

RIVER VALLEY WOLVERINES



RIVER VALLEY JH/HS STUDENT/PARENT HANDBOOK 2025-2026

**River Valley Schools Mission Statement:
To Prepare & Encourage All Students To Become Lifelong
Learners In Partnership With Students, Family, Community,
And Global Society**

We Are River Valley #WeRRV

River Valley is proud of its communities; and the communities are proud of its school. This is your school. Be constructive and put forth your best effort and River Valley will be proud of you. School spirit is pride, school spirit is participation as a spectator, a cheerleader, or a player; school spirit is emotion, school spirit is cooperation and participation in activities and the pride you take in all the accomplishments of these fine organizations.

RIVER VALLEY'S SCHOOL SONG

**We're River Valley Wolverines
And Our Victory is Sealed.
Our Team is Strong and Full of Power
When We Take the Playing Field
We Are Wolverines, We Wear the Colors **Red** & Gray
When We Play With Honor All the People Will Say
We're River Valley Wolverines
We're the Best of Any Team!**

Bell Schedules

Regular 8 Period Day Monday, Tuesday, Wednesday, Thursday

Period	Start	End
1st	8:20	9:03
2nd	9:06	9:49
3rd	9:52	10:35
4th	10:38	11:21
5th	11:24	12:35
(9-12 Class)	11:24	12:07
(6-8 Lunch)	11:24	11:49
(6-8 Class)	11:52	12:35
(9-12 Lunch)	12:10	12:35
6th	12:38	1:21
7th	1:24	2:07
8th	2:10	2:53
ACHIEVE	2:56	3:25

Office Hours: 7:30 a.m. to 4:00 p.m.

Messages for Students:

- 1. Emergency—Please contact the office and the message will be delivered to the student immediately.**
- 2. Non-emergency—Please contact the office and the message will be delivered to the student between classes.**
- 3. Cell Phone Contact--Please notify the office of all situations first. This will ensure clear communications about the needs of the student.**

SCHOOL HOURS:

- 1. Students shall only be in the building from 7:30 a.m. to 3:45 p.m. unless under the supervision of a faculty member. Doors may be locked until 7:30 a.m.**
- 2. Teachers—7:45 a.m. to 3:45 p.m. or 8:00 a.m. to 4:00 p.m.**
- 3. Offices—7:30 a.m. to 4:00 p.m.**

Non-Discrimination Statement:

It is the policy of the River Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. The equity coordinator for the River Valley CSD is Mr. Logan Sampers, 6-12 Principal, 916 Hackberry St, Correctionville, IA, lsampers@rvwolverines.org (712) 372-4656. If you have questions or a grievance related to this policy please contact, Scott Bailey, 916 Hackberry Street, (712) 372-4420, sbailey@rvwolverines.org.

The River Valley Community School district offers career and technical programs in the following areas: Business Education, Family and Consumer Sciences Education, Agricultural Education, and Industrial Education.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Introduction:

This handbook has been prepared so that students and their parents may become familiar with the rules, regulations, procedures, and expectations of River Valley Junior and Senior High School. Each of you is responsible for knowing the contents of this manual. Our school is similar to many other groups and organizations that we encounter during the lifetime in that we have rules and regulations to help guide us so that we may progress in an orderly fashion. As a citizen of this school, students are expected to follow the rules that are established for the welfare of the entire student body. Be proud of your school. Take care of it, and feel free to make suggestions for improving it. We ask that you and your parents read this handbook carefully and keep it on hand for future reference. The school reserves and retains the right if necessary to modify the rules or regulations contained within this handbook. If you have any questions regarding any of the information in this handbook or any other part of our school programs, please contact us. Best wishes for the coming year.

Lines of Communication:

When you have questions about your child or an issue you wish to discuss, the following is an appropriate line of communication:

1. Teacher – If your concern involves a teacher or your child's progress in school, request a meeting with the teacher. Feel free to contact the teacher via email. The teacher will respond as soon as possible to your concern.
2. Principal – If you feel the teacher was unable to help you, talk to your school principal.
3. Superintendent – If your problem is not handled to your satisfaction by the above persons, you may call and request a conference with the Superintendent.
4. The Board of Directors – Parents may request to address the Board in open or closed session by submitting a written request to the Superintendent stating the problem and details.

Student Rights and Expectations:

Each student has the right and shall have the opportunity to use school as a means for self-improvement and

individual growth. In doing so the student is expected to conduct one's affairs in such a manner as to assure other students the same opportunities without restricting or otherwise inhibiting their individual and collective rights. River Valley believes all students can learn and to afford the greatest opportunity for all students, each student must accept and abide by the following responsibilities:

- A) To observe the constitutional rights of other individuals.
- B) To respect the inherent human dignity and worth of every individual.
- C) To be informed of and adhere to school policies, rules, and regulations.
- D) To dress, appear, and behave in a manner conducive to the educational environment and that meets reasonable standards of health, neatness, cleanliness and safety
- E) To maintain the best possible level of academic achievement with reasonable effort.
- F) To refrain from libel, slanderous remarks and obscenity in verbal and written expressions and gestures.
- G) To dissent regarding school rules and policies only within the framework of channels established for such action, and listed in this booklet.
- H) To bring matters of student activities, curriculum, discipline, and instruction to the attention of the teacher or sponsor, then to the principal.

HOMELESS CHILDREN AND YOUTH

A homeless child is defined as a child or youth between the ages of 3 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age. Rachel Held, our school nurse, is the contact person in our district (712-372-4656).

MULTICULTURAL AND NONSEXIST EDUCATION (Board Policy 603.4)

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian Americans, African Americans, Hispanic Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Section I: GENERAL INFORMATION

SCHOOL OFFICE

RV Jr.-Sr. High School (Gr. 6 - 12)	 Correctionville 372-4656
River Valley CSD Superintendent	 Correctionville 372-4420
River Valley Elem. (Gr. K -5)	 Washta 447-6318
Bus Barn	 Washta 447-6243

CLOSING OF SCHOOL:

Decisions for school closure will be determined by Superintendent and that decision will be announced over the following radio and television stations:

KCHE Radio - 1440 AM KCHE Radio – 92.1 FM KCAU-TV- Channel 9 KTIV-TV - Channel

4 Closing of school due to road conditions cancels all school activities for that day, including practice sessions, scheduled games and events. An exception might be scheduled tournament games to be played at out of district sites.

Social Media such as Facebook, Twitter and SchoolMessenger will also be used to get information out about school closings.

Section II: DAILY OPERATION

GENERAL BUILDING WIDE RULES:

- 1) Students are to enter and exit the school by way of the commons through the front main entrance of the

school. All other exits are for emergency use only.

- 2) Student conduct rules pertain to all school events, athletic events, fine arts events, and school sponsored events, on or away from campus. All school personnel have supervisory authority over students.
- 3) Students are not allowed to leave the school during lunch periods, without the prior approval of the principal. Students not wishing to participate in the hot lunch program may bring a sack lunch.
- 4) Students may go to vehicles or the parking lot during school hours—only with permission from the office.
- 5) Students may use school issued padlocks on gym and hallway lockers or personal padlocks as long as the office is provided a key.
- 6) Students will not be allowed to have visitors with them during the regular school day unless approved by the building principal.
- 7) The weight room may only be used under the direct supervision of a faculty member.
- 8) Street shoes are not allowed on the gym floor, including sneakers that are worn outside as casual shoes. PE students and athletic team members will need to supply a pair of appropriate shoes reserved for gym use only.
- 9) Study halls: Students are responsible for bringing enough work each day to remain constructively engaged the entire period. Students must check in and out of the study hall with the supervisor. Students must be allowed permission by the supervisor to use their chromebook for any non-academic related services such as games etc... Games of violence and inappropriate videos are strictly prohibited throughout the school day. Students who do not comply may lose various privileges at the discretion of the study hall teacher. Privileges that may be withheld include, but are not limited to; media center access, computer access, and study hall speaking privileges.
- 10) The sidewalk approaching the school doors must remain clear before, during and after school. Students are not to loiter in this area unless waiting for the school bus. Bus riders are not allowed to leave school grounds while waiting for the bus.
- 11). **FOOD-** Food will **NOT** be allowed to leave the commons area unless an approved grab and go breakfast has been approved the first hour (See Wellness Policy). Absolutely NO POP and NO SUGARY DRINKS will be permitted after the start of the school day. Approved snacks will be allowed during study hall IN the commons area only. Approved snacks include items from the school kitchen and/or the school vending machine located in the commons.
- 12). All visitors need to make an appointment with the office before entering the building.

LOCKERS: (Board Policy 502.5 and 502.8)

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. Nothing shall be stored or placed on top of the lockers. It shall be the responsibility of each student to keep their assigned lockers clean and undamaged.

School district property is held in public trust by the board. School district authorities may, without a search warrant, search a student, student lockers, personal effects, desks, work areas or student vehicles based on a reasonable suspicion that a board policy, school rule or law has been broken. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities.

If personal items of value are brought to school for classroom purposes those items may be kept in the office for protection. Toys are not allowed. Students are responsible for their own items while at school.

NO BAGS:

Students will not be able to carry school bags in the school building from class to class. The student should keep their bag in their locker during the entire school day. The school bag has become a hazard and safety concern within the classroom and to avoid any injury they will now be placed in their locker from the beginning of the day through the end of the day. .

