

Riceville Community School District

Student-Parent Handbook

2020-2021



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

It is the policy of the Riceville Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Michelle Dohlman, School Counselor, 912 Woodland Avenue, Riceville, IA 50466, (641) 985-2288, michelle.dohlman@riceville.k12.ia.us. For further guidance, visit the Iowa Department of Education website.

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PHILOSOPHY OF RICEVILLE COMMUNITY SCHOOL

The successful school must have the cooperative efforts of the faculty, administration, board of education, parents, students, and community to achieve its goals. Effective and purposeful communication among these groups is essential. Riceville Community School accepts all students and develops an education plan to assist students 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
Weather Line.....	641-985-7710
Announcements.....	641-985-7700

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	
• 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/>

CARE OF SCHOOL PROPERTY

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

School Registration

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

Daily Announcements

A daily announcement will be posted on the school website.

Emergency Closing, Delay, or Early Dismissal of School

JMC Emails and Text Messages

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

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

News Stations

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

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

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

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

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

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

Activities Practice in Bad Weather

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

Building Threats

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

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

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 on the district website. A visitor must accompany a student who is currently enrolled in Riceville CSD and the visit cannot last for more than 1 Student Academic Contact Day.

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

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

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

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

School Breakfast/Lunches

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

Waiver of Student Fees

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should 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.

Administration of Medications

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 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 as parent/guardian permission for these over the counter medications before ANY medications will be administered. Students may receive up to 5 doses of acetaminophen and ibuprofen per school year after which the school nurse will assess the student and contact the parents/guardians 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 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.

Screenings:

Dental, hearing and vision screenings will be provided to certain students yearly.

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, a screening completed no earlier than one year prior to enrollment and no later than four months after enrollment is acceptable.

Hearing

The AEA will provide hearing screenings annually to certain grades, any new students and any students with hearing difficulties. AEA will mail results directly to the parent/guardian if further follow-up is needed.

Vision

A vision screening performed by an eye doctor is recommended for incoming kindergarten students. A visual acuity screening will be performed annually on 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, then, the results of students who do not pass the screening or are borderline passing will be mailed or emailed to the parent/guardian or physically sent home with the student.

School Hours & Dismissal

Start of the School Day

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

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

Middle School and High School Students may arrive earlier than 7:30 a.m. and enter the academic hallways if they are coming to work on assignments or projects as long as a school employee supervises them or if the early arrival is required for an extracurricular activity (sports, speech, etc.) All other middle school and high school students should report to the lobby area between 7:30 and 8:00 a.m., unless other permission has been given by a teacher or the principal. Students will be dismissed to their classrooms at 8:00 a.m. and school will begin at 8:10 a.m.

Breakfast

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

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

End of the Day

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

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

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

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

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

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

Special Request for Bus Transportation

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

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

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

Family Educational Rights and Privacy Act of 1974

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.

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

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

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

Abuse of Students by School Employees

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

Notice to Parents About Chapter 103

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

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

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

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

2020-2021 Period Schedules

	Regular Schedule
Period	
1	8:10 - 8:54
2	8:57 - 9:41
3	9:44 - 10:28
4	10:31 - 11:15
Wildcat Time/Lunch	11:15 - 12:05
	11:15 - 11:40 - HS Wildcat
	11:40 - 12:05 - HS Lunch
	11:15 - 11:40 - MS Lunch
	11:40 - 12:05 - MS Wildcat
5	12:08 - 12:52
6	12:55 - 1:39
7	1:42 - 2:26
8	2:29 - 3:13

	2 Hour Delay Schedule
Period	
1	10:10 - 10:41
2	10:44 - 11:15
Wildcat Time/Lunch	11:15 - 12:05
	11:15 - 11:40 - HS Wildcat
	11:40 - 12:05 - HS Lunch
	11:15 - 11:40 - MS Lunch
	11:40 - 12:05 - MS Wildcat
3	12:08 - 12:36
4	12:39 - 1:07
5	1:10 - 1:38
6	1:41 - 2:09
7	2:12 - 2:40
8	2:43 - 3:13

