

Riceville Community School District

Student-Parent Handbook

2026-2027



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, Marcia Grimm, 6-12 Principal, 912 Woodland Avenue, Riceville, IA 50466, (641) 985-2288, marcia.grimm@riceville.k12.ia.us. For further guidance, visit the Iowa Department of Education website.

Table of Contents

Philosophy	Page 3
General Information	Page 4
Academic Achievement Letter Requirements	Page 5
Academic and Athletic Eligibility	Page 5
Accreditation	Page 5-6
Activities/Practices for Inclement Weather	Page 6
Administration of Medications	Page 6
Alternative School Options	Page 6
Arriving at School Late or Leaving School Early	Page 6
Attendance	Page 6-9
Attendance Reports	Page 9
Breakfast	Page 9
Building Threats	Page 9
Bullying and Harassment	Page 9
Caring of School Property	Page 9-10
Cell Phones and Other Electronic Devices	Page 10
Certified Staff	Page 10
Chapter 103: Corporal Punishment, Restraint & Physical Confinement and Detention	Page 10
Concurrent Credit Options	Page 10
Conduct and Transportation for Events Outside of School	Page 10-11
Course Registration	Page 11
Counseling	Page 11
Daily Announcements	Page 11
Directory Information	Page 11
District Policies	Page 11-12
Early Graduation	Page 12-13
Emergency Closings, Delays, or Early Dismissal of School	Page 13
End of the Day	Page 13
Extracurricular Activities - Good Conduct Policy	Page 13-14
Family Educational Rights and Privacy Act of 1974	Page 14
Four-Year Plan- 8th Graders	Page 14
Grading Scale	Page 14
Graduation Requirements	Page 14-15
Health Education	Page 15
Health Screenings	Page 16
Homeless	Page 16
Honor Roll	Page 16-17
Human Growth and Development	Page 17
Late/Incomplete Work: Grades 6-12	Page 17
Library Guidelines	Page 17
Lockers and Valuables	Page 17
Lost and Found	Page 17
National Honor Society	Page 17
Open Enrollment	Page 18
Outdoor Recess Clothing Expectations	Page 18
Parent-Teacher Conferences	Page 18
Physical Education Requirements	Page 18
PICC Options	Page 18
Regulations for Use of the School Gym	Page 19
Repeating/Retaking Courses	Page 19
Report to Parents	Page 19-20
Requesting Student Work and Assignments	Page 20
Rules for Conduct at Activities	Page 20
Scheduled Activities	Page 20
School Calendar	Page 20
School and Hallway Conduct	Page 20-21
School Schedules	Page 21
School Social Events	Page 21
Social Networking Sites and Handheld Technology Devices Policy	Page 21-22
Special Education, Section 504/ADA Policy	Page 22
Special Request for Bus Transportation	Page 23
Start of the School Day	Page 23
Student Abuse by School Employee	Page 23
Student Conduct	Page 23-24
Student Conduct - Positive Behavior Intervention Supports (PBIS)	Page 25
Student Conduct - Riceville Behavior Matrix	Page 26-29
Student Conduct - Continuum of Strategies to Respond to Appropriate and Problem Behaviors	Page 30
Student Council	Page 31
School Dismissal from School - Illness	Page 31
Student Dress Code and Attire	Page 31
Student Exercise of Free Expression	Page 31-32
Student Rules for Computer Use	Page 32
Student Use of Personal Transportation/Parking	Page 32
Student Searches	Page 32-33
Student Visitors	Page 33
Study Hall	Page 33
Title I Reading and Mathematics Program	Page 33
Transcript	Page 34
Visitors/Guests	Page 34
Waiver of Student Fees	Page 34
Appendix	
1. Academic and Athletic Eligibility	
2. Bullying and Harassment	
3. 2023-2024 Certified Staff	
4. Extra Curricular Activities - Good Conduct Policy	
5. 2023-2024 School Calendar	
6. 2023-2024 School Period Schedules	
7. 2028 and beyond Graduation requirements	

Philosophy of the 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. The Riceville Community School accepts all students and develops an education plan to assist students to 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.

General Information

Phone

Main Directory..... 641-985-2288

Social & Web

District Website..... <http://www.riceville.k12.ia.us>

Twitter..... <https://twitter.com/RCSDWildcats>

Facebook..... <https://www.facebook.com/riceville.wildcats>

YouTube..... <https://www.youtube.com/c/RicevilleWildcats>

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 <https://www.baxtercsd.com>
- BCLUW <https://www.bcluw.org>
- 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/>
- Tripoli Community School District <http://www.tripoli.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/>

Academic Achievement 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.
- Valedictorian and Salutatorian are chosen by cumulative grade point average, including any college courses taken at the end of second semester.
- Classes with 30 or more students, the top 15% will be recognized or classes with less than 30, with a cumulative GPA of 3.7 or higher will wear academic cords at graduation.

Academic and Athletic Eligibility

See Appendix 1

Academic Integrity

Academic Integrity Policy: High school students are required to uphold the utmost standards of academic integrity. Actions such as cheating, plagiarism, and any other forms of academic dishonesty are strictly forbidden. This encompasses activities such as copying assignments or exams, utilizing unauthorized materials during assessments, and presenting others' work as one's own.

Plagiarism constitutes a grave violation of academic standards. It involves appropriating someone else's words, concepts, or creations without proper attribution. Examples of plagiarism include, but are not restricted to, directly copying content from the internet, replicating another student's work, failing to credit external ideas, and submitting previously used work without authorization.

Consequences of Plagiarism: Plagiarism is intolerable and may lead to severe repercussions, such as receiving a failing grade for the assignment or a reduced overall grade in the course.

Responsible AI Usage: Students are encouraged to employ AI in a responsible and ethical manner. When utilizing AI for academic purposes, they must ensure that the work submitted is their own. It is impermissible to exploit AI for the purpose of plagiarism or academic dishonesty in any form. If utilizing existing AI models or data, proper acknowledgment and citation of sources are mandatory.

Respect for Intellectual Property: Students must uphold the intellectual property rights of others while utilizing AI. This entails refraining from using copyrighted materials or concepts without explicit permission. Furthermore, students should avoid developing AI that infringes upon the intellectual property rights of others, as detailed in the plagiarism section above.

Consequences: Violations of this integrity policy will result in appropriate consequences, which may include disciplinary measures, forfeiture of privileges, and academic penalties.

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.

Activities/Practices for Inclement Weather

When school is canceled or dismissed early due to bad weather, there will be no activities or practices, except at the discretion of the Athletic Director and Administration.

Administration of Medications

Riceville Student Health Protocols

Students may need to take prescription or non-prescription, over the counter medications, during the school hours. Medications will be held in a locked cabinet and distributed by the school nurse or other medication certified staff. Prescription medication must be in its original container and have a label from the pharmacy that includes; name of student, name of medication, prescribing doctor, dosage and dosage times and duration. This includes inhalers, ointments, and drops.

When the prescription medication is almost finished and requires a refill, the parent/guardian will be notified and asked to obtain a refill from their pharmacy. Empty medication bottles will be discarded after the labels are removed or blackened out.

Over the Counter Medications

Riceville Community School will have school approved over-the-counter medications available to students, distributed by either the school nurse or medication certified staff. Health information must be provided as well from the parent/guardian permission for these over the counter medications before ANY medications will be administered. Students may receive up to five (5) doses of acetaminophen and ibuprofen per school year after which the school nurse will assess the student and contact the parent/guardian to determine if a medical referral is needed and before any more doses will be given. Parents/guardians of students requiring or requesting more than the five (5) doses allowed may be asked to provide written permission from a licensed healthcare provider for future administration of these medications as well as be asked to provide the medication being requested.

For additional information, please refer to the Riceville Community School District Medication Administration Policy.

Artificial Intelligence (AI) Image Misuse Policy

Students are prohibited from creating, generating, editing, or distributing AI-generated or digitally altered images, videos, or media using school-issued devices, personal devices on school Wi-Fi, or during school hours when such content is intended to harm, harass, intimidate, threaten, defame, or exploit another individual.

This includes, but is not limited to:

- Creating fake, altered, or manipulated images of students, staff, or community members
- Generating images that depict others in inappropriate, explicit, or misleading situations
- Using AI tools to impersonate, embarrass, or damage the reputation of another person
- Sharing, possessing, or distributing harmful AI-generated content, regardless of where it was created
- Participating in or encouraging the creation or spread of such content

Intent to harm will be determined by school administration based on the content, context, and impact. Claiming the content was a “joke,” “just AI,” or created off-campus will not exempt a student from consequences if it disrupts the school environment or affects the safety or well-being of others.