ELECTRONIC DEVICES:

Students shall be permitted to have in their possession privately owned electronic devices such cell phones, airpods, headphones or smartwatches are not allowed during the school day and should be kept in lockers.

The following are exceptions:

- During an emergency affecting the school or community;
- Within a classroom environment where the teacher gives specific permission to use a specific capability of a device.

The following rules will apply:

1st offense – Student’s device will be delivered to the office and held until the end of day.

2nd offense - Student’s device will be delivered to the office and held until the end of the day and a parent/guardian will be notified.

3rd offense- Student’s phone will be delivered to the office and held until the end of the day and a meeting will need to be set up with parent/guardian on proper device usage.

- We ask that all communications to and from the students run through the office so that the school is included in the communication.
- Posting to social media during school hours without permission from school personnel is strongly discouraged.

STUDENT HEALTH SERVICES:

Students are required to be in good health, as certified by their physician, prior to admission into school. Thereafter, the board retains the authority to deny continued enrollment if the student has not complied with the minimum immunization requirements as stated by the State Department of Health and to require at any time a certification of good health for any student.

Students at risk for anaphylactic shock must contact the school nurse for the health plan and procedure.

STUDENT INJURY OR ILLNESS AT SCHOOL:

*When a student has been ill with a fever, vomiting, and/or diarrhea, we recommend that the parents keep the child home for another 24 hours. Sending a child to school too soon could risk a relapse or infect others.

*When a student becomes ill or is injured at school, the student’s parents shall be notified by the school nurse or the principal’s office as soon as possible after these individuals are aware of the incident.

*The school district will not be responsible for medical treatment of an ill or injured student, but may have authorized school personnel present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents, the parents’ designee, or qualified medical personnel as soon as possible.

*It shall be the responsibility of the principal or the school nurse to file an accident report with the building

principal/superintendent within 48 hours after the student is injured at school.

*Parents shall be required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. It shall be the responsibility of the parents to provide the school district with updated information on the medical authorization form.

*Students shall first report to nurse or school office if illness or injury occur and if the decision is made that the child needs to leave school the school office will contact parents/guardians.

CHILD ABUSE: (Board Policy 402.2)

All teachers and administrators of the district are by law considered mandatory reporters of alleged child abuse that occurs in the home environment. The definitions of child abuse are namely: physical abuse, sexual abuse and neglect, and are directed at the “person responsible for the care of the child.” For alleged abuse by school personnel, the school nurse should be notified.

ADMINISTRATION OF MEDICATION TO STUDENTS:

*Students may be required to take medication during the school day. Medication shall be administered only by the school nurse or a qualified designee. A qualified designee is a person who has been trained under the State Department of Health guidelines.

*No medication will be administered without written authorization from the parent and the child’s physician. A written record of the administrative procedure must be kept for each child receiving medication.

*Medication on school premises shall be kept in a locked container in a limited access storage space. Only appropriate personnel shall have access to the locked container.

PRESCRIPTION MEDICATIONS:

Parents and guardians requesting PRESCRIPTION medication to be given to their student during school time must comply with the following:

1. A WRITTEN AUTHORIZATION BY A LICENSED MEDICAL PROVIDER.
2. A SIGNED AUTHORIZATION FROM THE PARENTS OR GUARDIAN.
3. ANY AND ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER.
4. ADEQUATE INSTRUCTIONS MUST BE WRITTEN AND FILED WITH THE PRINCIPAL'S OFFICE.
5. MEDICATION WILL BE ADMINISTERED BY A DESIGNATED EMPLOYEE IN EACH BUILDING WHO HAS BEEN TRAINED FOR THE ADMINISTRATION OF SAID MEDICATION.

Students taking NON-PRESCRIPTION medication during school hours must comply with the following:

1. Signed authorization from parents or guardian.
2. Adequate instructions must be written or filed with the school office.

TELEPHONE:

* To eliminate class interruptions, we ask that parents call the principal’s office and leave a message for the student.

Students may be called to the phone at the discretion of the office.

*Students are **NOT** to use the school phones without permission.

EMERGENCY DRILLS:

Periodically, the school will hold fire, tornado, and other emergency drills. Teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exits will be posted in each room. Students are to respond quickly, quietly, and calmly during drills or emergencies. Students are to remain with their class so attendance may be taken. Students are required to cooperate with and participate in all drills.

HOT LUNCH:

River Valley Jr/Sr High School operates a split lunch hour with half of the students eating lunch and half of the students still in class. All students eating lunch will remain in the commons. If a student needs to see a teacher, they are to have a pass signed by the teacher. Hours for breakfast shall be from 7:30 a.m. until 8:20 a.m. Breakfast is available to students at both building sites. No food is to be taken from the lunchroom. The parents can send any amount of money with the student and it will be deposited in their lunch account. Parents/guardians will be notified when their lunch accounts are negative. For the students' protection, their account can only be used once for breakfast and once for lunch. If a student's lunch balance is below -\$10.00, a student will be given a sandwich and milk at a charge of \$1.50 for lunch, cereal and milk at a charge of \$1.00 for breakfast to their account until funds are readily available in their personal lunch accounts.

CLOSED CAMPUS:

The lunch periods are considered portions of the school day and within school hours, which means students will need to obtain permission from the principal prior to leaving campus during the lunch period.

OPEN NIGHT:

Wednesdays have been designated as open night by the school district. No group activities will be held after school on Wednesdays, on Sundays, or on holidays at the school without the permission of the superintendent. A student may stay after school on Wednesday at the request of a teacher upon written or oral notification by a parent/guardian.

FUND RAISERS:

Sponsors of groups that wish to run fundraisers must request and get building administration approval.

VEHICLES/PARKING:

Students may not drive motor vehicles during school hours except by permission of the principal and parent/guardian. The principal has authority to establish reasonable parking regulations. Students parking in violation of regulations may have their cars towed away at their expense. **Students may not go to vehicles or parking lot during school hours without permission from the office. Only Faculty and Visitor parking has been established in front of building on the west side and faculty parking in front of the building on the north side.**

PARKING LOT:

Students are responsible for the cleanliness of the parking lot. Trash containers are available throughout the parking lot and are expected to be used. Failure to do so can result in closing off the parking lot outside of school and event hours.

SCHOOL PERMIT:

Students who want to obtain a school permit must meet the following requirements:

1. Students must complete driver's education.
2. Students must live more than a mile from the high school
3. Students who live under a mile from school must meet the following criteria:
 - a. Involved in school activities that require attendance outside of regular school hours.
 - b. Live on an unsafe path from school which can include but are not limited to crossing a road whose speed limit exceeds 40 mph or is deemed dangerous by administration.

BUS POLICY:

Students are under the authority of the bus driver at all times and shall respond to their directive in a courteous manner. Seatings charts must be observed when a chart is available. Do not eat or drink on the bus or be destructive, stay seated in your seat, keep head, hands, and feet inside the bus. Please follow these basic rules for riding River Valley School Buses: **Get on the bus quietly, keep your hands & comments to yourself, and keep the bus clean**

All students will be required to have a note signed by parents/office to ride a bus that is not their regular bus. When a student gets off the bus, they should go directly into the school and once in, do not leave the building.

Consequences Regarding Violation Of Rules While On the Bus. The rules are published above and are set forth primarily for the safety of all riding the school buses. If a student violates one of the rules and a complaint is filed by the bus driver, the following action will be taken. In case of a serious violation, steps 1 and/or 2 may be waived.

Step I: Bus driver turns in a discipline form to the principal, the student will meet with the principal and the transportation director, and the parent/guardian will be notified by a letter and/or a phone call. The student will be given an assigned seat on the bus and will practice proper bus behavior.

Step II: The student will not be allowed to ride the bus for a period of up to three days and must be transported to their attendance center by their parents at their expense during the period of suspension. Parents/guardians will be notified by a letter and phone call.

Step III: Student will not be allowed to ride the bus for the remainder of the school term and must be transported by the parent/guardian to school. Punishment of the third offense, the loss of riding privileges, may be appealed to the Board of Education. Parents/guardians will be notified by a letter and phone call.

PORNOGRAPHY:

A student may not bring pornography into the school nor may they access pornography on the Internet. Students who do so will be placed on the discipline code ladder and have technology privileges removed for a period of time to be determined by the principal.

COMPUTER USE POLICIES:

River Valley High School provides computers in classrooms, labs, & the media center that are available for a variety of offline (word processing) & online (Internet) student uses, but are primarily intended for academic research.

Teachers will provide clarification of computer use standards and will guide students toward appropriate materials. Although students will be under teacher supervision most of the time they are using district computers, it is not possible to constantly monitor individual students and their use of the computers.

Computer files may be treated like school lockers, with administrators reviewing files & communications to ensure students are using computers responsibly. Within reason, freedom of speech & access to information will be honored.

The following are not permitted on district computers during school hours:

Instant messaging, Chat, E-mail, Games, and other activities at the discretion of the principal

The following are not permitted on district computers at any time:

Accessing, sending, or displaying offensive or sexually explicit messages or images; Using obscene language; Harassing, insulting, or attacking others; Damaging computers or peripheral devices; Employing computers for commercial purposes; Using another's password; Changing computer settings (e.g. screen saver); Trespassing in, or disrupting another's folders, work or files; Intentionally wasting resources (e.g. ink, paper); Using material obtained online without proper citation; Downloading or uploading of files to the Internet without instructor permission; Other activities at the discretion of the principal

If a student gains access to any service via the Internet that has a cost involved, the River Valley School District will not be responsible for these costs; rather, the student or student's parents/guardian will be

responsible for these costs.