	12:40 Early Dismissal Schedule
Period	
1	8:10 - 8:34
2	8:37 - 9:01
3	9:04 - 9:28
4	9:31 - 9:55
5	9:58 - 10:22
6	10:25 - 10:49
7	10:52 - 11:15
Wildcat Time/Lunch	11:15 - 12:05
	11:15 - 11:40 - HS Wildcat
	11:40 - 12:05 - HS Lunch
	11:15 - 11:40 - MS Lunch
	11:40 - 12:05 - MS Wildcat
8	12:08 - 12:40

	2:10 Early Dismissal
Period	
1	8:10 - 8:45
2	8:48 - 9:23
3	9:26 - 10:01
4	10:04 - 10:38
5	10:41 - 11:15
Wildcat Time/Lunch	11:15 - 12:05
	11:15 - 11:40 - HS Wildcat
	11:40 - 12:05 - HS Lunch
	11:15 - 11:40 - MS Lunch
	11:40 - 12:05 - MS Wildcat
6	12:08 - 12:47
7	12:50 - 1:29
8	1:32 - 2:10

ACADEMICS

Accreditation

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

Report to Parents

Grades PK-5: Grade reports will be issued for students in grades PK-5.

Grades 6-12: Grades are available for students in grades 6-12 at <https://riceville.onlinejmc.com/>.

All students in grades 6-12 will be issued an account for JMC student access using their school assigned Cat #'s 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/>. Please contact the school for your account information.

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

Report cards will be issued at the end of each semester. Parents in grades PK-5 will receive a copy of their child's report card. In grades 6-12 the report card will be sent to parents via e-mail. A printed copy of grade reports may be picked up at the office during Parent-Teacher Conferences.

The school schedules Parent-Teacher Conferences. Parents will be notified through the media and school calendar as to the date and hours of conferences. Parents of students in grades PK-5 will sign up for a conference time.

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

The Four-Year Plan

Beginning in eighth grade, students work with the Riceville Counselor and Careers class to develop a long-range plan for high school coursework. The direction of the plan is simply a basic map of the necessary educational components to

prepare for post-secondary interests. The plan will be used as a guide in registration for students during their high school career.

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

Course Registration

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

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

Grading Scale

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

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

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

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

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

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

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

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

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

Students in grades K-3 will receive 1-4, S, I, U, +, +/-, and – marks to show student achievement.

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/Projects

Semester tests or projects are required components of each academic class for grades 9-12, and are optional components for grades 6-8.

Late or 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 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 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 instructor for the completion of all late or incomplete academic work.

Students who are missing work will need to complete their work during Wildcat time, unless they are signed up for an intervention time. A teacher may expect a student to come in at additional times (examples: before or after school) to complete late work or get additional assistance. The teacher will be responsible for supervising the student during this time.

Honor Roll (6th-12th grades)

The Honor Roll is based on final grades received. The Honor Roll 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

Attendance Reports

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

Academic Pins (K-5th grade)

Students who have a semester grade point average of 3.90 or above as recorded on their report card by their classroom teacher will receive an academic pin for that semester. Pins are displayed on a personalized banner in the lobby until the student finishes 5th grade.

Academic Achievement Letter Requirements

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

Plagiarism & Consequences

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

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

Students are expected to do their own schoolwork. Copying others' work, copying from other sources or similar cheating is not tolerated. Discipline may include the loss of credit for the quiz, test or assignment.

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's request. Students wishing to open enroll in another school district must apply for open enrollment by March 1st of the school year preceding the school year in which they wish to open enroll. Students interested in open enrollment out of the school district must contact the district office (641-985-2288) for information and forms.

September 1st is the last date for open enrollment requests for students entering kindergarten and those students falling under the "good cause" definition.

Concurrent Credit Options

9th grade Gifted & Talented students and 10th through 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.

PICC Options

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

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

Early Graduation:

Students who wish to graduate early will be required to meet the Riceville Community School District's minimum graduation requirements.

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

The early graduation form, found on the school website, must be filled out and submitted to the school counselor. Once the counselor has reviewed the form and discussed the expectations of the early graduation process with the student, the form will be presented to the building principal for review. The form will then be presented at the next scheduled Riceville Board of Education meeting (normally scheduled for the 3rd 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.