This policy applies to:

- All use of school-issued devices
- All use of personal devices connected to school Wi-Fi
- Any AI-generated content created or shared during school hours
- Off-campus behavior that materially disrupts the school environment or infringes on the rights, safety, or dignity of students or staff

Wearable Technology (Smart/Meta Glasses and Similar Devices) and VueBuds (AI Earbuds with tiny cameras)

Students are prohibited from using wearable technology capable of recording, capturing, streaming, or generating AI-assisted images, video, or audio (including but not limited to smart glasses, Meta/Ray-Ban glasses, or similar devices) during the school day or on school premises without explicit administrative approval.

This includes:

- Recording or livestreaming others without their knowledge or consent
- Using wearable devices to capture content for AI generation, editing, or manipulation
- Circumventing school technology policies through wearable or hands-free devices
- Possessing or using such devices in restrooms, locker rooms, or other private areas

All wearable recording or AI-capable devices must be **powered off and stored** during the school day in the same manner as other prohibited personal technology, unless explicitly authorized.

Violations of this policy may result in:

- Loss of technology privileges
- School disciplinary action, including detention, suspension, or expulsion
- Notification of parents/guardians
- Referral to law enforcement when applicable (e.g., harassment, threats, or explicit content involving minors)

Alternative School Options

Riceville CSD works cooperatively with the following programs to provide educational opportunities to all students. Enrollment must indicate a documented need for placement and will involve parents, students, teachers, the administration, and AEA staff. Alternative school options include:

Cresco Alternative School
Osage Alternative School

Arriving at School Late or Leaving School Early

Any student who arrives or departs at a time other than the student's regularly scheduled time must report to the Office to sign in or sign out. Notification in the form of a written note, an email, or telephone call from the parent/guardian should be presented to the Office personnel.

Attendance

Philosophy

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance, established early, is one which helps an individual be successful throughout his or her lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking student attendance records. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day, and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Notifying the School

Parents are asked to notify the school of any planned or unplanned absences by 8:25 AM the day of the absence. If the school does not receive prior notification at the High School or Elementary Office by 8:25 AM on the day that the student is absent, Office personnel will contact the parents/guardians by phone to check on the validity of the student's absence. In the event of a doctor's appointment or documented illness, families have 48 hours to provide a doctor's note/excuse slip. *Students who are 18 and considered a dependent, may not excuse themselves from school.*

Student Absences/Tardiness

Office guidelines for when to mark a student absent or tardy 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 four periods of the school day will be marked "absent" for a half day.
- Missing eight periods of the school day will be marked "absent" for the entire day.

E= Excused Absence- Absences with an OFFICIAL SLIP produced such as a medically documented illness or appointment, funeral of a family member, court appearances, school-sponsored activities will not count towards truancy. Parents must provide written or verbal information to the school of a student's absence.

U= Unexcused Absence

- a. A student who is absent/skips a portion of the school day without a parent/guardian providing information (not excused).

Chronic Absenteeism Process

When a student is chronically absent, the following levels will be followed as shown, or as modified to accommodate individual situations as determined by and/or at the discretion of the Principal. Three (3) unexcused and/or six (6) absences will start this process and a referral to the County Attorney can be made at any time.

Level 1

When the absences experienced by a student are determined to be excessive (3 unexcused and/or 6 excused absences), or of such frequency, that school staff is concerned that the success of the student is truly in jeopardy, a notice of "Chronic Absence" shall be sent to the parent/guardian.

Level 2

If the actions taken in Level 1 do not resolve the student's chronic absences and the student has three (3) unexcused and/or nine (9) excused absences, an additional additional notice of "Chronic Absence" shall be sent to the parent/guardian. Students in grades 6-12 will conference with their administrator.

Level 3

If the actions taken in Level 2 do not resolve the student's chronic absences and the student has six (6) unexcused and/or twelve (12) excused, the parent/guardian will be notified and a meeting will be scheduled with the parent/guardian and school personnel (Principal, counselor, and/or teachers) to discuss absenteeism. The meeting will include the student's academic progress, attendance history and procedures, agreed to by the participants, to improve attendance.

Level 4

If the actions taken in Level 3 do not resolve the student's chronic absences and the student has nine (9) unexcused and/or fifteen (15) excused, the school may make a referral to the County Attorney for mediation. If a student has stopped attending with no communication from parents/guardians or there is no records request, the student will be exited from enrollment after 15 consecutive days.

The Iowa Legislature passed an updated truancy law in 2024 which requires a meeting between parents, student, and school personnel when a student doesn't have at least 85% attendance in a grading period (semester). A contract is created between the family and the school to improve the student's attendance. Failure to comply with the agreement will result in a referral to the county attorney, who is required by law to intercede in the matter. (Board policy 501.9R1)

Chronic Tardies Process

1. A student is tardy when the student initially appears in the assigned area any time after the designated starting time. Bus students who are late, because the bus was late, will need to report to the Office to get a pass and/or Office Personnel will inform the teachers of the late bus arrival.
2. K-5th Grade Tardiness will follow these levels:

Level 1 - Parent/guardian and the student are notified after three (3) tardies.

Level 2 - Parent/guardian and the student are notified after six (6) tardies.

Level 3 - Parent/guardian and the student are notified after nine (9) tardies. Parents/guardians will be required to conference with school personnel to discuss tardiness and ways the school can help. A family intervention plan would be important at this level including strategies for improvement attendance, possible community resources and monitoring for progress.

Level 4 - Parent/guardian and student are notified after twelve (12) tardies. Additional resources may be needed, such as a referral to the County Attorney.

6th-12th Grade Tardiness to school will follow these levels:

Level 1 - Parent/guardian and the student are notified after three (3) tardies. Three tardies in which the student is late to school is the equivalent of one class period. A detention equivalent to a class period will be served.

Level 2 - Parent/guardian and the student are notified after six (6) tardies. A detention equivalent to two class periods will be served.

Level 3 - Parent/guardian and the student are notified after nine (9) tardies. Parent/guardian and the student will be required to conference with school personnel to discuss tardiness and ways the school can help. A family intervention plan would be important at this level including strategies for improvement attendance, possible community resources and monitoring for progress. A detention equivalent to three class periods will be served.

Level 4 - Parent/guardian and student are notified after twelve (12) tardies. Additional resources may be needed. A detention equivalent to four class periods will be served.

For more information on absenteeism/truancy, please refer to the Board Policy 510.

6th-12th Grade Tardies to class:

For every 3 tardies to class, a student will serve a detention.

TARDINESS: There is a five (5) minute passing time between class periods. Any student who enters a classroom or study area without a pass after the bell has rung is to be marked tardy UNEXCUSED for class. (Students must plan ahead as trips to and from lockers are not excuses for being late to class.) If an activity or conference with a teacher or staff member is the reason for the student being late to the class, the student shall get a written pass to present as an admit to class, and this tardiness will be recorded as TARDY EXCUSED. Tardies will be kept cumulatively per class per semester. Students will be allowed three tardies without consequence. On the 4th tardy and all subsequent tardies one-half hour of detention will be assigned. If excessive tardiness occurs, a contract, parent notification, or further consequence may be applied. Tardies will be counted as UNEXCUSED absences after 10 minutes of missed class time.

Attendance Reports

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

Breakfast

Students may go to the lunchroom to eat breakfast beginning at 7:30 AM. Breakfast hours on a regular school day are 7:30 AM - 7:55 AM. Students in grades K-5 may proceed to breakfast at or after 7:30 AM. Students’ school bags and supplies can be placed in the adjacent hallway and/or lockers. Students riding the bus, who are going to eat breakfast, are to go directly to breakfast before proceeding to their class to start the day.

Students in grades 6-12 may put their belongings in their lockers when they arrive at school and then have the option of going to breakfast or middle school students to the gym, high school students to the lobby. When they are finished with breakfast, students should then return to the designated lobby/gym area to prepare to begin the school day.

Building Threats

1. All threats will be treated as though they may be true.
2. The phone call will be traced as all calls can be traced in our phone system.
3. Law enforcement will be notified.
4. The Principal and Superintendent will make decisions as to the procedure to follow at the time using the Riceville CSD Emergency Operations Plan as a guide.
5. If needed, students will be relocated to a designated area. School staff will see that no one leaves their designated area until authorized to do so.
6. After proper investigation and consultation with authorities, the Superintendent, Principal or Designee, along with law enforcement authorities, will determine if the building is safe for students and staff occupancy.