Consequences for violation of these rules may range from time in off to suspension, at the discretion of the Principal. With any loss of chromebooks due to misuse throughout the school year the student will be provided hard copies of all assignments to assure success in each class.

Step One Consequence: Student could lose their chromebook for 5 school days and parents will receive a call.

Step Two Consequence: Student could lose their chromebook for 15 school days and parents will receive a call and letter from building principal.

Step Three Consequence: Student could lose their chromebook for 30 days and parents/guardians will have a meeting with building principal on further usage.

Step Four Consequence: Students could lose their chromebook for the remainder of the school year. Parents will be notified.

ADVISORY:

The goal of the Advisory Program is to create a setting in which each student has time to meet with an assigned faculty member. During this time they will be working on character traits. This is a time for interventions, enrichment, college & career readiness, & social emotional learning.

MEDIA CENTER:

The following rules will apply:

1. Students may do textbook study, written assignments, leisure reading, or research.
2. Students are to report to study hall 1st, and then will return to SH 5 minutes before the end of the period.
3. Students may sign out from the media center to go to the restroom with permission.

Checkout Periods—Books: one week/three weeks; FINES: \$.05 per school day. All media center fines or lost item charges must be paid by the end of the quarterly grading period or media center privileges will be suspended. Loss of a book or magazine will result in charges equal to its replacement cost.

STUDY HALL POLICIES:

1. Students should report to assigned seats for attendance. All passes will be honored one at a time after attendance has been taken. All students should sign out and in when entering or exiting the study hall.
2. The first half of study hall there will be no chromebooks or devices used unless approved by the study hall monitor. During the second half the students may use their chromebooks and devices at their leisure as long as it doesn't cause a disruption to the study hall. Games of violence, inappropriate video are strictly prohibited.
2. Students are expected to bring all materials with them to study hall. If all homework is completed, bring a book, magazine, or other materials.
3. Bring all passes with you and place on teacher's desk at the beginning of the period. You are not permitted to sign-out of study hall to get a pass from a teacher before you go to study hall.
4. No sign-outs are allowed during the first or last 3 minutes of study hall. Everyone needs to sign out and in on the study hall sheet as well as listing departure and arrival times.
5. Study halls are to be used for working on missing assignments...no computer games will be allowed until all work is current.
6. Games (including card games), inappropriate conduct, etc. are not allowed.
7. Sign-outs during study hall are limited to one female and/or one male at a time with a five minute limit. Passes may be issued to restrooms.
8. Students will work alone and quietly unless the supervisor allows group work take place.

Section III: STUDENT ATTENDANCE

COMPULSORY ATTENDANCE/TRUANCY: (Board Policy 501.3 & 501.10; Ia Law Code 299.1A)

Pursuant to SF2435 effective on July 1, 2024, in the event that a compulsory school-age student (a child who has reached the age of six and is under sixteen years of age by September 15) has been ***absent, without reasonable excuse for the absence, 20% of school days or hours in a grading period***, shall be defined as truant and the school will hold a student engagement meeting. The purpose of the school engagement meeting is to identify the barriers to attendance experienced by the child and the interventions that may be used to improve the child's attendance.

- A school engagement meeting must include 1) the child, 2) the child's parent, guardian, or legal or actual custodian, if the child is not an emancipated minor, and 3) a school official.
- Per Iowa Code, if the participants in the school engagement meeting fail to enter into an absenteeism prevention plan, or if the participants violate a term of the absenteeism prevention plan or fails to participate in the school engagement meeting, the county attorney may initiate a proceeding.
- Per River Valley CSD Policy, there is the possibility the student could be dropped from any classes after reaching 6 unexcused absences.

The appropriate steps for dealing with student absences are as follows:

Parents are to call the school to report their child will be absent prior to 8:45 a.m. on the morning of the absence, explaining the reason and length of time the child will be absent, if known. If no phone call is received, the building secretary will phone parents/guardians. **An absence will be recorded as unexcused unless the parent contacts the school by phone or a signed parental note (indicating the date(s) and reasons for absence) is provided to the office within 48 hours of the absence.**

River Valley Community School District Attendance Policy

1. Purpose

To promote regular school attendance, identify and address barriers to attendance, and comply with Iowa's attendance laws to ensure student success and well-being.

2. Definitions

- **Chronic Absenteeism:** Missing 10% or more of school days or class periods in a grading period regardless of whether the absence was excused or unexcused.
- **Truancy:** Missing 20% or more of school days or class periods in a grading period.
- **School Engagement Meeting:** A meeting involving the student, parent/guardian, and school official to identify attendance barriers and develop an absenteeism prevention plan.
- **Absenteeism Prevention Plan:** A written agreement outlining responsibilities and interventions to improve attendance.
- **Unexcused Absence:** Absences that do not fall within the categories listed below will be considered unexcused unless approved by the principal. While parents have the right to determine

whether or not a student will miss school, **SCHOOL OFFICIALS HAVE THE RESPONSIBILITY OF DETERMINING IF THE ABSENCE WILL BE EXCUSED OR UNEXCUSED.** Absences which are unexcused are those which have not been properly excused by the parent AND school officials.

3. Attendance Expectations

- All absences, regardless of reason, count toward chronic absenteeism thresholds.
- Exemptions may apply for:
 - Court-ordered absences.
 - Religious observances.
 - Medical conditions supported by documentation.
 - Individualized Education Program (IEP) or Section 504 plan accommodations.
 - Completion of graduation requirements or obtaining a high school equivalency diploma.
 - Other valid reasons as determined by the school.

4. Attendance Thresholds and Actions

- **10% Absence Rate in the grading period :**
 - The school will notify the parent/guardian.
 - The county attorney may be informed if absences that meet this threshold are unexcused.
- **15% Absence Rate in the grading period:**
 - A school engagement meeting will be scheduled if it is determined necessary by the district.
 - An absenteeism prevention plan will be developed and signed by all parties during the school engagement meeting.
 - Weekly attendance updates will be provided to the parent/guardian.
 - The county attorney may be informed.
- **20% Absence Rate (Truancy) in the grading period:**

Once a student has reached this threshold regardless of excused or unexcused absences the following will occur:

 - The school will refer the case to the county attorney for further action.
 - Potential legal consequences may follow.
 - After reaching 5 unexcused absences, the student could be dropped from those specific classes.

5. School Engagement Meetings

- Required when a student reaches a 15% absence rate if the district deems it necessary.
- May be initiated earlier if deemed necessary.
- Participants include the student, parent/guardian, and a school official.
- The meeting aims to identify attendance barriers and develop an absenteeism prevention plan.

6. Absenteeism Prevention Plan

- Developed during the school engagement meeting.
- Signed by the student, parent/guardian, and school official.
- Outlines specific interventions and responsibilities to improve attendance.
- Monitored by the school, with weekly updates provided to the parent/guardian.

7. Support and Resources

The school is committed to supporting students and families in improving attendance. Resources may include:

- Counseling services.
- Community partnerships.
- Assistance with transportation or other barriers.

8. Communication

Regular communication will be maintained with parents/guardians regarding attendance concerns and interventions. The school encourages open dialogue to address any issues affecting student attendance.

9. Policy Review

This policy will be reviewed annually to ensure compliance with state laws and to assess its effectiveness in improving student attendance.

EXCUSED ABSENCES: (Board policy 501.9)

Regular attendance by students is essential for student to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is necessary absence. Students will attend school unless excused by the principal. Each individual excused absence will be examined by the building principal.

Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to illness with doctor's excuse at the principal's request, recognized religious observances, medical or dental appointments, funerals, up to 3 days of parent request work release, and school-sponsored or approved activities.

Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. While parents have the right to determine whether or not a student will miss school, **SCHOOL OFFICIALS HAVE THE RESPONSIBILITY OF DETERMINING IF THE ABSENCE WILL BE EXCUSED OR UNEXCUSED.** Absences which are unexcused are those which have not been properly excused by the parent AND school officials.

Unexcused Absences: will be dealt with in the following manner:

1st-4th Unexcused Absences: Parents will be notified by the attendance office. Teachers and/or administrator may assign consequences.

5th Unexcused Absence: The student may be dropped from the class(es) with a failing grade from the class(es) where the unexcused absences have occurred. This would result in immediate be declared ineligible to participate in any co-curricular or extracurricular activities until further review by administration and board.

Appeal Process

1. Teachers will give verbal notice to all students who have exceeded the five-day limit in their classes.
2. The principal's office will have available for students the Student Appeal for Credit form. The principal will fill in the number of absences and the date the form is due back to them at the time they give the form to the student.
3. Students will have the opportunity to explain & validate their attendance records on the form, which must then be signed by both the student and a parent/guardian.
4. The student will then return the form to the office prior to, or on the due date for consideration.
5. The decision to grant credit to students who have exceeded the five-day limit rests with the principal.
6. If the student does not agree with the decision by the principal, they may appeal to the superintendent.