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

Graduation Requirements:

Students must successfully complete the courses required by the board 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:

Class of 2021- 61 credits required to graduate
Class of 2022 and beyond- 54 credits required to graduate

English- *8 credits*

English 1
English 2
English 3
Speech
Other elective

Math- *6 credits*

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

Science- *6 credits*

Biology
Physical Science
Chemistry or other science electives

Social Studies- *6 credits*

U.S. History-2
World History-1
American Government-2
Economics-1

PE- *4 credits*

Business/Computers- *2 credits*

Computer Science
Financial Literacy

Health- *1 credit*

Health 1

Character Education- *1 credit*

Character Development and Leadership

Electives- *vary depending on graduation year*

Physical Education Requirements:

Students in grades one through twelve are required to participate in physical education courses unless that are excused by the principal of their attendance center.

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.

For additional excusals for 11th and 12th graders, refer to board policy.

Additional Graduation Requirements

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.

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.

Repeating/Retaking Courses

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 it twice, the school district will assist the student in 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.

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 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 supports 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.

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 appropriate education to all students who are individuals with disabilities under Section 504 or 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: Michelle Dohlman, School Counselor or Special Education Coordinator: Vanessa Huber, Principal.

Alternative school options

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

Cresco Alternative School

OASIS (Osage Alternative School)

Crossroads Academy in Decorah (IEP Students Only)

Counseling

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

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, Michelle Dohlman at michelle.dohlman@riceville.k12.ia.us The state coordinator for the education of homeless children can be reached by phone at (515) 281-3965 or by e-mail at sandra.johnson@iowa.gov.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the School Nurse (641-985-2288) if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Health Education

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

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. IHSA, 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 7th- 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

**All dates listed below are subject to change due to school cancellations and delays.				
Grade 7-12 Checkpoints		JH Ineligibility	Watch List Check	HS Ineligibility
S1, 15 day check	Mon., Sept. 16, 2019	Tues., Sept. 17, 2019	Tues., Sept. 24, 2019	Sept. 25-Oct. 15
S1, 35 day check	Tues., Oct 15, 2019	Thurs., Oct 17, 2019	Wed., Oct. 23, 2018	Oct. 24-Nov. 14
S1, 55 day check	Thurs., Nov. 14 2019	Fri., Nov. 15, 2019	Fri., Nov. 22, 2019	Nov. 25-Dec. 18
S1, 75 day check	Wed., Dec. 18, 2019	Thurs., Dec. 19, 2019		
S1 grades	Thurs., Jan. 2, 2020	Student misses the next (one) competition event.	*	*
* (End of final grading period-IHSAA, IGHSAU, IHSSA, IHSMA provisions apply)				
S2, 15 day	Mon., Jan. 27, 2020	Tues., Jan. 28, 2020	Mon., Feb. 3, 2020	Feb. 4-27
S2, 35 day	Thurs., Feb. 27, 2020	Fri., Feb. 28, 2020	Thurs., Mar. 5, 2020	Mar. 6- Mar. 27

S2, 55 day	Mon., Mar. 30, 2020	Tues., Mar. 31, 2020	Mon., Apr. 6, 2020	Apr. 7-30
S2, 75 day	Thurs. Apr. 30, 2020	Fri., May 1, 2020	Thurs., May 7, 2020	May 8- May 29
S2 grades	Fri. May 29	Student misses the next (one) competition event.	*	*
*(End of final grading period-IHSAA, IGHSAU, IHSSA, IHSMA provisions apply				

Eligibility dates are subject to change.

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

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

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

Ineligibility Checkpoint Provisions

Grades 9-12:

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

Ineligibility length

If the student’s grades are not improved to a passing level by the time of the scheduled Watch List Check, the period of ineligibility will begin with the first Student Academic Contact Day the day following the scheduled grade. The student will report to homework completion or intervention time during Wildcat time while they are receiving deficient grades and the student will also report to study hall, instead of attending practice while they are receiving deficient grades.

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

checkpoint and will continue for 15 Student Academic Contact Days or until the next schedule Grade Check, whichever comes first on the calendar.