Bullying & Harassment

See Appendix 2

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 students 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.

Cell Phones and Other Electronic Devices

Per board policy 503.9R1

The district is committed to providing an inclusive educational environment for students and families. It is valuable for students' educational experience for families to engage in and support their students' educational experience. As part of this commitment, the district will take steps to create opportunities for students to engage in peer-to-peer activities and ensure that student use of personal electronic devices does not occur during instructional time.

To avoid distraction during instructional time, personal electronic devices must be silenced or turned off, not visible, and not physically attached to the student's body. Staff members may establish classroom rules or protocols for placement of personal electronic devices during instructional times consistent with this regulation.

If a student is observed using a personal electronic device during instructional time, the employee who observed the student behavior will notify building administration, who will require the student to turn in the device for safekeeping until the end of the school day. The device will be secured in the building's front office.

For a student's first violation of this policy, the student may pick up the device at the end of the school day and the student's parent/guardian will be notified. For subsequent violations of this policy, the device will be released to the student's parent/guardian following a meeting with the student and the student's parent/guardian to create a plan to avoid further violations. If a student in violation of this policy refuses to turn over their device, they may be sent home for the remainder of the school day. Repeated violations of this policy may result in additional disciplinary consequences for students in accordance with board policy.

Certified Staff

See Appendix 3

Chapter 103: 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 student's parent/guardian.

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

Concurrent Credit Options

Students identified and served in the District's Talented and Gifted Program, and 10th, 11th and 12th 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 Accuplacer and Aleks. Students are responsible to review the high school partnership handbooks: [NICC](#) & [NIACC](#). Students are able to take college summer courses, however the school will not pay for them.

Conduct and Transportation for Events Outside of School

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/guardians must have the student's parent/guardian make a 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 the student's parent/guardian, that person must be over the age of 21 and the student's parent/guardian must make contact with the coach or sponsor prior to the student leaving the event.

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 and dictates the necessary number of teachers and classrooms. Students have three (3) days for high school courses, at the beginning of each semester, to alter their schedules. After the three (3) days, schedules may not be changed. Students who choose to withdraw from a PICC/Concurrent course will receive an "F" on their high school transcript if it has been six (6) 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 dedicated period during the class day in order to work on their course. All college classes will be reflected in the student's GPA. If a concern exists regarding a student's academic performance, contact the Principal's Office immediately at (641) 985-2288.

Counseling

Counseling services will be available for all students. Students in grades K-5 will be taught a social-emotional learning curriculum. Students in grades 6-12 will be advised in social-emotional learning, course planning, career interests, and college planning.

Dances

Several times a year, dances may be held for students. Middle school dances are for in-district middle school students only. High school dances are for students who are currently in high school or an outside guest that is under the age of 21 and appropriate paperwork for all guests has been completed and submitted to the High School Office prior to the deadline provided.

Directory Information

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/guardian not wanting this information released to the public, must make an objection in writing to the Principal or other person in charge of the school in which the student is attending. Parents/guardians are asked to renew this objection at the beginning of each school year. The information includes the following:

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.

District Policies

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

Anti-Bullying/Harassment Policy

Student and employee anti-bullying and harassment policies are included in the Appendix of this student -parent handbook.

Asbestos Policy

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, Riceville, IA.

Board of Education – Elections

The annual election for the Riceville Community School District Board of Education takes place on the second Tuesday after the first Monday in 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 consists of the following members: President: Kyle Guertin, Vice President: Audrey McCarthy. Other Members: Shanna Hale, Lyle Eastman, Elizabeth Baethke.

Disruptive Behavior

In accordance with Iowa law and school board policy [503.11](#), [503.11 R1](#) and [503.11 R2](#) students are expected to behave in a way that allows teachers to teach and students to learn in a safe, productive environment. Students whose behavior is violent or substantially disrupts learning may be removed from the classroom.

Educational Equity

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, Marcia Grimm Associate PK-12 principal, 912 Woodland Avenue, Riceville, IA 50466, (641) 985-2288, marcia.grimm@riceville.k12.ia.us For further guidance, visit the Iowa Department of Education website.

Emergency Disaster Plan

The Riceville CSD is 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.

Free and Reduced Price Lunches

A student who is unable to afford the full cost of a school lunch may be eligible to receive food services at either a reduced fee or at 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.

Student Directory Information

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 parent/guardian. The request to withhold the information must be renewed annually. Ideally, such a request should be filed during the August registration period.

Student Records

The legal parent/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 parent/guardian can request a hearing for

clarification and/or removal of the item in question. Student records may be disclosed in limited circumstances without parental or eligible student's written permission. All student transcripts are maintained at the school. Individualized Education Plans are kept for five years after graduation.

Drug Detection Dog (K-9) Policy

(Aligned with Iowa Code Chapter 808A and applicable case law)

The use of trained drug detection dogs is intended to:

- Deter the presence of illegal drugs and contraband
- Maintain a safe and orderly school environment
- Support enforcement of school policy and state law

Permissible Use

Drug detection dogs may be used to conduct **non-intrusive, exterior sniffs** of:

- Lockers
- Desks
- Classrooms (when unoccupied)
- Common areas
- Student vehicles parked on school property

Dogs may be used only when:

- Handled by trained law enforcement personnel
- Properly trained and certified for drug detection

If a drug detection dog alerts:

School Property (Lockers, Desks)

- May be searched immediately by school officials
- Students have **no expectation of privacy** in school-owned property

Student Personal Property (Backpacks, Bags)

- Requires reasonable suspicion prior to search
- Search must be:
 - Reasonable in scope
 - Conducted by school officials (not the dog)

Student Vehicles

- May be searched if:
 - Parked on school property
 - Dog alerts (establishes probable cause)

Notice to Students and Parents

The district will provide annual notice that:

- Lockers, vehicles, and school property are subject to search

- Drug detection dogs may be used periodically or randomly
- Possession of illegal substances will result in:
 - School discipline
 - Possible law enforcement referral

Student removal from classroom

Early Graduation:

Students who wish to graduate early will be required to meet the Riceville Community School District's minimum graduation requirements. Seniors who have accumulated all credits to graduate early are still expected to carry a full schedule of classes prior to graduating. Students requesting permission to graduate early must also obtain approval from the Riceville Community School District Board of Education by the end of the previous school year. Paperwork needs to be turned in by May 31st to be put on the June board agenda. If a student requests early graduation after this time, the student must appear before the School Board for approval. The early graduation form, found on the school website, must be filled out and submitted to the School Counselor.

Once the School Counselor has reviewed the form and discussed the expectations of the early graduation process with the student, the form will be presented to the Principal for review. The form will then be presented at the next scheduled Riceville Board of Education School Board Meeting, normally scheduled for the third Monday of each month, where the final review of the application will be conducted. If approved, a student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in commencement exercises and prom.

Emergency Closings, Delays, or Early Dismissal of School

All emergency closings, late start days or early dismissal days are communicated through the District's JMC System. These notifications will be sent via email and text message. Please check with multiple sources to verify the information is accurate. In addition, emergency closings, delays or early dismissals are also posted on the following media outlets:

Social Media

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

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

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

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

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

End of the Day

At school dismissal time, K-5 students who are not riding the bus are dismissed by the classroom teacher to the pick up line and/or daycare.

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

Students in grades 6-12 will remain in their last period 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 five (5) minutes after the dismissal bell rings that signaled the end of the school day.

If someone other than a parent/guardian is picking up a student, the school needs to be notified ahead of time by a parent/guardian.

NOTE: Students are to exit the building by 3:50 PM unless supervised by a staff member. Students will remain with the supervisor and the supervisor shall maintain consistent supervision of the area students are meeting.

Extracurricular Activities - Good Conduct Policy

See Appendix 4

Family Educational Rights and Privacy Act of 1974

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 parents.

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.

Four-Year Plan - 8th Graders

Beginning in Eighth Grade, students work with the Riceville Counselor and in the 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.

Grading Scale

Students in Preschool will receive a family conference form based on the GOLD objectives. Grades K-5 will receive 1, 2, 3 or 4 marks to show student achievement. X and NA will be used for standards not assessed or taught.

Students in Grades 6-12 in the Riceville CSD use the A, B, C, D, F, W, I letter system.

Percent	Grade	Percent	Grade	Percent	Grade
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 or projects are optional components of each academic class for grades 6-12.

All fines owed must be paid before graduation, or recovery of bills may be pursued through small claims court.

