from the group. An inductee who incurs a violation of the Good Conduct Rule will not be recognized as a member during commencement exercises.



# District Policies

## **Summaries of Notable Board Policies**

The following Riceville Board of Education policy summaries have been condensed to only the essential information that impacts students at Riceville High School. A complete copy of each policy is available in the Superintendent's Office..

### **Educational Equity (500)**

The Riceville Community School District is an equal opportunity educational institution that does not discriminate on the basis of 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 in its educational programs or employment practices as mandated by Title VI, Title IX, and Section 504. Information on grievance procedures can be obtained from the superintendent, at (641) 985-2288.

### **Student Records (505.1)**

The legal guardian of a student has the right to review and inspect that student's cumulative record file. If there is a disagreement regarding the contents of the file, the guardian can request a hearing for clarification and/or removal of the item in question. The school does not allow access to a student's file to anyone other than school personnel unless written consent has been obtained from the guardian. All student files are maintained for a minimum of three years after graduation.

### **Student Directory Information (505.10)**

All student directory information may be released to the public unless a request to withhold the information is on file from an individual student's guardian. The request to withhold the information must be renewed annually. Ideally, such a request should be filed during the August registration period.

### **Anti-Bullying/Harassment Policy (608.01)**

Student and employee anti-bullying and harassment policy.

### **Free and Reduced Price Lunches (701.4)**

A student who is unable to afford the full cost of a school lunch may be eligible to receive food services at either reduced or no cost. Income guidelines for free and reduced price lunches also determine eligibility for full or partial waiver of other student fees. Information on the program is available in the superintendent's office.

### **Emergency Disaster Plan (305.1)**

Riceville Schools are prepared for emergencies that require exiting the building or relocating to safer areas within the building. Each classroom has designated areas for safety that are communicated by the teacher in case of emergency. Two practice drills for both exiting the building and relocating within the building are held each semester.

### **Asbestos Policy (902.8)**

The Riceville Community School District is in compliance with the regulations of the Asbestos Hazard Emergency Response Act, which was enacted by the United States Congress in 1986. A complete copy of the asbestos management plan for each of the district's buildings is available at the superintendent's office – 912 Woodland Avenue.

### **Board of Education – Elections (201.5)**

The annual election for the Riceville Community School District Board of Education takes place on the second Tuesday of September of odd-numbered years. Citizens of the district with an interest in running for a position on the school board must file nomination papers with the school board secretary.

The Riceville Community School District Board of Education for the 2016-2017 academic year consists of the following members: President: Karl Fox, Vice President: Neal Keeling, Kyle Guertin, Bill Hemann, and Shanna Hale.

**UNIFIED IOWA ACTIVITIES FEDERATION "CONDUCT COUNTS"**

At Riceville Community School, these behaviors are NOT acceptable:

- Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event. PENALTY – EJECTION
- Throwing articles onto to contest area. PENALTY – EJECTION
- Entering the contest area in protest or celebration. PENALTY – EJECTION
- Physical confrontation involving contest officials, coaches/directors, contestants or spectators. PENALTY – EJECTION
- Spectator interference with the event. PENALTY – EJECTION
- Jumping up and down on the bleachers. PENALTY – WARNING/EJECTION
- Use of artificial noisemakers, signs or banners. PENALTY – WARNING/EJECTION
- Chants or cheers directed at opponents. PENALTY – WARNING/EJECTION

## Certified Staff 2018-2019

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