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

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

Grades 7-8:

3-Week Grade Check

If at any 3-Week Grade Check, a student is receiving a D-, F, or I, the student will be ineligible for a minimum of 3 Student Academic Contact Days and will remain ineligible until the deficient grades are improved to at least a D. **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 end of a final grading period, student is ineligible for first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- If a student is not passing at any checkpoint (if school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- The ability to use summer school or other means to make up failing grades for eligibility purposes 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 on the student’s individualized educational program.

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

Attendance

Our 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 a person 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. If the school does not receive prior notification by notifying the High School or Elementary Office by 9:00 A.M. on the day that the student is absent, the school will contact the parents by phone to check on the validity of the student's absence.

Student Rights and Responsibilities

1. To be informed of school board policies and school rules about absenteeism and tardiness.
2. To attend class every day.
3. To explain or document the reason for an absence.
4. To request and make up class work after an absence.
5. To appeal a decision about an unexcused absence.

Requesting student work and assignments

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

Arriving at School Late or Leaving School Early

Any student who arrives or departs at other than his or her regularly scheduled time must report to the office to sign in or sign out. Notification in the form of a written note or telephone call from the guardian should be presented to the office.

Student Dismissal from School Due To Illness:

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

Student Absences/Tardiness

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, medically documented appointment, funeral of a family member, court appearances, school-sponsored activities, or other absences approved by the building principal. There is no limit to the number of excused absences a student may occur in a school year.

V= Verified Absence- Parent provides written or verbal information to the school of students absence. Students are allowed 6 verified absences per school year.

U= Unexcused absence- any student, who after 6 verified absences, does not have an excused absence, any student who skips a portion of the school day without a parent providing information (not excused; not verified), any student who sleeps in or is late to school

The parent may verify their student from school for a total of 6 days. Beyond 6 days, the student must have an excused absence with appropriate documentation or steps toward mediation for excessive absenteeism will take place.

Excessive Absenteeism Process:

When a student is excessively 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 building principal.

Three (3) unexcused or a combination of six (6) unexcused and verified 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 or a combination of 6 unexcused and verified absences), or of such frequency, that school staff is concerned that the success of the student is truly in jeopardy, a notice of “Excessive Absence” shall be sent to the parent/guardian.

Level 2

If the actions taken in level 1 do not resolve the student’s excessive absences and the student has 3 unexcused or a combination of 9 unexcused and verified absences, an additional additional notice of “Excessive Absence” shall be sent to the parent/guardian. Students in grades 6-12 will write a corrective plan of action, including goals, timeframes and strategies.

Level 3

If the actions taken in level 2 do not resolve the student’s excessive absences and the student has 6 unexcused or a combination of 12 verified and unexcused absences, 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 does not resolve the student's excessive absences and the student has 9 unexcused or a combination of 15 verified and unexcused absences, the school will make a referral to the County Attorney for mediation.

Excessive 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 school 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 3 tardies.

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

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

Level 4- Parents/guardians and students are notified after 12 tardies. (Note: Additional resources may be needed, such as a referral to the County Attorney.)

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

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

Level 2- Parent/guardian and the student are notified after 6 tardies. The student will serve a 30 minute detention where he/she is required to write a corrective plan of action, including goals, timeframes and strategies. (Note: Positive reinforcement will be an important part of the plan.)

Level 3- Parent/guardian and the student are notified after 9 tardies. The student will serve 60 minutes of detention. Parent/guardian and the student will be required to conference with school personnel to discuss tardies and ways the school can help. (Note: A family intervention plan would be important at this level including strategies for improvement attendance, possible community resources and monitoring for progress.)

Level 4- Parents/guardians and students are notified after 12 tardies. The student will serve 90 minutes of detention. (Note: Additional resources may be needed, such as a referral to the County Attorney.)

For more information on absenteeism/truancy, please refer to the board policy.

School & Hallway Conduct

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

Outside Food & Drink

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

Students are not allowed to consume food or drink in the classroom unless at the discretion of the classroom teacher.