Graduation Requirements

Students must successfully complete the courses required by the Riceville Board of Education and Iowa Department of Education in order to graduate. It is the responsibility of the Superintendent to ensure that students complete grades one through twelve and that high school students complete 54 credits prior to graduation. The following credits will be required for graduation:

See Appendix 7 for requirements

English - 8 credits

English 1
English 2
English 3
Speech
Other Elective

Social Studies - 6 credits

U.S. History-2
World History-2
American Government-1
Behavioral Science-1

PE - 2 credits

Math - 6 credits

Algebra 1-Geometry-Algebra 2
Geometry- Algebra 2-Precalculus/Statistics

Health - 1 credit

Health 1

Science - 6 credits

Biology
Physical Science
Chemistry (1 semester required)
Other science elective

Business/Computers - 2 credits

Computer Science
Personal Finance

Electives - *Vary depending on the graduation year.*

Additional Graduation Requirements

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.

Job Shadow - All high school students need to complete one job shadow before they graduate; preferably their junior year. Students must complete a verification form regarding their 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.

Iowa Code requires school districts to award high school credit for any high school course taken as a middle schooler. Here are a few pieces of information to help clarify the change:

1. In past years, it was voluntary for students to receive high school credit for taking Algebra I. This is no longer a choice and is required by the state that students receive credit.
2. The Algebra I course will be on your student's high school transcript.
3. The Algebra I course will also be reflected in your student's GPA at a middle school (8th grade year) and high school level (will follow them in their cumulative GPA).
4. This course will count as a year of high school math; however, students will need to take three more years of math, in their high school careers, to meet state sequence requirements.

Failing a class

Students who fail the first semester of a year long class will not be eligible for the second semester. They will retake the entire course the following year. Example: A student who fails Freshman English 1 first semester will not take second semester but will take English 1 as a sophomore.

Health Education

Students in grade 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 in Seventh Grade, characteristics of communicable disease shall include information about sexually transmitted diseases.

Health Screenings:

Dental, hearing and vision screenings will be provided to students in various grade levels as listed below:

Dental

Dental screenings are mandated for both kindergarten and freshman students. For kindergarten, a screening completed no earlier than age 3, but no later than four months after enrollment is acceptable. For 9th Grade, the screening must use the HHS Certificate of Dental Screening.

Hearing

The AEA personnel will provide hearing screenings annually for students in 2nd grade, any new students and any students with hearing difficulties with a per pupil cost. AEA personnel will mail results directly to the parent/guardian if further follow-up is needed.

Vision

A vision screening, performed by an eye doctor, is required for incoming kindergarten and 3rd grade students occurring no earlier than one year prior and no later than 6 months after enrollment. A visual acuity screening will be performed annually on students in grades 1, 3, 5, and 7 by the school nurse. A second screening will be performed by the nurse on students who do not pass the screening or who are borderline passing. The results of students who do not pass the screening or are borderline passing will be mailed or emailed to the parent/guardian or sent home with the student.

Homeless

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

The District shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services, transportation services and food and nutrition programs, on the same basis as those services and assistance are provided to resident pupils. If you are homeless, or know of a child who is, please contact the school counselor, at connie.baker@riceville.k12.ia.us The State Coordinator for the Education of Homeless Children can be reached by phone at (515) 402-2736 or by email at carolyn.cobb@iowa.gov.

Honor Roll (6th-12th Grade)

The Honor Roll is based on final grades received, including concurrent and PICC courses taken through local community colleges and will be posted and published at the end of each semester. A 3.000 grade point average or better is required to qualify for this distinction. 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

Human Growth and Development

The District provides students with instruction in human growth and development. Parents/guardians may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents/guardians 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.

Late/Incomplete Work: Grades 6-12

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. Teacher discretion is used to determine the grading of late assignments. Late assignments or projects may result in loss of credit (i.e. teachers may dock 10% for each day that it is late up to five (5) days (50%) at which the assignment/project will be graded starting at 50%) and a failing grade in the class.

School work missed because of absences must be made up within two times the number of days absent not to exceed five (5) school days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

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 due to extenuating circumstances. The student is responsible for making arrangements with the classroom teacher for the completion of all late or incomplete academic work.

Students who are missing work will need to complete their work during Wildcat Time. The success teacher is a resource that may be utilized during Wildcat time. A teacher may expect a student to come in at additional times i.e. before or after school, to complete late work or get additional assistance. The teacher will be responsible for supervising the student during this time.

Library Guidelines

The library is a resource area shared by all students that is typically open from 8:00 AM to 3:40 PM. 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. The review process for Instructional and Library materials is located in the 600 series of the Riceville Community School District board policies.

Lighthouse

The purpose of the Leader in Me Lighthouse Team is to ensure that our campus continues to promote student leadership. The Lighthouse Team actively works with all teachers and administration. The Lighthouse Team also coordinates school-wide events such as homecoming and the Thanksgiving Feast. Throughout the year they will work on school improvement projects, community service projects, and plan leadership events and

opportunities. Lighthouse team members are students who are in grades 9-12 and have fulfilled the application requirements. Applications are available every spring for students who are interested in applying for a position. The team will have weekly meetings during school hours. Any student who misses three consecutive meetings without notification to the team, will no longer be part of the team.

Lockers and Valuables

Lockers will be assigned to students before school opens each fall. All backpacks, lunch bags, purses, etc. are to be stored in lockers for grades 6-12 and not taken into the classrooms. Students with health plans, IEPs or 504 accommodations are an exemption to this rule. 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. Combination padlocks are available in the High School Office and can be issued to students upon request. Students are responsible for damaged locks or locks not returned.

YOU ARE CAUTIONED NOT TO LEAVE VALUABLES ON DESKS, IN LOCKERS, IN RESTROOMS OR IN 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 Office. If you should find anything, please turn it into the Office. If you should lose something, report the loss to the Office Personnel as soon as possible. The Riceville CSD is not responsible for any lost or stolen items.

National Honor Society

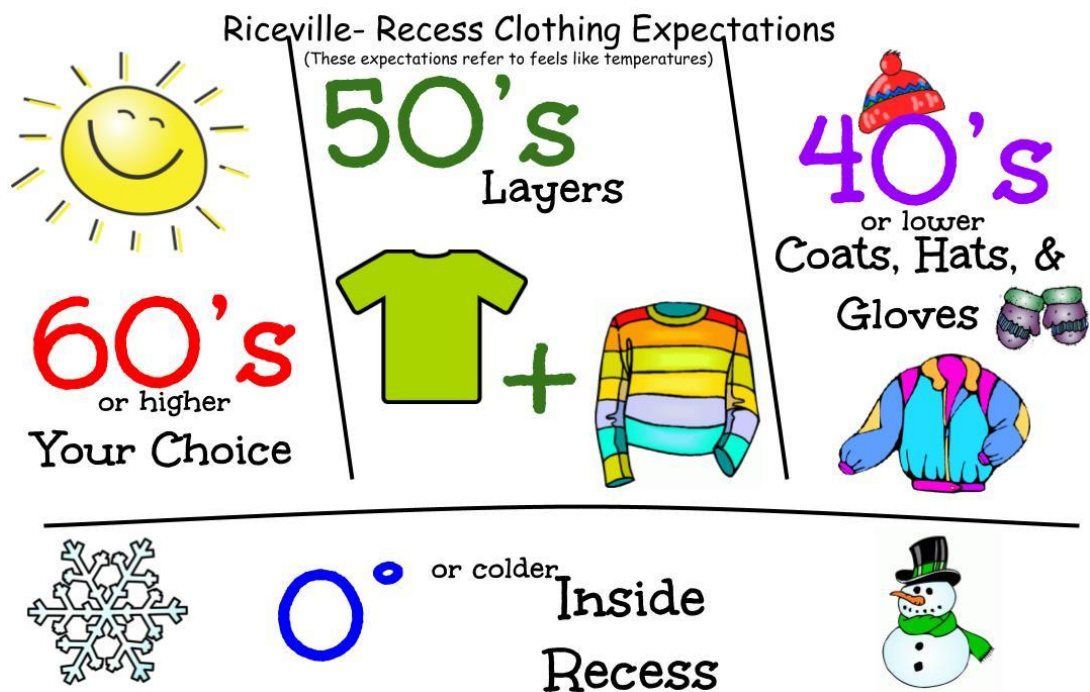
To be eligible for induction into the National Honor Society, a student must have a 3.500 cumulative GPA and meet the National Honor Society characteristics of scholarship, leadership, service and character. For more information, students are encouraged to contact the National Honor Society Advisor. A National Honor Society member, who incurs a violation of the Riceville Good Conduct Policy shall be removed from the organization. An inductee who incurs a violation of the Riceville Good Conduct Rule will not be recognized as a member during commencement exercises.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request a transfer to another school district upon the parent/guardian's request. Students interested in open enrollment out of the school district must contact the District Office (641-985-2288) for information and forms before March 1st.