MAKE-UP WORK:

Schoolwork missed because of excused absences must be made up within two times the number of days absent (not to exceed 10 days) beginning the day the student returns to school. Time allowed for make-up work may be extended at the discretion of the classroom teacher and it's the responsibility of the student to initiate a procedure with the teacher to complete missed work. All missing work during an absence shall be labeled M (missing) on PowerSchool until the allotted time is up. If a student misses more than two consecutive days then a parent may call in and ask for homework to be collected by the office. If a student only misses one day, it is their responsibility to contact teachers for work missed that day.

EXCUSED/UNEXCUSED TARDY TO CLASS:

Students are expected to transfer between classes during the passing times (3 Minutes). Tardy is defined as not being present in the classroom by the end of the passing time without proper admit slips from the office and/or teacher. If a student is more than 20 minutes late to a class, it shall be recorded as an unexcused absence for that class. An accumulation of three (3) unexcused tardies to an individual class will result in an unexcused absence for the class. This can result in a ½ day ISS. Classroom teachers will record dates students are tardy and impose consequences.

TARDY TO SCHOOL:

Students are expected to be at school at the beginning of first period class and those who aren't will serve a

30 minute detention. Students will need to furnish the classroom teacher an admit slip from the office when tardy to school. Habitual tardies may result in additional disciplinary action as determined by the principal. Five unexcused tardies to school will result in a one day in-school suspension and meeting will be set up with principal and parents/guardian, seven unexcused tardies will result in a two day in-school suspension where parents will be contacted, and ten unexcused tardies to school will result in an out of school suspension to be determined by building principal and a plan will be set up with parents/guardian for remainder of school year. Parents will be contacted each time a student is tardy to school by office or principal. Tardies to school will accumulate the entire school year and will never reset during school year.

INCOMPLETES:

Incompletes are extended only to those students showing extenuating circumstances or prolonged excused absences. Extensions may be granted by the teacher with permission of the principal. Failure to finish an incomplete within two weeks may result in a failing grade and loss of credit.

COLLEGE VISITATION:

College visits will be limited to 2 per year their junior year and 4 per year their senior year. If a student makes additional college visits it will be treated as an absence. The school requires a signed letter or business card from the admissions office of the college. Students are expected to obtain make-up slips from the office prior to visit. All school work should be made up prior to visit.

NCAA DIVISION I & II REQUIREMENTS:

If you are a student planning on playing sports at a Division I or II school, please see the guidance office for eligibility requirements.

IOWA'S REGENTS UNIVERSITIES ADMISSION REQUIREMENTS:

If you are planning on attending, Iowa, ISU, or UNI please see the guidance office for admission requirements.

Section IV: GRADING AND CLASS INFORMATION

The Grade Point Average will be calculated by our computer grading program using the following scale:

<u>Pct.</u>	<u>Letter</u>	<u>Points</u>	<u>Pct.</u>	<u>Letter</u>	<u>Points</u>
100-93	A	4.00	76-73	C	2.00
92-90	A-	3.67	72-70	C-	1.67
89-87	B+	3.33	69-67	D+	1.33
86-83	B	3.00	66-63	D	1.00
82-80	B-	2.67	62-60	D-	0.67
79-77	C+	2.33	> 59	F	0.00

Band, choir, PE, and Exploratory classes will all be assigned a letter grade.

Grading Frequency Student grades will be calculated at midterm (4 ½ weeks) of each quarter. At that time, students will receive an email copy of their grades.

Homework

Parents are encouraged to check PowerSchool each night to monitor student performance, homework completion, and any missing assignments in each class. Teachers will do their best to keep grades updated in PowerSchool.

No Zero Policy

Teachers will pursue every avenue within reason for students to get work assigned each quarter completed and turned in during the current quarter. Students will need to communicate with teachers to work out arrangements on missing work.

Late Work Policy

The following policy will be followed in terms of late assignments:

A. A late assignment shall be considered work not totally completed at the beginning of the class period of due date. Assignments turned in after the class meets but on the same day as the assignment is due will be considered late. Using the following breakdown.

B. Late assignments will be entered in as a zero until the work is made up. After five days late the best score you will receive will be 50% unless a previous arrangement has been made with the teacher. This means if you get the entire homework assignment correct you would earn 50% unless a prior arrangement was made. Examples: Two days late-the highest score you can receive is 80% of the graded score. An assignment turned in 7 days late, where the student got every question right will receive a score of 50%. Late homework will be accepted until the current quarter is complete.

Honor Roll The honor roll is based on overall GPA in the five core subject areas of language arts I, language arts II, math, science, and social studies, as well as band, chorus, and physical education. Students will be on the B Honor Roll when their GPA is from 3.00 to 3.66 and on the A Honor Roll when their GPA is from 3.67 to 4.00. The five core subjects will have a weighting of 1.0 in calculating honor roll. Band, chorus, and P.E. will have a weighting of 0.5, representing the proportional time spent in those classes per week.

Music Students may not drop a fine arts class **during** the semester unless the principal has given permission due to special circumstances. A student may drop a fine arts class at the **end of** the semester if they have the principal's permission.

JH/HS Summer School Qualifications

1. A JH student who only passes 7 of the 10 semesters will need to attend summer school and pass one of the failed classes.
2. A HS student who failed a class but scored a 50% or higher may be required to take summer school to regain the credit they lost to stay on track towards graduation for up to two classes.
3. Students must attend the summer school offered by the River Valley School District. A letter will be sent to the parents/guardians of the students receiving a failing grade for the first semester, reminding them of the importance of attending summer school.

River Valley High School -- Grade point system

MORNING MINUTES/AFTER SCHOOL STUDY PROGRAM

Junior High/High School, Grades 7-12 (Afterschool Study Hall)

In order to participate in any school activity, to include but not limited to sports, music, band, etc., students must maintain an adequate grade standing. Student progress reports will be calculated in each

class every 3 weeks. If a student's grade reaches an F during that grading period, the parent will receive a "Letter of Academic Concern" via email.

Students are ineligible to participate in activities when they are failing a class. If a student has a failing grade in any subject during a "3 Week Progress Report", they will be deemed ineligible on the Monday after the report is released.

Each "3 Week Progress Report" carries a one week probationary period. If students improve each failing grade by the end of the week following the "3 Week Progress Report", they have the opportunity to regain their eligibility. To regain eligibility, students must regain a passing grade AND get a sheet signed by the teacher to turn it into the office. Students may become eligible on the

Monday following the probationary period.

If students do not improve their grade during the one week probationary period, they will not have an opportunity to become eligible until the next "3 Week Progress Report" is released.

The River Valley Principal reserves the right to determine/modify when each 3 week progress report is released and when each period of ineligibility goes into effect.

Morning Minutes (6-8)

Students in grades 6-8 who are missing work or need to work on academic work will attend morning minutes on Tuesday and Thursday from 7:45-8:15.

SEMESTER TESTS REQUIREMENTS

All students must take a semester exam in each class. Semester tests will count for no more than 20% of the semester grade. Students may opt out of two semester tests for having an 85% average in the class for the semester, missed 6 or fewer periods for that class in the semester, and have 4 or fewer tardies for the semester in that class.

SEMESTER TEST OPT-OUT REQUIREMENTS

Students may opt out of two semester tests per semester if they meet all of the following criteria;

1. 85% or above
2. 6 or fewer absences from that class during the semester
3. 4 or fewer tardies to school during that semester
4. 4 or fewer tardies to that class for the semester (3 tardies to that class is equal to 1 unexcused absence.)
5. No unexcused absences due to being tardy to school
6. No out-of-school or in-school suspensions during that semester

An additional opt out will be available for being proficient on Iowa Assessments results or showed significant growth from the previous year. The max number of exemptions on semester tests will be two for the first semester and 3 for the second semester (IA assessment option).

ADDING/DROPPING COURSES:

Students will not be allowed to add or drop a course after the first 3 days of the 1st semester (and first 3 days of the 2nd semester for second semester courses). Exceptions can be made by the principal.

GRADUATION REQUIREMENTS: (Board Policy 505.5)

Students must successfully complete all the required courses of study prior to graduation as determined by the State Department of Education and the Board of Education.

General:

1. Students need forty-eight credits for graduation.
2. One credit equals a minimum of 200 minutes per week for one semester.
3. All students must take a minimum of 6 academic courses per semester. Band and vocal are considered academic courses.
4. If a student needs travel time to participate in an extended learning opportunity their academic course requirement will be defined as 5 academic classes.
5. Exceptions may be granted by the principal.
6. Early graduation is permissible when graduation requirements are met. Early graduates may be excused from commencement exercises. Students should see the guidance counselor for early graduation procedures. Students graduating early forfeit participation in all second semester activities. (See early graduation form)
7. Students must be in a minimum of 4 academic classes that count towards River Valley graduation requirements to be eligible for extra curricular activities.

***Physical Education - every semester - all grades.**

Students in grades 6-12 shall be required to take a PE course unless they are excused by the principal. If a student is injured and is excused by a medical professional they need to provide a written note from a doctor. Consequently, when a student returns to PE they will also need a written note from their doctor releasing them to return to physical activity.

Students may be excused from physical education courses:

- A. If the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student.
- B. The student has been exempted because of a conflict with the student's religious beliefs.
- C. The principal approves for academic reasons
- D. The student has obtained a physical education waiver for a semester because they are actively involved in two consecutive sports. If a student fails to participate in the athletic activity, they may be required to make up the physical education credit.