Students may bring food & drink to school as long as it meets and follows the guidelines & requirements of the Healthy

Kids Act <https://www.educateiowa.gov/pk-12/learner-supports/healthy-kids-act>

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

Water Bottles

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

Library Regulations

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

Study Hall

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

Student Use of Personal Transportation/Parking

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 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 (northern part of the blacktop in the northeast parking lot) due to snow removal.

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

Conduct and Transportation for Events Outside of School

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

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

Lockers and Valuables

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

Combination Padlocks are available in the high school office and can be issued to students upon student request. Please inquire in the office about receiving a padlock. Students are responsible for damaged locks or locks not returned.

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

Lost and Found

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

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

Activities

Scheduled Activities

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 p.m. on Wednesday evenings.

Rules for Conduct At Activities

- All cars will be parked in the parking lot located northeast of the gymnasium.
- State classified districts set the admission for football, the Iowa Star Conference sets admission for conference events, and the state associations set admission for state sanctioned events.
- The ticket entrance to the gym will be through the north doors. Only the doors at the north and south end of the gym lobby will be used by the public to leave the gym after a game or meet. The football and track entrance is located at the NW end of the football field.
- The west bleachers on Rasmussen Field (football) will be the home side for Riceville 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 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 not attending the games. The lobby is not a place to loiter and wait while the games are being played.
- Admission will be charged at full price until the final buzzer or match is completed. Ticket crews will be on duty at all times to check spectators in and out of the gym area.
- Facilities are provided and maintained by Riceville Community School District for your use. Take pride in the facilities and treat them with respect. KEEP IT NEAT AND CLEAN.

Regulations for use of the School Gym

- 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), public restrooms, ticket booth, concession stand and storerooms.
- Students are not to be in the building unless supervised by an assigned faculty member. Under no circumstances will keys be given to students to enter the building for practice sessions, workouts, to get equipment, etc., unless the instructor is present.
- All events scheduled outside of the regular school scheduled games and practices must be cleared through Principal and/or Athletic Director. All scheduled games and meets for all grades must be scheduled through the

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

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

Social Events

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

- Having once left, a student may not return unless given explicit permission 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.

Bullying & Harassment

INITIATIONS, HAZING, BULLYING, or HARASSMENT

Definitions of Bullying

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

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

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

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

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

The Riceville CSD School Board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics including but not limited to: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

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

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

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

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

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

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

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

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

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

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

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

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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

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

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

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

If the harassment does not stop, the individual should

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

COMPLAINT PROCEDURE

Any individual who believes that he/she has been harassed or bullied will notify the building Principal who is the designated investigator. In the Principal's absence the Alternate Level I Investigator is School Counselor.

The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

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

INVESTIGATION PROCEDURE

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

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

RESOLUTION OF THE COMPLAINT

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

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

POINTS TO REMEMBER IN THE INVESTIGATION

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

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

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

Level I: First offense.

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

Level II: Severe first offense, or second offense.

- 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.

Student Searches

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

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

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

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

Student Exercise of Free Expression

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

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

Technology

Cell Phones and other Electronic Devices

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

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

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

Improper use of technology will result in:

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

Student Rules for Computer Use

Laptop Handbook please refer to

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

Social Networking Sites and Handheld Technology Devices Policy

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

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

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

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

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

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

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

Student Conduct- 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 support 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)

Riceville Community School is in the initial stages of PBIS. We are focusing our efforts on Tier 1 implementation. 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.

(Note: These documents may be subject to change.)

Riceville Paws for Life Expectations

(Defining Expectations Across Locations)