Outdoor Recess Clothing Expectations

Below is a general guide we ask families to follow for our outdoor recess clothing expectations.



Parent-Teacher Conferences

The school schedules Parent-Teacher Conferences. Parents will be notified through the media and the district calendar as to the date and hours of conferences. Parents of students in grades PK-12 will sign up for a conference time. Other special reports, such as grade check notices, attendance, and disciplinary actions will be issued when necessary.

Physical Education Requirements

Students may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or the student has been exempted because of a conflict with the student's religious beliefs. Students in grades 9 through 12 may be exempt from physical education if they fully participate in an athletic program except for cheerleading. All proper forms must be filled out and approved by administration or students may be excused by parents. For additional excusals for students in Tenth, Eleventh and Twelfth Grades, refer to Riceville CSD Board Policies.

PICC Options

Sophomores, 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. Students must have passed all their high classes the previous semester in order to be eligible. This does not include NICC classes that are required for graduation. PICC textbooks will be ordered and purchased by the District. Students who choose to withdraw from a PICC course will receive an "F" on their high school transcript if it has been five (5) 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. Any student who fails a PICC course is not eligible for a PICC course the following semester.

[PICC Enrollment agreement](#), [PICC application](#)

Regulations for Use of the School Gym

- 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 can be issued a padlock for their locker if they would like one. 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), concession stand or other school areas.
- 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 the 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 in deciding a schedule as fair as possible for all squads.
- At all practice sessions, team members will confine themselves to the area of practice for their sport and not interfere with other team practices. Only team 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 staff member to leave will make certain that all windows are closed, lights are turned off 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.

Repeating/Retaking Courses

High school students who fail a required course must retake the course in order to meet the graduation requirements. If a student takes a course and fails, the District will assist the student in retaking the class or finding an alternative mode to take the course. Possible options may include an online course or independent study.

Students who fail an elective course may elect to retake the course. The following procedure must be followed:

- * The repeated course must be taken within the district.
- * The grade earned in the repeated class will be used to calculate the student's cumulative grade point average and will appear on the student's transcript.
- * The original course and grade will show on the student's transcript, but will not be used in the cumulative grade point average calculations.
- * Students must add/drop courses within the time frame allotted by the district and complete the add/drop paperwork.

Report to Parents

Grades PK-5: Grade reports will be issued for students in grades PK-5. Report cards will be issued at the end of each semester. Parents in grades PK-5 will receive a copy of their child's report card. All parents have access to JMC Student Management. This will allow parents to see their child's grades at any time. Please visit <https://riceville.onlinejmc.com/>. Contact the school for your account information. The most critical student reports are issued at the end of each semester. Report cards will be issued at the end of each semester.

Grades 6-12: All students in grades 6-12 will be issued an account for JMC student access using their school email and passwords. All parents have access to JMC Student Management. This will allow parents to see their child's grades at any time. Please visit <https://riceville.onlinejmc.com/>. Contact the school for your account information. In grades 6-12 the report card will be sent to parents via email. Grades are available for students in grades 6-12 at <https://riceville.onlinejmc.com/>. 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. The most critical student reports are issued at the end of each semester. Report cards will be issued at the end of each semester.

Requesting Student Work and Assignments

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

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 Football Field will be the home side for Riceville students 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 or after school events. Band/Choir students 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 who are 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.

Scheduled Activities

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/Board of Education. All students must be out of the building by 6:00 PM on Wednesday evenings.

School Calendar

See Appendix 5

School and 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.

School Schedules

See Appendix 6

School Social Events

All school social events shall be under the control and supervision of school personnel. Approval for an event shall be secured from the Principal 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 from 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.

Social Networking Sites and Handheld Technology Devices Policy

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/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.

Special Education, Section 504/ADA Policy

The services offered through special education 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 special education teacher works with the child's regular classroom teacher to provide coordinated services in compliance with the child's IEP (Individualized Education Program).

The Riceville School District does not discriminate on the basis of disability with regard to admission, access to services, treatment or employment in its programs or activities.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Americans with Disabilities (ADA) applies to employers who have over fourteen (14) employees regardless of federal financial assistance or public entities, such as public school districts. Under both Acts, the definition of an "individual with a disability" is a person who:

1. Has a mental or physical impairment which substantially limits one or more major life activities, such as seeing, hearing, speaking, breathing, working, walking, learning, etc.; or
2. has a record of such impairment; or
3. is regarded as having such an impairment.

The District will evaluate, identify, and provide a free and appropriate education to all students who are individuals with disabilities under Section 504 of the ADA. Parents/guardians of these students are entitled to procedural safeguards, including individual notice and an impartial hearing.

The District will provide reasonable accommodation to each employee and qualified employment applicant covered by Section 504 or the ADA unless it would impose an undue hardship on the operation of the program. Each of the programs of the District will be readily accessible to individuals with disabilities when viewed in its entirety.

The District will furnish auxiliary aids and services to students, employees, parents/guardians, and members of the public who have disabilities to the extent necessary for communications with other persons, unless it will result in an undue burden on or a fundamental alteration in the program.

The District has a grievance procedure for disability discrimination complaints. For a description of this procedure, or any further relevant information, contact the Section 504/ADA Coordinator: Marcia Grimm, Secondary Principal or Special Education Coordinator: Heather Suckow, Principal.

Special Request for Bus Transportation

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

- The parent/student must complete a bus request form obtained from the Office.
- The request must be accompanied by a note or phone call from the parent/guardian and signed by one of the following school officials: Secretary, 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.

Start of the School Day

Students may arrive at school at 7:30 AM. The doors to the building will be unlocked at 7:30 AM and will remain open until 8:05 AM.

Elementary students who do not eat breakfast, may enter the school playground at 7:40 am for recess. Students will be dismissed to their classrooms at 7:55 AM. The school day will begin at 8:00 AM.

Middle School and High School students may arrive earlier than 7:40 AM and enter the academic hallways if they are coming to work on assignments or projects as long as a staff member supervises them or if the early arrival is required for an extracurricular activity (sports, speech, band, music, etc.) All other middle school and high school students should report to the lobby area between 7:40 AM and 7:55 AM, unless other permission has been given by a teacher or the Principal. Students will be dismissed to their classrooms at 7:55 AM. The school day will begin at 8:00 AM.

Student Abuse by School Employees

The Riceville Board of Education has appointed the Principal, Heather Suckow, (641-985-2288) and the School Nurse, Aimee Low, (641-985-2288), as designated Level One Investigators.

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.

Student Discipline

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 may 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 this 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.

The Principal is responsible for assigning any and all consequences that are more severe than simple before or after-school detentions. Many consequences are dictated by various school board policies. Due process rights are guaranteed to all students. 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.

As not every possible act of misconduct can be anticipated and listed herein, students who do not conduct themselves in accordance with the 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

In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the Principal for infractions of school rules, which are serious but which do not warrant the necessity of removal from school.

The Principal will conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten (10) school days. Written notice and reasons for the in-school suspension will be sent to the student's parent/guardian.

In-School Suspension Guidelines

- In-school suspension will be a complete school day. It takes precedence over any and all activities scheduled for that day. Parents/guardians will be notified when a student serves an in-school suspension.
- 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.
- Talking, sleeping, use of cell phones, or failure to do school work is prohibited.
- Meals will be eaten in the in-school suspension room.
- The in-school suspension supervisor will provide for all restroom breaks.
- On the days a student is serving an in-school suspension, the student may not practice, attend, or participate in any school sponsored extracurricular activity.
- 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.
- 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

- Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available resources are unable to constructively remedy student misconduct.
- A student may be suspended out of school for up to ten (10) school days by a Principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The Principal may suspend students after conducting an investigation of the charges against the student.
- Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the Superintendent. A reasonable effort is made to personally notify the student's parent/guardian and such effort is documented by the person attempting to make the contact. Written notice to the parent/guardian will include the circumstances which led to the suspension.
- On the day a student is serving out of school suspension, the student is not to be on school property at any time or any place without the permission of the Principal. If a suspended student is discovered on the premises, the student will be asked to leave. If they refuse, law enforcement will be notified.