PROGRESS TOWARD GRADUATION:

Students must have the minimum credits on record for grade classification:

Minimum Credits on Record	Grade Classification
12	end of 9 th grade
24	end of 10 th grade
36	end of 11 th grade

PARTICIPATION BY STUDENTS IN GRADUATION EXERCISES:

High school students and parents will be notified by the high school principal if it appears the student will not complete the necessary graduation requirements. The student will not be allowed to participate in the graduation ceremony if they do not meet graduation requirements.

Students who are non-participants and who have ordered cap and gown, announcements, name cards, etc. will still be responsible for the fees associated with these orders.

COMMENCEMENT:

1. Senior Class is responsible for decoration and flowers.
2. Graduation fees may be assessed individual graduates to cover graduation costs.
3. Seniors are required to attend graduation practice.
4. Honor grads - those with a **Cum GPA of 3.50 – 3.79** or higher (end of 3rd 9 weeks for Seniors).
5. Highest honor grads - those with a **Cum GPA of 3.80 – 4.00** (end of 3rd 9 weeks for Seniors).

TRANSFERRED CREDITS:

High School credits not earned at River Valley must be approved by the Superintendent and the High School Principal as to course name and number earned.

REPORT CARDS AND PROGRESS REPORTS:

Report cards are issued following each 9-week period. Progress reports may be emailed home during each nine-week period. The purpose of these and all reports is to inform students and their parents of progress being made. Teachers will inform high school students of their grades at 4 1/2 week intervals.

ONLINE GRADE ACCESS

Grades will be available to parents online. This feature will be an effective way for teachers and parents to share information on student performance. Information concerning online access will be made available at www.rvwolverines.org *PowerSchool Address*

Section V: EXTENDED LEARNING OPPORTUNITIES (Board

Policy 604.6)

Students in grades 9-12 may receive academic or vocational-technical credits that count toward the graduation requirements set out by the board for courses successfully completed in post-secondary educational institutions.

The student may receive academic or vocational-technical credits through an agreement between a post-secondary educational institution or with the board's approval on a case-by-case basis.

2008 LEGISLATIVE SESSION created a new Iowa Code Chapter 261E

Students who do not have a 41 or above for the NPR (national percentile rank) on the ITBS/ITED in each of the following areas: reading, math, and science (must be 41 or above in ALL three.) cannot take classes currently offered at RV would be: AP Calculus; and other AP classes; Psychology; Sociology; Intro to Health Occupations; Medical Terminology; CAN; any PSEO class; welding.

We can adopt an alternative assessment if students do not meet these criteria. The River Valley School Board will be considering a proposal to allow students to take the CPT test at Western Iowa Tech and Meet their cut score for the particular class that the student wants to sign up for.

PROCEDURE TO TAKE CPT AT W.I.T.:

- 1) Contact the testing center at WIT and schedule an appointment to take the test. The test takes about 90 minutes. The general phone number at WIT is 1-800-352-4649, when the operator answers ask for the testing center (or enter ext. 6443) and schedule an appointment.
- 2) Take your social security number with you to take the test.
- 3) Please inform them at the testing center that as a high school student you need to take the science test
- 4) When you take the test, inform them that you need a copy of the report to take back to school with you
- 5) If the school does not have proof that you took the test, you will not be able to take one of the affected classes. This would need to be done in time to switch classes.

TO RECEIVE RIVER VALLEY CREDIT FOR A POST SECONDARY CLASS:

The following factors are considered in the board's determination of whether a student will receive River Valley credit toward the graduation requirements set out by the board for a course at a post-secondary educational institution:

1. The course is taken from a public or accredited private post-secondary educational institution;
2. A comparable course is not offered in the school district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the board, to a course offered in the school district.
3. The course is in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, or a course offered in the community college career options program;

4. The course is a credit-bearing course that leads to a degree;
5. The course is not religious or sectarian; and
6. The course meets any other requirements set out by the board.

If a student wants to take a non River Valley class on their own at a Post-Secondary institution during the school day that doesn't qualify in the above categories, they must have board approval. The student is responsible for enrollment procedures, cost and transportation. River Valley credit may be awarded at the discretion of the school board. If a River Valley student wishes to take a class other than during the school day for high school credit, Board approval must be obtained prior to enrolling in the class.

POSTSECONDARY ENROLLMENT OPTIONS (PSEO):

High school juniors and seniors, or ninth or tenth grade students identified as gifted and talented may enroll part time in courses at postsecondary institutions through PSEO.

- The student must take the class for college credit and meet all of the requirements of the course, which are required of postsecondary students.
- Students may not enroll in a course at postsecondary institutions if a comparable course is available at the high school.
- High schools may require their students to take prerequisite courses offered at the high school prior to taking a PSEO course.
- The students will receive high school credit for PSEO classes. These credits do NOT count towards the required amount of course credits for graduation from River Valley. They only count towards the total credits required for graduation as an elective credit.
- Transportation to these courses is the responsibility of the student.
- If a student fails to complete the course or receive credit they and their parents are responsible for reimbursing the school district the cost of the course.

Maximum cost to school district is \$250.00 per student per course, which includes tuition, fees, and books. If a student fails to complete the course or receive credit, they and their parents are responsible for reimbursing the school district the cost of the course. Students wishing to take PSEO classes need to check with the Guidance Counselor to complete the necessary paperwork by November 1st for spring semester and May 1 for fall semester.

CONCURRENT ENROLLMENT: (formerly dual credit) (students receive both college & high school credit)

River Valley and WIT have an agreement to provide credit from both institutions for specific approved classes. The student would receive credit on a WIT transcript and on their River Valley transcript. Concurrent enrollment students must pay for textbooks.

LEAGUE OF SCHOOLS:

League of School courses are college courses offered in partnership with secondary school districts utilizing a qualified college instructor. Many of these college credit courses are offered at the high school. The high school may choose to provide high school credit, making these concurrent enrollments. League courses are required to use the college textbook and follow the course outline, as well as develop a course syllabus and submit the syllabus to the college. These courses are considered shared courses. Their intent is to expand opportunities to high school students. These courses will not displace programs, but enrich program offerings.

- The student must take the class for college credit and meet all of the requirements of the course, which are required of postsecondary students
- Transportation to these courses is the responsibility of the student/family.

River Valley Community School, WIT and other schools in our area are offering student shared classes. A

River Valley student may take a class from the River Valley roster of League Classes if approved by the guidance counselor and principal.

ARTICULATION:

Articulation is the process of mutually agreeing upon core competencies and performance levels transferable between the secondary and post-secondary institutions. Students are awarded advanced placement and standing in the courses, having completed all competencies at a minimum of the 90th percentile. There is no cost to the high school student. Articulation is designed to enable students enrolled in vocational/technical and/or applied academic high school courses to transfer to WITCC and receive credit for a college course having successfully achieved the core competencies as listed on the WITCC course outlines.

- Instructors must teach all of the competencies of the Western Iowa Tech course and validate the level of competency achieved by each student. The instructor and the principal of the school district sign agreements and validation forms.
- Articulation must be achieved by the student at the 11th or 12th grade and requested within one year of graduation from high school.
- Credits for articulated high school courses will be recorded on the college transcript by the WITCC equivalent course title, catalog number, and credit hours with a grade designation of “L”, which designated credit for prior learning.
- Students wishing to articulate a course must take a minimum of 12 credit hours at WITCC

It is the student’s responsibility to provide WITCC with the signed agreements and valid forms.

Section VI: STUDENT BEHAVIOR AND DISCIPLINE

Each student’s behavior should be governed by respect for the authority vested in all school employees, regard for public property, and consideration of the rights and welfare of all students. Emphasis is placed upon the growth of the student’s ability to practice self-discipline.

All staff members have jurisdiction over all students on school property, school transportation, and at all school activities (whether or not the activities are on school property).

There are four types of discipline that are instituted in the junior and senior high school. They are Staff Issued Consequences, Administrative Detentions, Discipline Code Violations, and Office Referrals. The following are the definitions of each.

River Valley uses the Discipline ladder. The administration has the right to modify the consequence depending upon the situation.

Staff Issued Consequence (detention) - When a student violates a rule or misbehaves, they will receive an appropriate consequence administered by the staff member who witnessed the incident. Failure to serve the detention will result in more severe consequences.

Administrative Detentions - When a student violates a rule that is not defined in the discipline code, the principal may issue a detention.

Discipline Code Violation - When a student violates the discipline code, which is defined on the following pages of the handbook, they receive the appropriate consequence on the discipline ladder. **Every time a student violates the discipline code they move up the discipline code ladder.**

Office Referrals – The removal of a student from a classroom due to behavior which substantially interrupts the educational process. The office staff is unable to accept referrals for minor problems. Office referrals will be used only for severe and recurring problems.

- a. First referral: The student's parents or guardians will be contacted by the student and building principal before the student will be re-admitted to the class. Consequences will be given by the instructor and or the building principal.
- b. Second referral: The student's parents or guardians will be contacted by the principal before the student will be readmitted. The student may receive a ½ day ISS.
- c. Third referral: Student may be dismissed from class for the remainder of the semester with loss of credit.

Referrals do not accumulate from one semester to another.

DETENTION:

If students are to be detained before or after school, they will be given time to make arrangements with their parents. If students do not report to the teacher on the day and at the time assigned for making up time, the amount of detention will be doubled and further penalties may be attached. In certain cases, students may be isolated during lunch to make up detention time.