	Areas:					
	Hallways	Bathrooms	Lunchroom	Playground	Bus	Classroom
Expectations:						
Be Ready	Walk quietly and safely through the hallways and lobby.	Take care of business quickly.	Wait in turn, keeping hands and feet to self. Keep line moving.	Stay in boundaries. Stop activity and walk into school at whistle.	Keep aisle clear. Walk when entering and leaving the bus.	Be present when the teacher is ready to begin.
Be Kind	Keep hands and feet to self.	Keep hands and feet to self. Respect privacy.	Use manners and respectful voices. Use conversation noise level when talking.	Keep hands and feet to self. Include others. Use kind words.	Use a conversation voice and talk to those close to you. Keep hands and feet to self.	Keep hands and feet to self. Use kind words. Use appropriate noise level for activity.
Be Responsible	Keep hallways clean and clear.	Use quiet voices. Do your part to keep bathroom clean.	Listen to lunchroom monitor. Clean up lunch area where needed.	Use equipment safely and return when done. Nature stays outside. Report big problems.	Sit in seat back to back and feet to the floor.	Use tools appropriately for learning. Complete and return work on time.
Be Your Best	<p>When Riceville students follow the above expectations, the common areas and classrooms are filled with Wildcats being the best learners, friends, and citizens they can be and our school is a safe and happy place.</p> 					

Riceville Behavior Matrix

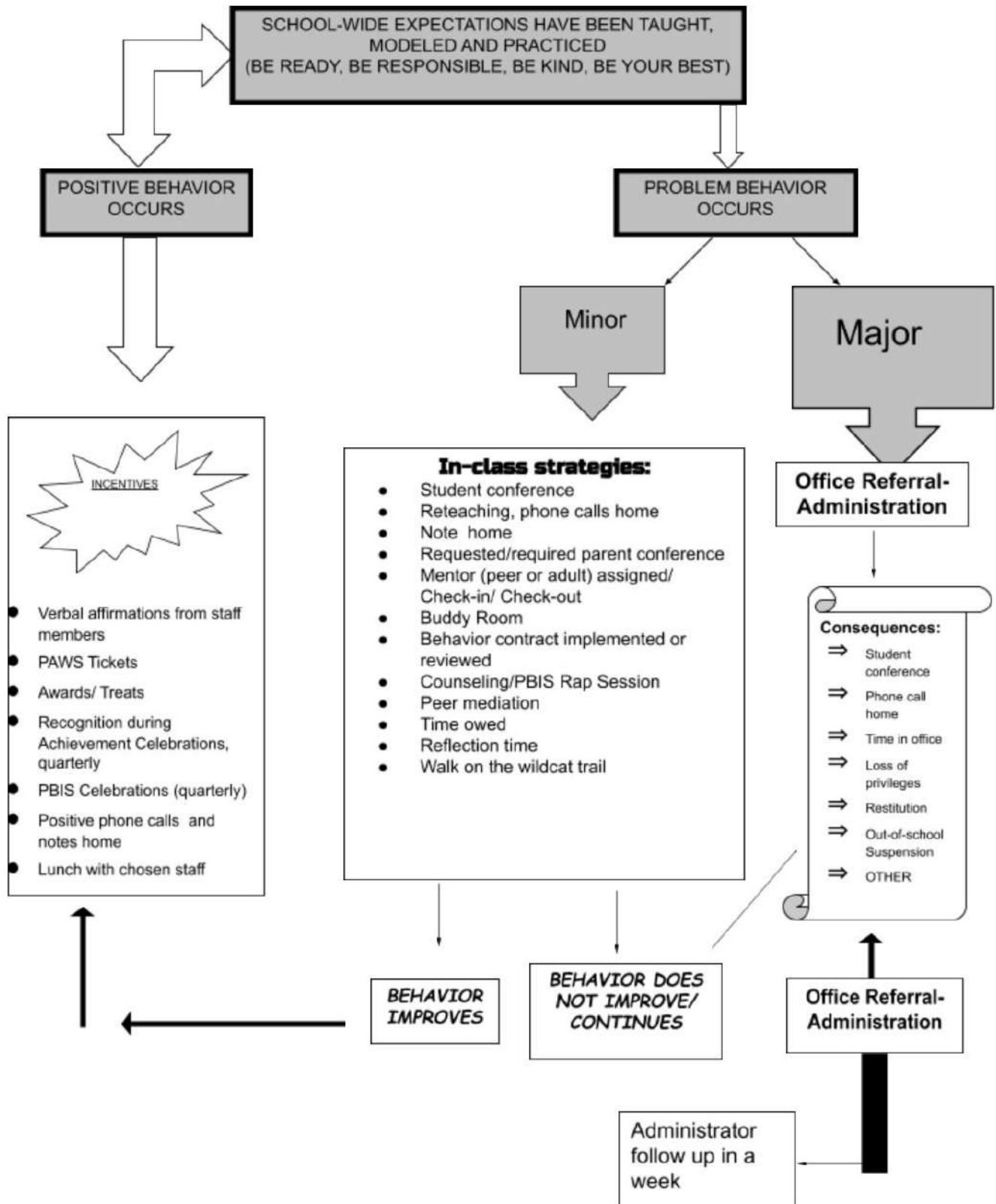
Elem: 3 documented minors within 5 days = an office referral
MS/HS: 3 documented minors within a quarter = an office referral