Student Conduct - Positive Behavior Intervention Supports (PBIS)

According to PBIS.org, "PBIS is an implementation framework for maximizing the selection and use of evidence-based prevention and intervention practices along a multi-tiered continuum that supports the academic, social, emotional, and behavioral supports of all students." This framework works to support student needs based on a multi-tiered continuum. The tiers are as follows:

- Tier 1: Universal practices are experienced by all students and educators across all settings to establish a predictable, consistent, positive and safe climate.
- Tier 2: Targeted practices are designed for groups of students who need more structure, feedback, instruction and support than Tier 1 alone.
- Tier 3: Indicated practices are more intense and individualized to meet the challenges of students who need more than Tiers 1 and 2 alone.

(Information quoted from www.pbis.org)

The following documents outline our expectations for common areas and gives insight into our behavior matrix, which includes minor and major behaviors, and our continuum of strategies to respond to behaviors. These documents may be subject to change.

Riceville Behavior Matrix Elementary

Teachable Moments	Behavior Improvement Form (Minor)	Office Referral Form (Major)
Common behaviors that are brief in duration & don't interfere with instruction or learning. <u>Typically</u> self-correcting, but if left unattended, likely to persist.	Behaviors that occur so frequently that constitute a disruption to learning.	Behaviors that present a threat to order & learning environment. Student is "out of instructional control" – unable to be responsive to adult direction or teaching.

Inappropriate / Abusive Language:		
Use of milder inappropriate words (shut up, crap, sucks...)	Intentional hurtful or rude words.	Using profane language purposefully
Profanity that is not directed but "slips out"	Repeated use of inappropriate words	Yelling obscenities at others
Unintended hurtful or rude words (shows remorse)	Using non-verbal profanity	Sexual words or innuendos
Fighting / Physical Aggression		
	Pushing in line	Throwing any object at someone with intent
	Pushing back toward someone who initiated contact	Threatening gesture with dangerous object
	Bumping into another intentionally	Hitting (closed fist) / punching / slapping
	"Play" fighting	Kicking, biting, hair pulling, scratching, spitting
	Shoving	Physical contact that leaves a mark or injury.
	Invading personal space purposefully	
	Throwing small object with no intended target	
Defiance / Disrespect / Noncompliance		
Making noises but stopping, after being asked	Running /skipping in the hall after a reminder	Refusing to comply with adult request, <u>Refusing</u> to follow directions
Hiding or crawling under tables or furniture to avoid class work		Unresponsive even after cool down
	Yelling at other students after a reminder	Leaving building
	Arguing with an adult	Hiding in unsafe areas of the building
	Leaving room without permission	
	Off task behavior	
Lying / Cheating / Theft		
	Taking another's property in a playful manner	Stealing
	Refusing to return a "borrowed" item	Plagiarism, cheating and copying (Both parties if involved)
	Not telling the truth when it involves someone's personal safety or property damages (K-5)	Not telling the truth when it involves someone's personal safety or property damages (6-12)
		Forging a signature

Disruption		
	Talking out of turn / interrupting constantly	Threatening or unsafe actions (Throwing chairs / tables / desks / etc., putting fist through glass...)
	Unnecessary roaming the room, hall...	Bomb threat or false fire alarm/arson
	Disruptive behavior	
	Refusing to work or working in a loud, disruptive manner	
Bullying/Harassment Behavior		
	Name calling, spreading rumors	Inappropriate touching
	Invading someone’s privacy	Sexual comments: written or spoken
	Threatening gesture (showing a fist)	Exposing privates
	Intentional exclusion of others	Racial remarks – hate crimes
		Bullying – chronic - ongoing
		Threatening to hurt others through actions or words
		Organized teasing toward specific victims
		Intentionally embarrassing someone through comments or actions
Property Damage		
	Misusing others property	Destroying others property/ Vandalism
	Making a mess in the restrooms	Kicking or punching property
	Making minor marks on any school property	
Possession of a Controlled Item:		
		Possession of a gun, knife, other weapon, matches, lighters, combustible items or any item capable of causing bodily harm or property damage.
		Possession of pornographic material
		Possession of drug paraphernalia, alcohol, tobacco, drugs
Dress Code Violation:		
	Student wears clothing that does not fit within the dress code.	
	Not removing hat or hood after a reminder	
Technology (School and Personal)		
	Inappropriate language and conversations on the computer	Cyber-Bullying
	Misuse of technology	Vandalism of school technology

Riceville Behavior Matrix 6th-12th grades

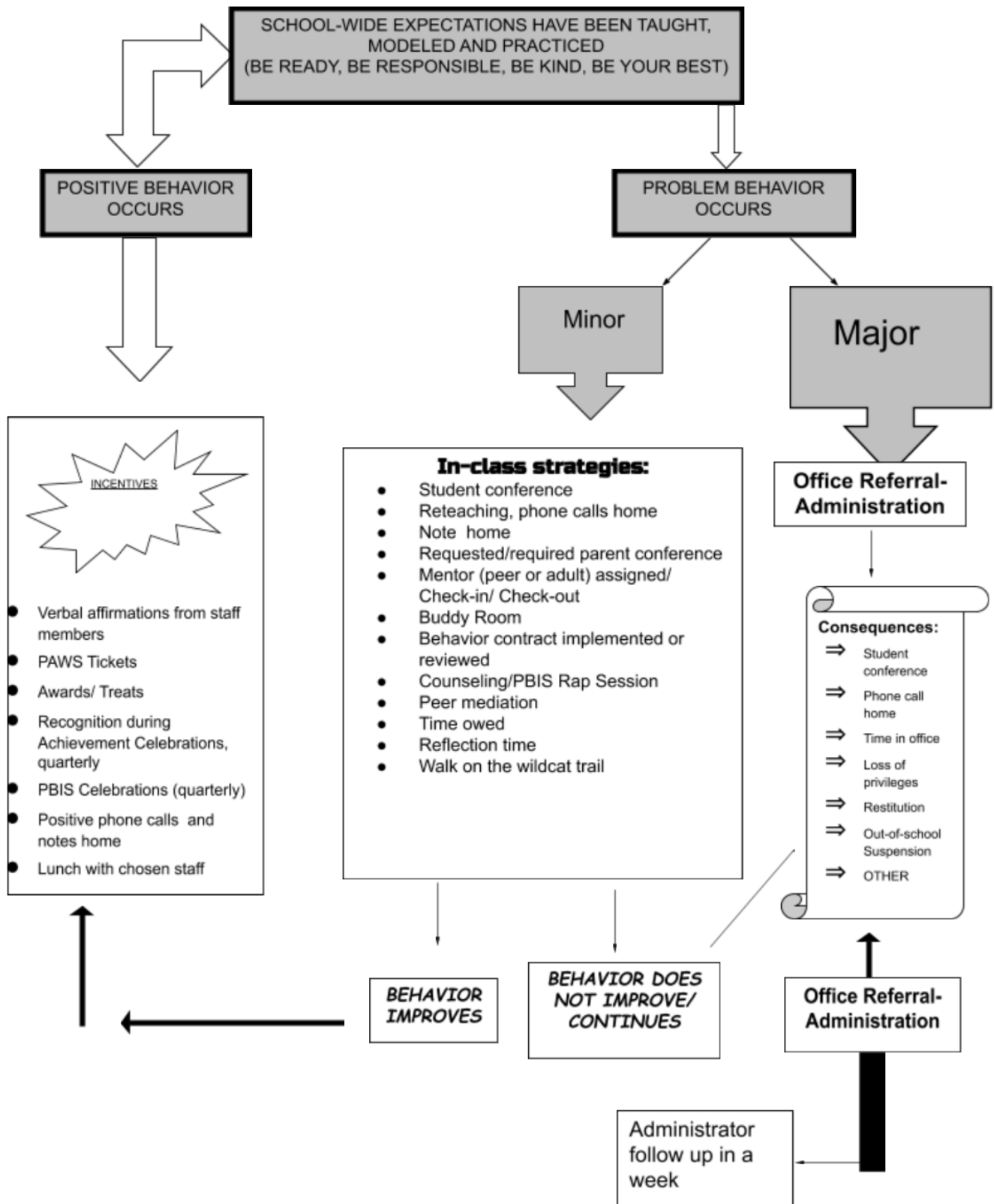
Each behavior is left up to the teacher's discretion

Teachable Moments	Behavior Improvement Form (Minor)	Office Referral Form (Major)
Common behaviors that are brief in PBIS matrix duration & don't interfere with instruction or learning. Typically self-correcting, but if left unattended, likely to persist.	Behaviors that occur so frequently that constitute a disruption to learning.	Behaviors that present a threat to order & learning environment. Student is "out of instructional control" – unable to be responsive to adult direction or teaching.