DISCIPLINE CODE:

This policy applies to students (a) while on school premises; (b) while engaged in any school sponsored activity; (c) while on school-owned transportation or chartered transportation; and (d) while away from school grounds if such conduct directly affects the good order, efficiency, management, or welfare of the school.

The following list contains examples of conduct that are not permitted. However, the list does not include every imaginable type of misconduct. Those cases in which misconduct is not defined in the following list, the building principal will make the final decision as to the appropriate step of consequence. The following list refers to the minimal consequence that the student could receive on the discipline ladder for choosing to display the following conduct.

One Step Offenses: (generally handled by observing teacher)

- Any verbal threat against another student;
- Making noise in the vicinity of the school, classrooms, or school sponsored activities that disrupts the orderly, efficient and disciplined atmosphere of the school or activity;
- The use of any grossly inappropriate language (swearing).
- Any disrespect directed towards a student including, but not limited to, language and/or gestures;
- The tampering with or the abuse of electronic equipment including, but not limited to, sending inappropriate messages via the computer network, sabotaging student or teacher work-tampering and abusing electronic equipment or any violation of the Internet use policy. Severe cases may result in additional discipline ladder steps at the principal's discretion and/or loss privilege.
- Public displays of affection of a sexual nature;
- Severe insubordination;
- Habitual truancy to school or classes
- Any disrespect directed towards a staff member including, but not limited to, language and/or gestures. Severe cases may result in addition ladder steps.

Two Step Offenses

- Extortion of a student, that is obtaining money, property or services of any sort by reason of threat or intimidation;
- Stealing, theft, or robbery.
- Vandalism that will require restitution;
- Violation of federal or state law or local ordinance at school such as drinking or smoking,
- Fighting with another student(s)
- By words or action initiating or circulating a report or warning of fire, epidemic, or other catastrophic event knowing such a report to be false or such warning to be baseless;
- Obstructing school premises, access to school premises, or premises where a school activity is being held;
- Any harassment based upon race, gender, ethnic background, creed, religion, or the display in

school or disability against another student, teacher, or school employee. Harassment includes, but is not limited to, annoying, tormenting, or using derogatory words, statements, or gestures;

- Sexual harassment which includes, but is not limited to, unwelcome sexual flirtations, verbal abuse of a sexual nature, graphic verbal comments about an individual's body parts, sexually degrading words used to describe an individual, on school grounds or school transportation of sexually suggestive objects or pictures, & any other unwelcome verbal or physical conduct of a sexual nature.

Three Step Offenses

- Any verbal or physical threat against any staff member or visitor;
- Extortion of a teacher, that is obtaining money, property or services of any sort by reason of threat or intimidation;
- Threatening to place any incendiary or explosive device or material, or any destructive substance or device, in or near any school premises or premises where a school- sponsored activity will be held;
- Faculty Harassment (See reference 507.9); Any student(s) while in or out of school, who tampers with, defaces, marks, vandalizes, or harasses a faculty member or other school employee, their name, or their property, may be suspended for at least two days (could be step 2 or step 3 offense). Appropriate restitution for property damage or financial expenses incurred shall be made.

Four Step Offenses

- None listed (principal's discretion)

Five Step Offenses

- Any physical attack against any staff member;
- Possession of a weapon or look-alike weapon (state law);
- Causing or attempting to cause a fire or explosion, or placing any burning or combustible material or any incendiary or explosive device or material, in or near any school property, whether or not any such property is actually damaged or destroyed.

Every time a student violates the discipline code during the school year they move up the discipline ladder to the next appropriate step.

Depending on the severity of the misconduct, steps may be skipped as the principal deems necessary. If the student does not get another discipline code violation during the next four weeks from the time of the incident, steps may be reduced by the administration and the student's teachers (applies only 1 time per semester).

In addition to the discipline ladder, the principal shall have available to him an entire range of options including, but not limited to, conferences with the students and parents, loss of free time, loss of privileges, detention, assignment of additional work, restitution, intervention plan, in-school suspension of up to ten days and out-of-school suspension of up to ten days.

Staff member shall refer students to the principal for any violation of the discipline code. Staff members will provide the principal with appropriate documentation. Staff members shall have the power to remove the student from the classroom for violations of the discipline code.

DISCIPLINE CODE LADDER:

One Step Consequence: Possible (1) day of in-school or out-of-school suspension will be served. The student's parents/guardians will receive a phone call and/or a letter from the principal's office notifying them of the incident. The student may be referred to the guidance counselor.

Two Step Consequence: Two (2) days of in-school or out-of-school suspension may be served. The student's parents/guardians will receive a phone call and a letter from the principal's office notifying them of the incident. The student may be referred to the guidance counselor.

Three Step Consequence: Three (3) days of in-school or out-of-school suspension may be served. A

conference will be held with the parents/guardians.

Four Step Consequence: Five (5) days of in-school or out-of-school suspension may be served. A conference will be held with the student and parents/guardians.

Five Step Consequence: Alternate education placement and/or expulsion hearing with the Board of Education as determined by administration. Students may be suspended until a possible expulsion hearing can be held. The parent/guardian and student will be notified, verbally and in writing, of the reasons for the hearing, and the date and time of the hearing.

SUSPENSION: (Board Policy 503.1)

Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities, or a Saturday suspension. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The student may not attend school activities or may not participate in a contest of extracurricular activities. An in-school suspension will not exceed ten days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. Suspensions will not be considered as absences.

When students are on suspensions, they must get their assignments from teachers, and have them completed by the time they return to their classes. Credit will be given for work turned in.

INITIATIONS, HAZING, BULLYING, OR HARASSMENT: (Board Policy 403.5E1)

Hazing, harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, is prohibited: 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. Students who feel that they have been harassed or bullied should:

- Communicate to the alleged harasser or that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or , the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or , the student 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
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bullying responded.

Sexual harassment is prohibited. Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- 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; or

- 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.

Sexual Harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

All forms of harassment are prohibited by the school district. Students 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, suspension and expulsion.

POSSESSION OF A WEAPON: (Board Policy 502.6)

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents/guardians of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bring firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, 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.

Students shall be expelled for not less than twelve months and referred to law enforcement authorities.

Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

POSSESSION OF LOOK-ALIKE WEAPONS:

Any student who possesses or uses any look-alike weapon on any school grounds (including school grounds of other districts) or while engaged in school sponsored activities or while on school-owned or operated transportation or on chartered transportation, shall be subject to disciplinary action. "Look-alike

weapon” means any item which resembles or appears to be a weapon, including but not limited to squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades, chains and other similar items. The state has classified laser pointers as weapons. **LASER POINTERS ARE STRICTLY PROHIBITED.** Laser pointers and laser projection devices can not be used or possessed by students on school grounds or at school events on or off campus.

1st Offense: The principal shall have the authority to determine the extent and nature of the disciplinary action based upon the student’s age, the actions of the student in possessing and using the look-alike weapon, student’s intent and the nature of the look-alike weapon and proximate resemblance to a real weapon. The disciplinary action which may be imposed includes, but is not limited to: conferences with the student and parent; detention; suspension for up to ten (10) days; and referral to a Hearing Panel of the Board of Education for disciplinary action including long-term suspension and expulsion.

2nd Offense and all subsequent offenses: Referral to the Hearing Panel of the Board of Education for disciplinary action.

DUE PROCESS:

Suspension - One to five days - the River Valley School due process procedure for student suspension from school/school activities/school facilities:

1. Hold a hearing with the student.
2. Give the nature of the charges either orally or in written form.
3. If the student denies the charges, the administrator will explain the evidence and give the student a chance to explain their side of the story.
4. The student may then be suspended. If the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, they may be immediately removed from school. In such cases, the necessary notice and hearing may be waived.
5. Parents or guardians, school principal, school counselor, and superintendent will receive a written notification of the suspension and the nature of the charges causing suspension.

APPEAL PROCEDURE FOR ALL DISCIPLINARY ACTION AT RIVER VALLEY:

All disciplinary appeals shall first be taken to the appropriate people involved, then the building principal, superintendent, then the school board. The only exception shall be in those rare instances where the superintendent is directly involved in the initial disciplinary action, and then this step shall be eliminated. Refer to school board policies.

EXPULSION PROCEDURE: (Board Policy 503.1 & 503.2)

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Students may be expelled for violations of board policy, school rules or the law. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal shall keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student shall be provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or

- written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,
 5. The results and finding of the board in writing open to the student's inspection.

SMOKING, VAPING, DRINKING, DRUGS: (Board Policy 502.7)

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Violations of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

APPEARANCE: (Board Policy 502.1)

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are not to wear any type of clothing, which in any way emphasizes or suggests alcohol, drugs, sex, tobacco, racism, body parts, or undesirable language. The board expects students to be clean and well-groomed and wear clean clothes and clean footwear in good repair and appropriate for the time, place and occasion. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

For reasons of both physical and mental health, students shall be clean in body and clothing. Hairstyles shall be kept with ideals of neatness and cleanliness. Dresses, shorts, skirts which are worn to school must not cause undue attention or cause disruptions in the instructional process. The school day is a student work day and attire should be suitable. If a student's appearance causes undue attention or disruptions in the instructional process, there will be suggestions and recommendations made as to change of attire (turning a shirt inside out, etc.) The River Valley faculty will be involved in the process of helping determine what attire is acceptable or unacceptable and the enforcement of the guidelines.