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

CONTINUUM OF STRATEGIES TO RESPOND TO APPROPRIATE AND PROBLEM BEHAVIORS



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 the portion of this policy, the term “firearm” includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

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 school days. Written notice and reasons for the in-school suspension will be sent to the student’s parents.

In-school Suspension Guidelines:

1. In-school suspension will be a complete school day. It takes precedence over any and all activities scheduled for that day. Parents will be notified when a student serves an in-school suspension.
2. Students must bring ALL materials with them to the in-school suspension room (paper, books, writing instruments, etc). STUDENTS ASSIGNED TO THE IN-SCHOOL SUSPENSION ROOM WILL NOT BE PERMITTED TO RETURN TO THEIR CLASSROOM DURING THE DAY!
3. Talking, sleeping, use of cell phone, or failure to do school work is prohibited.
4. Meals will be eaten in the in-school suspension room.
5. The in-school suspension supervisor will provide for all restroom breaks.

6. On the days a student is serving an in-school suspension, the student may not practice, attend, or participate in any school sanctioned extracurricular activity.
7. The student will receive full credit for work completed during the in-school suspension, if the work is done and turned in by applicable due dates.
8. Students who fail to meet the behavior expectations of the school may receive additional consequences at the discretion of the administration.

Out-of-School Suspension Policy and Procedures

1. 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.
2. A student may be suspended out of school for up to ten 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.
3. 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 parents and such effort is documented by the person attempting to make the contact. Written notice to the parents will include the circumstances which led to the suspension.
4. On the day a student is serving out of school suspension, they are not to be on school property at any time or any place without the permission of the building principal. If a suspended student is discovered on the premises they will be asked to leave. If they refuse, law enforcement will be notified.

STUDENT DRESS CODE & ATTIRE

While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated.

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

General Rules and expectation:

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

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

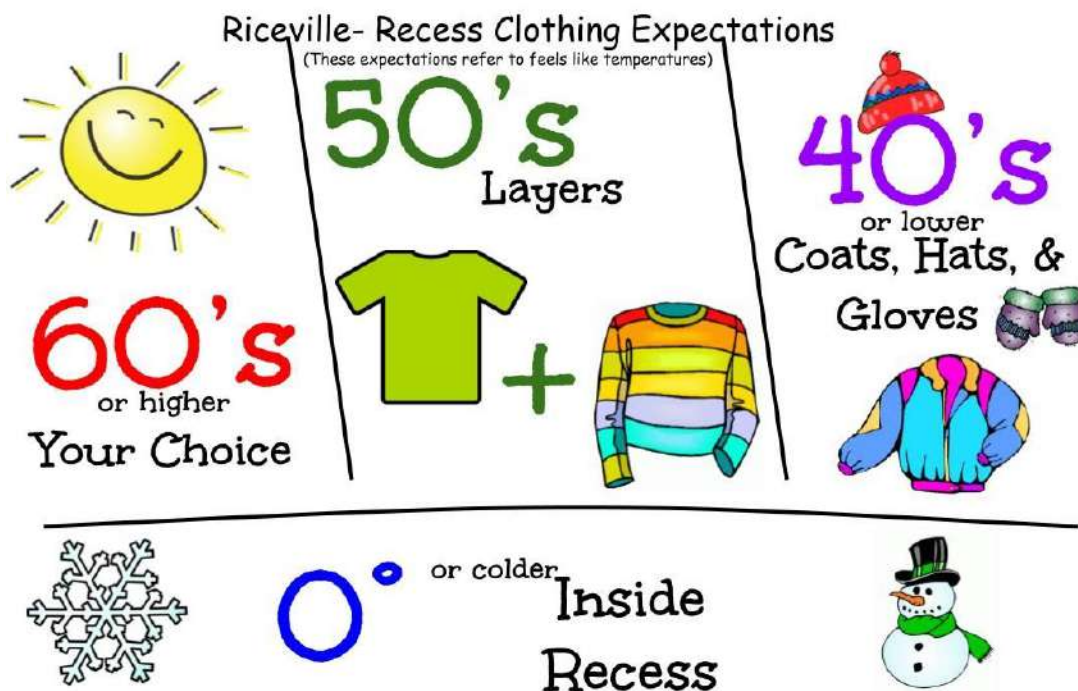
- If someone can see your underwear
- If someone can see your bra
- If someone can see cleavage
- If someone can see your belly
- Shoes must be worn at all times for health and safety reasons.