Inappropriate / Abusive Language:		
Use of milder inappropriate words (shut up, crap, sucks...)	Intentional hurtful or rude words.	Using profane language purposefully
Profanity that is not directed but "slips out"	Repeated use of inappropriate words	Yelling obscenities at others
Unintended hurtful or rude words (shows remorse)	Using non-verbal profanity	Sexual words or innuendos
Fighting / Physical Aggression		
	Throwing small object with no intended target	Throwing any object at someone with intent to harm
	All unwanted physical contact	Threatening gesture with dangerous object
	Invading personal space purposefully	Hitting (closed fist) / punching / slapping
		Kicking, biting, hair pulling, scratching, spitting
		Physical contact that leaves a mark or injury.
	Invading personal space purposefully	
Defiance / Disrespect / Noncompliance		
	Yelling at other students after a reminder	Refusing to comply with adult request, Refusing to follow directions
		Unresponsive even after cool down
	Arguing with an adult	Leaving building
	Off task behavior	Hiding in unsafe/unsupervised areas of the building
	Leaving room without permission	
Lying / Cheating / Theft		
	Taking another's property in a playful manner	Stealing
	Refusing to return a "borrowed" item	Plagiarism, cheating and copying (Both parties if involved)
		Not telling the truth when it involves someone's personal safety or property damages (6-12)
		Forging a signature

Disruption		
Disruption is defined as : Making noises, throwing things, constantly being off task and distracting others which leads to not allowing others to learn.	Talking out of turn / interrupting constantly	Threatening or unsafe actions (Throwing chairs / tables / desks / etc., putting fist through glass...)
	Unnecessary roaming the room, hall...	Bomb threat or false fire alarm/arson
	Disruptive behavior	
	Refusing to work or working in a loud, disruptive manner	
Bullying/Harassment Behavior		
	Name calling, spreading rumors	Inappropriate touching
	Invading someone’s privacy	Sexual comments: written or spoken
	Threatening gesture (showing a fist)	Exposing privates
	Intentional exclusion of others	Racial remarks – hate crimes
		Bullying – chronic - ongoing
		Threatening to hurt others through actions or words
		Organized teasing toward specific victims
		Intentionally embarrassing someone through comments or actions
Property Damage		
	Misusing others property	Destroying others property/ Vandalism
		Kicking or punching property
		Making a mess in the restrooms
		Making minor marks on any school property
Possession of a Controlled Item:		
		Possession of a gun, knife, other weapon, matches, lighters, combustible items or any item capable of causing bodily harm or property damage.
		Possession of pornographic material
		Possession of drug paraphernalia, alcohol, tobacco, drugs
Dress Code Violation:		
	Student wears clothing that does not fit within the dress code.	Refusal to change clothing when asked.
	Not removing hat or hood during school hours.	
Technology (School and Personal)		
	Inappropriate language and conversations on the computer	Cyber-Bullying
	Misuse of technology	Vandalism of school technology

CONTINUUM OF STRATEGIES TO RESPOND TO APPROPRIATE AND PROBLEM BEHAVIORS



Student Dismissal from School - Illness

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

Student Dress Code & Attire

1. While the primary responsibility for appearance lies with the students and their parents/guardians, appearance disruptive to the education program will not be tolerated.
2. Students are not permitted to wear caps, hats, hoods, visors, bandanas, sunglasses, or any item worn on the head inside the school building during the school day.
 - This includes, but is not limited to, costume items, novelty items, crowns, helmets, headbands worn as head coverings, or any object placed on the head for decorative, entertainment, or non-instructional purposes.
 - Headwear must be removed upon entering the building and remain off for the duration of the school day, including passing time, study halls, and lunch periods.
 - Exceptions to this policy are limited to:
 - **Documented religious head coverings**
 - **Medical necessity supported by documentation**

Any other exceptions must receive prior approval from the Principal.

Failure to comply will result in disciplinary action in accordance with the student handbook.

3. 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, violence, or weapons. In addition, we will also continue the banning of statements on clothing, which may be considered rude or vulgar in nature or have a double meaning implied.
4. 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 Expectations

- You must wear a shirt and pants/shorts/dress/skirt etc.
- Shirts must have a strap over the shoulders 2 fingers wide
- Undergarments must be covered by clothing at all times

The following are all violations and the student 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 button
- Shoes must be worn at all times for health and safety reasons.

Students not adhering to the general expectation of the dress code, will be required to change their clothing. If they do not have clothing available, school staff 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.

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.

Student Rules for Computer Use

Laptop Handbook please refer to

<https://www.riceville.k12.ia.us/wp-content/uploads/2018/08/RicevilleLaptopHandbook.pdf>

Student Use of Personal Transportation/Parking

Driving a motor vehicle to and parking it at the student’s attendance center is a privilege. Vehicles will be appropriately parked upon arrival at school in the designated student parking lot (NE 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, including the Riceville Community Daycare. Student vehicles will not be parked outside of the designated parking area unless they have permission from the Administration or a classroom teacher that is directly related to the student’s classwork.

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

Second Offense and beyond: Vehicle will be towed at the owner’s expense or additional consequences may apply.

If vehicles are being left overnight during the winter, they need to be parked in the designated area at the northern part of the blacktop in the Northeast Parking Lot in order to complete snow removal. **IF A STUDENT PARKS IN A FIRE ZONE THE VEHICLE WILL BE TOWED AT THE OWNER’S EXPENSE.**

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 assigned at their direction, of a drug-searching 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-searching 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 Visitors

Current Riceville CSD students, wishing to have an out-of-school guest spend the day with them, need to fill out and turn in the Student Visitor Form found on the district website. The visit cannot last for more than one (1) student academic contact day. The Principal must be notified at least one (1) school day prior to the date of your desired visit. This form must be completed and on file in the Office at least one (1) day prior to the visit. Visits may be not approved on certain days such as special events or assessment 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 purchase a school lunch. The Riceville Community School District Administration has the right to deny admittance to any visitor. Visitors must 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.

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 expectations and guidelines will be shared with students by the supervising teachers.

Title I Reading and Mathematics Program

The Riceville Elementary School Title I Program's goal is that students should strive to be proficient or above proficient for their grade level in all areas. If a student is not proficient in the areas of reading or math, the goal is to provide extra support through the Title I Program. Students are selected for Title I services based on assessments, classroom performance, and other alternative testing. The Title I students are scheduled during non-core times in the classroom.

It is the policy of the Riceville Community School District that parents and family members of children, who are in the Riceville Title I Program, should have the opportunity to be involved jointly in the development of the District's plan and the District's review process for the purpose of school improvements. Recognizing that parental involvement is key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students.

The District provides coordination, technical assistance, and other support necessary to aid in the planning and implementing of parent involvement activities. The District encourages parent involvement and supports this partnership through providing information about standards and assessments; providing training and materials for parents to help their children; educating school personnel about involving parents and the value of parent contributions; and developing rules for community organizations and businesses to work with parents and schools.

Transcript

Parents and/or students must contact the high school office to request release of an official transcript.

Visitors/Guests

Security cameras have been installed in the school building. Visitors to the school grounds must ring the doorbell to be allowed in the building. After entering, guests must sign in at the main office and sign out before leaving. Each visitor will be issued a visitor badge which should be worn for the entire visit. The Riceville Community School District has the right to deny admittance to any visitor.

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 submit 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.

Appendix 1 - 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, IGHSAU, 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)

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 Seventh (7th) through Twelfth (12th) 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 2026-2027

Eligibility dates are subject to change. The ineligibility period for 9th-12th Grade students will last fifteen (15) Student Academic Contact Days (SACD). Extra-curricular activities that are scheduled on weekends, or are played on days when the school day is cancelled due to weather or other unforeseen circumstances, do not count as a SACD. Letters will be emailed to parents or guardians within three (3) SACD of the 3-week grade check. Letters will be emailed to parents or guardians with updated grades within three (3) SACD of the Watch List Check.