Other rules following appearance include:

- a. Headgear (hat, bandanna, hoods, etc.) is not to be worn from entering the building until 4:00 p.m.
- b. The area from shoulders to mid-thigh should be covered.
- c. Clothing which exposes a bare midriff or shows cleavage is unsuitable.
- d. Spaghetti strap tops should not be worn unless a sleeved t-shirt is worn underneath.
- e. Halter style tops are not to be worn.
- f. Shorts/dresses/skirts must extend to mid-thigh when standing.
- g. Wallet chains and/or other "link type chains" will not be allowed if, in the opinion of the administration, it could be considered a weapon or look-alike weapon.
- h. No items will be allowed that advertise or promote drugs, alcohol, tobacco, violence, or illegal activity. No sexually suggestive, lewd, profane, or obscene language or images on

- garments, tattoos, accessories or other items.
- i. Footwear should be worn at all times and should be appropriate to classroom activity. No Slippers.
- j. Undergarments and parts of undergarments are to be covered at all times.
- k. No outerwear shall be worn in the classroom (except for travel time to the shop or situations deemed appropriate by the principal)
- l. No sunglasses shall be worn in the school.
- m. Dress policies may be waived by the administration during special events.

Students may be sent home to change into appropriate clothing or they may be asked to put on suitable clothing which may be provided by the office. A student may also be asked to turn an offensive shirt inside out. Class time missed due to violations may be considered unexcused.

Section VII: Student Activities Handbook

ELIGIBILITY REQUIREMENTS

- All contestants must be under 20 years of age.
- Special education students should not be denied eligibility on the basis of scholarship if the student is making adequate progress as determined by school officials.
- A student is eligible to participate for a maximum of eight consecutive semesters, upon entering the 9th grade for the 1st time. 8th grade students are eligible for summer softball & baseball on the 1st competition date.
- A student is academically eligible upon entering the ninth grade.
- No student shall be eligible to participate in a sport if the student has engaged in that sport professionally, who has been a member of a college squad or who has trained with a college squad, or participated in a college contest.
- All contestants must be enrolled and in good standing (this includes coursework taken under the provisions of post-secondary enrollment options for which a school or accredited nonpublic school grants academic credit toward high school graduation): If at the end of a semester grading period, a contestant/student receives a failing grade in any course for which credit is awarded, the contestant/student is ineligible to dress for and compete in the next occurring interscholastic athletic contest and competitions in which the contestant/student is a contestant for 20 consecutive calendar days. Specifics to the above (underlined) Iowa “Scholarship Rule” 36.15(2) and River Valley policy are explained at the mandatory activities meeting.

Students are expected to be in school all day of a school sponsored activity or practice session in order to participate. Exceptions must be cleared with the principal for the following:
Appointments for dental, eyeglasses, or funerals

A student may be seen by a medical provider, and if permitted to participate, could return and do so with written permission from the attending medical provider.

If the student misses part of a day, students will be required to attend practice but not allowed to participate. The exceptions above will apply to this rule, at Principal’s discretion.

Every student wishing to participate in school sponsored interscholastic will be required to have a physical examination by a licensed medical practitioner prior to participation/practice.

Each person wishing to participate in an athletic program at River Valley must go to the physician of their choice for a physical examination.

Each physical examination will be good for one calendar year from the date of the examination. A dated copy of the physical examination form must be on file at the school prior to participation by the student in

any interscholastic athletic contest or practice.

The cost of the physical examination will be the responsibility of the participant.

In addition to the state rule: River Valley CSD will be implementing grade checks every 3 weeks.

SATISFACTORY GRADE ACHIEVEMENT POLICY

Junior High/High School, Grades 7-12, in order to participate in any extracurricular school activity students must maintain an adequate grade standing. Student progress reports will be calculated in each class every 3 weeks, particularly on the Friday of that week. If a student has any grade that is an F during that grading period, the parent will receive a "Letter of Academic Concern" via email.

Students are ineligible to participate in activities when they are failing a class. If a student has a failing grade in any subject during a "3 Week Progress Report", they will be deemed ineligible on the Monday after the report is released. Each "3 Week Progress Report" carries a one week probationary period. If a student improves each failing grade by the end of the week following the initial grade check, they have the opportunity to regain their eligibility. To regain eligibility, students must regain a passing grade AND get a sheet signed by the teacher to turn it into the office.

Students may become eligible on the Monday following the first week of ineligibility. If a student does not improve their grade during the one week probationary period, they will not have an opportunity to become eligible until the next "3 Week Progress Report" is released.

The River Valley Principal reserves the right to determine/modify when each 3 week progress report is released and when each period of ineligibility goes into effect.

With this, we will be running an after school study hall program from 3:30-4:30 for students during the 2nd and 3rd week of each ineligibly period. A shuttle will be made available for students that need it. If a student is unable to raise their grade during the probationary period they will be required to attend the study hall for their grade level (High school- Tuesday, 7/8- Thursday). Attendance will be tracked during these study hall sessions. Students may set up meetings with teachers to get help on classwork during this time. If a student is unable to attend the after school study hall for any reason, they will make up the time during their ACHIEVE free day that week.

If major issues occur with attending study hall sessions and/or missing ACHIEVE free days- additional consequences can occur, such as losing a semester test opt out, lunch detentions, etc.

IV. NON-SCHOOL TEAM PARTICIPATION RULE (Board Policy 504.6)

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season. Such outside participation will not conflict with the school sponsored athletic activity.

V. GOOD CONDUCT POLICY

This "Extra-Curricular/Co-Curricular Good Conduct" is designed to provide a consistent, positive, and safe environment for all students at all secondary schools in the River Valley School District. The terms of this code apply to students who represent their school in an activity that is sponsored by the school. This Good Conduct Policy applies to all students participating in athletics, music ensembles, speech, drill team, cheerleading, national honor society, student council, dance team, drill team, robotics, school plays/musicals, or any other extra-curricular or co-curricular activity. No student is obligated to participate in these activities. Participation is not required for advancement or for graduation. Students participating in these activities are expected to conduct themselves to meet the highest of expectations and must refrain from activities which are illegal, immoral, and/or unhealthy.

Violations of this Good Conduct Policy must be reported to the Principal or his designee. It is the policy of the River Valley Community Schools not to discriminate on the basis of race, color, creed, religion, sex, disability, national origin, or ancestry. Students who participate in extra-curricular/co-curricular activities must agree to the following:

I will not knowingly sell, distribute, use, possess, purchase, or attempt to purchase any mood-altering chemicals, drugs, or alcohol while I am a student of River Valley High School. Any student found to have engaged in the inhalation of chemicals that will have a mood altering effect shall be in violation of this policy. Any purchase, possession or use of any such substances that are obtained and taken pursuant to a valid prescription or order of a medical provider shall not be a violation of this policy. I understand that the possession or use of tobacco of any kind (smoking, vaping, or chewing) is not permitted. Any student who is in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so will be in violation of the Good Conduct Policy.

Students who exceedingly use inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means.

I will not engage in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses or adjudication, regardless of whether the student was cited, arrested, convicted, or adjudicated for the acts.

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 Policy 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.

Penalties

Any student ticketed by a court official, found guilty in a court of law, is witnessed by a school employee, or admits guilt to the principal, athletic director or a school employee shall be subject to the penalties listed below. In addition any student who, after a hearing before the administration, is found to have violated the Good Conduct Rule in any area other than academics during the school year or summer, is subject to a loss of eligibility as follows:

First Offense: The student shall be suspended from participating in each activity in which he or she is involved at that time as follows:

Minimum Penalties for Non-Athletic Activities

Music- dropped for 40 days
Robotics - dropped for 40 days
Drama & Speech- dropped for 40 days
Student Council- dropped for remainder of school year
Class Officers- dropped for remainder of school year
Dance Team – dropped for 40 days
Other Academic Activities – dropped for 40 days

Homecoming Court/Winter Formal Court - not eligible if violation occurs during senior year
NHS - dropped as a member

Minimum Penalties for Athletic Activities (Approximately 33% of varsity scheduled events)

Softball-8 playing dates (one day tournaments count as 2 playing dates)
Baseball-6 playing dates (one day tournaments count as 2 playing dates)
Football-3 playing dates
Volleyball-6 playing dates (one day tournaments count as 2 playing dates)
Basketball-7 playing dates (one day tournaments count as 2 playing dates)
Golf-4 playing dates (All day 18 hole tournaments count as 2 playing dates)
Track-4 playing dates
Cheerleading--same as activity they represent

Second Offense: For any second offense while enrolled in the River Valley School Systems, the student in question will be penalized by doubling the required punishment listed under the minimum penalties section (any school sponsored event that is not for course credit).

Third Offense: Six (6) calendar months of ineligibility (any school sponsored event that is not for course credit).

Fourth and subsequent offense: One (1) calendar year of ineligibility (any school sponsored event that is not for course credit).

The following guidelines will govern the implementation of the Good Conduct Policy:

-The Good Conduct Policy will be a policy that follows each student from their 7th grade year until they graduate from River Valley CSD. This policy will not reset at any time during a student's tenure at River Valley CSD.

-The period of ineligibility will begin on the date of the first scheduled public event the student would participate in if the student were eligible for and currently engaged in an extracurricular activity. The student must be in attendance at school on that date.