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

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

Outdoor Recess Clothing Expectations

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



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 ineligible for activity program participation.

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

- A. The following policy will apply for the entire length of a student's time of eligibility to participate in the Riceville activities program, both in-season and out-of-season. This starts with the beginning of the organized activities in 7/8 grades, and high school, and continues through the end of the summer activities program following graduation of the student's class.
- B. Violations occurring while in junior high (grades 7 & 8) are not cumulative in the high school total. However, penalties assessed for offenses during junior high school years must be completed before the student is eligible in high school. High school eligibility will be affected the day following the last day of 8th grade classes.
- C. **PROGRAMS COVERED-**
 - a. A school sponsored activity that happens outside of the regular curricular program and receives no credit toward graduation.
 - b. This excludes practices and scrimmages, even if the public attends and/or participants are in uniform. Prom and Commencement are excluded from Good Conduct ineligibility.
 - c. Following completion of eighth grade, eighth grade students who enter high school will have their past eligibility reviewed and in most cases, their slate will be cleared of any prior offenses.
- D. **ELIGIBILITY RULES -**

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

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

F. TRANSFERS

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

Athletic Department Ineligibilities

Violation Policy (No Chemical Abuse Class)

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

Violation Policy (Chemical Abuse Class with Parents)

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

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

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

Attendance

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

“Due Process”

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

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record. **A Final Note:** The Good Conduct Rule is not intended to be totally punitive. Rather, the rule is in place to promote responsibility, citizenship, and healthy decision-making among program participants.

Music Department Code of Conduct

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

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

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

For the first offense:

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

For the second offense:

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

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

For the third offense:

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

The following are public performances in the music department

INSTRUMENTAL MUSIC:

Marching Band
Pep Band
All Concerts
Honor Bands

VOCAL MUSIC:

All-State
Honor Choirs

All-State

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

DRAMA/SPEECH DEPARTMENT CODE OF CONDUCT

Statement of Philosophy

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

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

Statement of Purpose

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

Substance Abuse

First Offense:

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

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

Second Offense:

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

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

Third Offense:

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

The following are public performances

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

Student Council

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

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

National Honor Society

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

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

District Policies

Summaries of Notable Board Policies

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

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, Michelle Dohlman, School Counselor, 912 Woodland Avenue, Riceville, IA 50466, (641) 985-2288, michelle.dohlman@riceville.k12.ia.us. For further guidance, visit the Iowa Department of Education website.

Student Records

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

Student Directory Information

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

Anti-Bullying/Harassment Policy

Student and employee anti-bullying and harassment policy.

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 reduced or no cost. Income guidelines for free and reduced price lunches also determine eligibility for full or partial waiver of other student fees. Information on the program is available in the superintendent's office.

Emergency Disaster Plan

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

Asbestos Policy

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

Board of Education – Elections

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: Karl Fox, Vice President: Neal Keeling, Kyle Guertin, Randy Richardson, and Shanna Hale.

UNIFIED IOWA ACTIVITIES FEDERATION “CONDUCT COUNTS”

At Riceville Community School, these behaviors are NOT acceptable:

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

Certified Staff 2020-2021

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