Ineligibility Dates 2026-2027

Grade 7-12 Checkpoints		JH Ineligibility	Watch List Check	HS Ineligibility
S1, 15 day check	Tuesday, Sept. 15	Thursday, Sept. 17	Wednesday Sept 23rd	Thursday, Sept. 24 - Friday, Oct. 16
S1, 35 day check	Friday, Oct. 16	Monday, Oct 19	Friday, Oct 23rd	Monday, Oct. 26th - Thursday, November 19th
Grade 7-12 Checkpoints		JH Ineligibility	Watch List Check	HS Ineligibility
S1, 55 day check	Thursday, November 19th	Friday, November 20th	Tuesday, December 1st	Wednesday Dec 2nd , - Dec. 22nd
S1, 75 day check	Tuesday, December 22nd	*	*	*
S1 grades	Grades due Tuesday, January 5th	Misses the next competition date	*	*
<i>* End of final grading period-IHSAA, IGHS AU, IHSSA, IHSMA provisions apply: Student misses 20 days of the next sport.</i>				
S2, 15 day	Thursday, January 28th	Friday, January 29th	Thursday, February 4th	Friday, February 5th - Monday, March 1st
S2, 35 day	Monday, March 1st	Tuesday, March 2nd	Tuesday, March 9	Wed., March 10 - Tuesday, April 6th
S2, 55 day	Tuesday, April 6th	Wednesday, April 7th	Tuesday, April 13th	Thurs, April 15th - Thursday, May 6th
S2, 75 day	Thursday, May 6th	Friday, May 7th	Friday, May 14th	Monday, May 17th
S2 grades	Grades due May 25, 2027	Misses next competition date	*	*

**End of final grading period-IHSAA, IGHS AU, IHSSA, IHSMA provisions apply:*

Students miss 20 days of the next sport.

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 (SACD) to improve their grade. The student will remain eligible to participate for those five (5) Student Academic Contact Days. If at the end of the five (5) Student Academic Contact Days Watch List, the student still has an "F" or "I" then the student will become ineligible to dress for and compete in activities. If at the end of the five-day Watch List, the student's grade is passing for that class, then the student will be eligible to dress for and compete in activities.

Ineligibility Length

If the student's grades are not improved to a passing level by the end of the scheduled Watch List Check, the period of ineligibility will begin on the next Student Academic Contact Day (SACD). The student will report to homework completion or intervention time during Wildcat Time while they are receiving deficient grades. Students will be ineligible for fifteen (15) Student Academic Contact Days (SACD) or until the next scheduled Grade Check, whichever comes first on the calendar.

During the academic school year, students who are ineligible and 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 (No I's or F's), the five (5) Student Academic Contact Days (SACD) will NOT be used for that particular student, and the student will become eligible immediately as long as they have no failing grades at the Watch List grade check.

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 three (3) Student Academic Contact Days (SACD) and will remain ineligible until the deficient grades are improved to at least a "D".

End of Semester: If at the conclusion of the semester, a student is receiving a "D-", "F", or "I", the student will miss the next (one) competition event. The student will continue to report to practice.

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 the end of a final grading period, the student is ineligible for the first period of 20 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 at any checkpoint (if school checks at any time other than the end of a grading period), a 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 is 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

IHSMA Provisions (2008)

Constitution of the Iowa High School Music Association

<http://www.ihsma.org>

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 of 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 the IHSSA contest

Appendix 2 - Bullying and 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 Michelle Berentsen. 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.

- Up to a 10-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

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.

Appendix 3 - 2026-2027 Certified Staff

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Appendix 4 - 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)

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 activity program participation. A student who is determined to be in possession of alcohol (even if no alcohol is consumed) would be in violation of the policy. Per Iowa Code 123.47(3) it is unlawful for a person “under legal age to have alcoholic beverages in their possession or control.”

The school district just needs “reasonable evidence” per the policy to conclude that a violation occurred. It is irrelevant if the student admitted to the violation if there is sufficient evidence to conclude that the violation occurred. In this case, the picture is sufficient.

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:

1. 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.
2. 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 8th grade classes.

Programs Covered:

1. A school sponsored activity that happens outside of the regular curricular program and receives no credit toward graduation.
2. 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.
3. 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.

Eligibility Rules:

1. To be eligible to take part in activities, a student must meet their respective State or Iowa Association standards and local school rules.
2. Local rules may be more strict than those of the Iowa State Associations.

Transfers:

1. 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 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. 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.

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.

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, i.e. the 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.

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
All Concerts

- * 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 Music 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 Riceville 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 increase in severity by the 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 do so, 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

Drama and Stage Productions	Contests
• Three-Act Dramas • One-Act Plays • Senior Citizen Program: Christmas	• Forest City Speech Invitational • IHSSA: Individual Events • District

● Festival of the Stars ● Any presentation individual or group for the community which is school-sponsored ● Musical	○ State ○ All-State ● Large Group Events ○ District ○ State ○ All-State ● Bishop Garrigan Classic ● Northwood Invitational/Fall & Spring ● Quiz Bowl ● Any school-sponsored contest
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[Appendix 5 - School Calendar](#)

Appendix 6 - School Schedules

Period	Regular Schedule	45 minutes
1	8:00 AM - 8:45 AM	
2	8:50 AM - 9:35 AM	
3	9:40 AM - 10:25 AM	
4	10:30 AM - 11:15 AM	
5	11:20 AM - 12:05 PM	
6A	12:08 PM - 12:33 PM	
MS Lunch	12:08 PM - 12:33 PM	
6B	12:30 PM - 1:00 PM	
HS Lunch	12:35 PM - 1:00 PM	
6C	1:05 PM - 1:20 PM	
7	1:25 PM - 2:10 PM	
8	2:15 PM - 3:00 PM	
Wildcat Time	3:05 PM - 3:35 PM	

Period	2-hour delay	
1	10:00 AM - 10:27 AM	
2	10:30 AM - 11:57 AM	
3	11:00 AM - 11:27 AM	
4	11:30 AM - 11:57 AM	
6A	12:00 PM - 12:27 PM	
MS Lunch	12:00 PM - 12:27 PM	
6 B	12:30 PM - 12:57 PM	
HS Lunch	12:30 PM - 12:57 PM	
6C	1:00 PM - 1:27 PM	
5	1:30 PM - 1:57 PM	
7	2:00 PM - 2:27 PM	
8	2:30 PM - 2:57 PM	
Wildcat Time	3:00 PM - 3:35 PM	

Period	12:45 dismissal	
1	8:00 AM - 8:27 AM	
2	8:30 AM - 8:57 AM	
3	9:00 AM - 9:27 AM	
4	9:30 AM - 9:57 AM	
5	10:00 AM - 10:27 AM	
7	10:30 AM - 10:57 AM	
8	11:00 AM - 11:27 AM	
6C	11:30 AM - 11:57 AM	
6A	12:00 PM - 12:20 PM	
MS Lunch	12:00 PM - 12:20 PM	
6B	12:23 PM - 12:45 PM	
HS Lunch	12:23 PM - 12:45 PM	

Period	1:15 Dismissal	
1	8:00 AM - 8:30 AM	
2	8:33 AM - 9:02 AM	
3	9:05 AM - 9:30 AM	
4	9:33 AM - 10:03 AM	
5	10:06 AM - 10:34 AM	
7	10:37 AM - 11:08 AM	
8	11:11 AM - 11:41 AM	
Wildcat Time	11:44 AM - 11:58 AM	
6A	12:00 PM - 12:35 PM	
MS Lunch	12:00 PM - 12:38 PM	
6B	12:37 PM - 1:03 PM	
HS Lunch	12:37 PM - 1:03 PM	
6C	1:05 PM - 1:15 PM	

Appendix 7 - Graduation Requirements

Required courses to graduate from Riceville Community Schools

Credits required to graduate: 54

(31 required credits, 23 elective credits)

<u>9th Grade</u> English 1- 2 credits Biology- 2 credits American History- 2 credits Math- 2 credits PE- 1/2 credit Health 1- 1 credit CS Discoveries - 1 credit	<u>10th Grade</u> English 2- 2 credits Speech- 1 credit Math- 2 credits Physical Science- 2 credits World History- 2 credits PE- 1/2 credit
<u>11th Grade</u> English 3- 2 credits Math- 2 credits Chemistry I- 1 credit Science Elective- 1 credit PE- 1/2 credit	<u>12th Grade</u> English Elective- 1 credit American Government- 1 credit Behavioral Science - 1 credit PE- 1/2 credit

11th or 12th Grade

***Personal Finance- 1 credit (graduation requirement)**

Job Shadow & CPR - 0 credit (graduation requirement)

***Pre-Employment Skills - 1 credit (beginning in 2025-2026 school year, this course will **not** required towards graduation. However, it must be completed prior to signing out early to work during the school day)**

Work-Based Learning - *optional additional credit if an employed student turns in pay stub*

2 Credits = 2 semesters required (1 full year)

1 Credit = 1 semester required

** = dual credit (both high school and college credit)*