-A student will be ineligible for ALL extracurricular events scheduled during the period of time that the student is ineligible.

-An ineligible student shall attend all practices or rehearsals but may not "suit up" or perform/participate.

-The ineligible student must report for practice at the start of the season.

-If a student drops out of an activity prior to completion of the ineligibility period, the full penalty will attach when the student next seeks to go out for an activity.

-Any student whose habits and/or conduct, both in and out of school, during the school year and during the summer months, are such as to make the student unworthy to represent ideals, principles, and standards of the River Valley, may be declared ineligible for a length of time which will be determined by the respective principal. If after a decision is made, more pertinent information becomes known that would have impacted the original decision regarding an incident, additional ineligibility may be assigned.

-An arrest is not necessary for the school to impose a penalty for a violation of the Good Conduct Rule. The student will be given due process of law by being told by a school official why the school believes he/she has violated the rule and what evidence exists for that belief. Then the student will be given an

opportunity to tell his or her side of the story before a decision is made about the student's eligibility. This hearing is between the student and school officials.

-If a student is arrested or cited by law enforcement, the school will not always await the outcome of the case in court. The school will conduct its own investigation and due process hearing, reaching a result independent of the juvenile or criminal justice system.

-Parents must be notified if any disciplinary action is taken. It will be the responsibility of the principal to see that the parent is notified.

-Athletes who miss part of the season due to a good conduct policy suspension will not be eligible for postseason honors for the first sport for which the suspension applied. This applies to honors for which the coach must nominate.

-If the violation occurs on school property, or during or en route to or from a school activity, the suspension period doubles.

-Students may attend school activities, dances, and prom. However, any student who has been on the good conduct policy and has not served their time/penalty will not be eligible to be on homecoming court.

VI. DUE PROCESS

A. Administrative Team shall conduct an informal investigation of the charges being brought against the student.

B. An informal hearing shall be held by the Administrative Team and they shall give the student oral and/or written notice of the allegations. The student shall be advised of the basis in fact for the charges and the student will be afforded the opportunity to respond to the charges.

C. The Administrative Team will document the basis and procedure used for each & every declaration of ineligibility.

D. Notice of the ineligibility will be mailed no later than the end of the following school day to the student's parent/guardian, superintendents, and the president of the Board of Education. The written notice should include circumstances involving the student which led to the ineligibility. Also stated will be the duration of the ineligibility and the date on which the student shall again be eligible.

E. APPEAL. The student shall be afforded the opportunity to appeal any action of ineligibility to the Board of Education within five (5) school days of receipt of notification of ineligibility. Upon receipt of the written notice of ineligibility, the student and/or parent/guardian shall present oral and/or written notice to the Superintendent requesting an appeal.

VII. PRACTICE SESSIONS

A. All practice sessions must be turned into the principal's secretary and activities director.

Athletes shall not be subject to any form of reprimand and/or punishment for not attending Sunday practices. Practices and schedules of practices shall be handled by the head coaches and supervised by coaches.

- B. At no time shall any elementary, middle school, or non-high school students be allowed to practice or scrimmage with all or any part of a high school squad during an organized practice session.
- C. Students will not be allowed in the weight room without the direct supervision of staff members.
- D. Wednesday nights have been designated as open night and practices will not extend beyond 5:45 this night.
- E. No group activities will be held on Sunday, holidays, or Wednesday nights without permission from the Superintendent.

Exceptions:

- 1. Commencement exercises held on Sunday afternoon.
- 2. Activities scheduled by the state, conference, or other schools.

VIII. MULTIPLE AND DUAL SPORTS PARTICIPATION

- F. Multiple participation: This is a year round situation. Examples would be summer leagues or camps for all sports during the BB & SB seasons, AAU BKB and club VB during track & golf, or BB & SB pitchers practicing during the BKB season. As long as all of these types of activities are under state guidelines, we encourage them. Students and coaches involved should cooperate and communicate to avoid problems and/or conflicts. The school activity in season takes priority during game conflicts.
- G. Dual sports: Track and golf- Students are allowed to participate in more than one sport at a time. In order for this to work, the student and coaches involved must meet with the activities director to work out a practice and meet/game/match plan.
- H. Seasons running over: This occurs in the spring when softball and baseball practice begins before the track and golf seasons have been completed. In all cases, students should complete golf and track before beginning softball or baseball. The only exception would be an agreement with the golf/track coaches and the activities director.
- I. Any further problems or conflicts should be brought to the attention of the HS administrative team.
- J. Dual sports (quitting one sport and starting the other): Once the practices have started, a student cannot quit one sport & start the other. Exceptions to this rule would be handled by the HS administrative team.

IX. ATHLETIC EQUIPMENT/UNIFORMS

- a. Athletes are expected to wear only the equipment issued from the equipment room. Exceptions shall be cleared through the coach.
- b. Equipment must be turned in at the end of each season. A student may not participate in interscholastic competition or practice of a new season until all equipment from the past sport has been checked in.
- c. Uniforms are to be worn only while actually participating in an event or with permission from the head coach or sponsor.

X. ACTIVITY TRIPS/FIELD TRIPS

River Valley Community Schools will provide transportation to and from school-sponsored activities for students involved. Students are expected to be on the player buses to and from contests. Students will be allowed to attend field trips if they are maintaining a passing grade in all classes. Field trips that have nothing to do with a classroom grade i.e. Nasa Trip, Chicago Trip, and Art Trip.

EXCEPTIONS:

- 1. Parent/Guardians may:
 - a. On the day before the event, call or leave a written message with the principal stating that they or another designated adult (name) will provide transportation. The principal will inform the coach of the message.
 - b. Personally give the sponsor/chaperone at the activity site a note stating that they will be responsible for their child's transportation home.

2. Any time a student is transported home by parent or designated adult, that adult will be required to sign for said student.
3. For special circumstances, the principal may allow exceptions to this policy.

XI. LEAVING EVENTS OR ACTIVITIES

Students who leave games, dances, or other school activities may not re-enter. Chaperones may make adjustments for special circumstances.

XII. Prom

No person over the age of 20 will be allowed to attend prom. Unless given special permission by building principal and superintendent due to extenuating circumstances.

XIII. TRIPS

Any team that qualifies for state or all-state competition shall be allowed to attend that event. Individual students are not to travel as part of the participating team's entourage. If a team competes at the state level River Valley High School may sponsor an activity bus on the day of the event. All expenses are to be borne by those riding the bus.

XIV. OTHER ACTIVITIES

- a. Homecoming
 1. Student Council sponsors all related activities.
 2. Dance - only school-sponsored dance open to public, 12:00 a.m. ending - open to Grades 9-12 and adults.
- b. Junior-Senior Banquet and Prom:
 1. Juniors, seniors, and their guests attend with approval of a faculty sponsor.
 2. Guest must be enrolled in the 9th grade or higher
- c. Class Activities
 1. Class Officers: President, Vice President, Secretary, Treasurer, and Two Student Council Members
 2. Class funds - All purchases and bills must be approved by the class sponsor and the office.
 3. Sponsors will be assigned to each class. Sponsors must approve and attend all class activities and obtain additional chaperones as needed.
- d. NATIONAL HONOR SOCIETY SELECTION PROCESS: Selection to the NHS is a privilege, not a right. This honor is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. Students are considered based on outstanding performance in four areas: scholarship, leadership, service, and character. A list of qualifications for this may be obtained from the NHS sponsor.
- e. Participants in other activities not listed above will be given rules and regulations by their sponsors or coaches.

Section VIII: SUPPLEMENTAL INFORMATION

COMMUNICABLE DISEASE POLICY: (Board Policy 507.3)

Students with communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law. Any questions you have in regards to this should be directed to the superintendent.

CORPORAL PUNISHMENT POLICY: (Board Policy 503.5)

Corporal punishment is the intentional physical punishment of a student & is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from: Using incidental, minor, or reasonable physical contact to maintain order & control.

LOCATIONS OF EDUCATION RECORDS:

All educational records including academic records, attendance records, health records, and special education records are kept in the building of attendance for each student. If you have any questions in regards to records, please contact the superintendent's or principal's secretaries.

Open enrollment is a cost free option by which parents/guardians residing in an IOWA district may enroll their children into another Iowa school district under the terms and conditions of Iowa Code section 282.18. Students in grades 10-12 whose transfer was due to open enrollment may be ineligible for 90 school days

The parent / guardian must complete an application form that is available in the central office of Iowa school districts. The form is also available via the Department's web site under Open Enrollment. The completed form must be filed with both the resident and receiving district by **March 1** of the year preceding the school year for which open enrollment is desired for students entering grades 1 through 12.

An open enrollment request for a prospective **kindergarten** student may be filed with the receiving district by September 1 of the school year of enrollment into kindergarten. In addition, the following circumstances are considered "good cause" and are acceptable conditions for a timeline waiver **IF** the change occurred / began **AFTER** March 1.

- Change in family district of residence
- Change in the marital status of the student's parents resulting in a change in resident district
- Placement of the child in foster care resulting in a change of residence
- Adoption
- Participation in a foreign exchange program
- Participation in a substance abuse or mental health treatment program resulting in a change of residence
- Serious health need (see #12)
- Pervasive Harassment (see #11)
- Failure of district negotiations to reorganization or rejection of proposed reorganization plan after March 1
- Failure of district negotiations for whole grade sharing or rejection of whole grade sharing agreement after March 1*