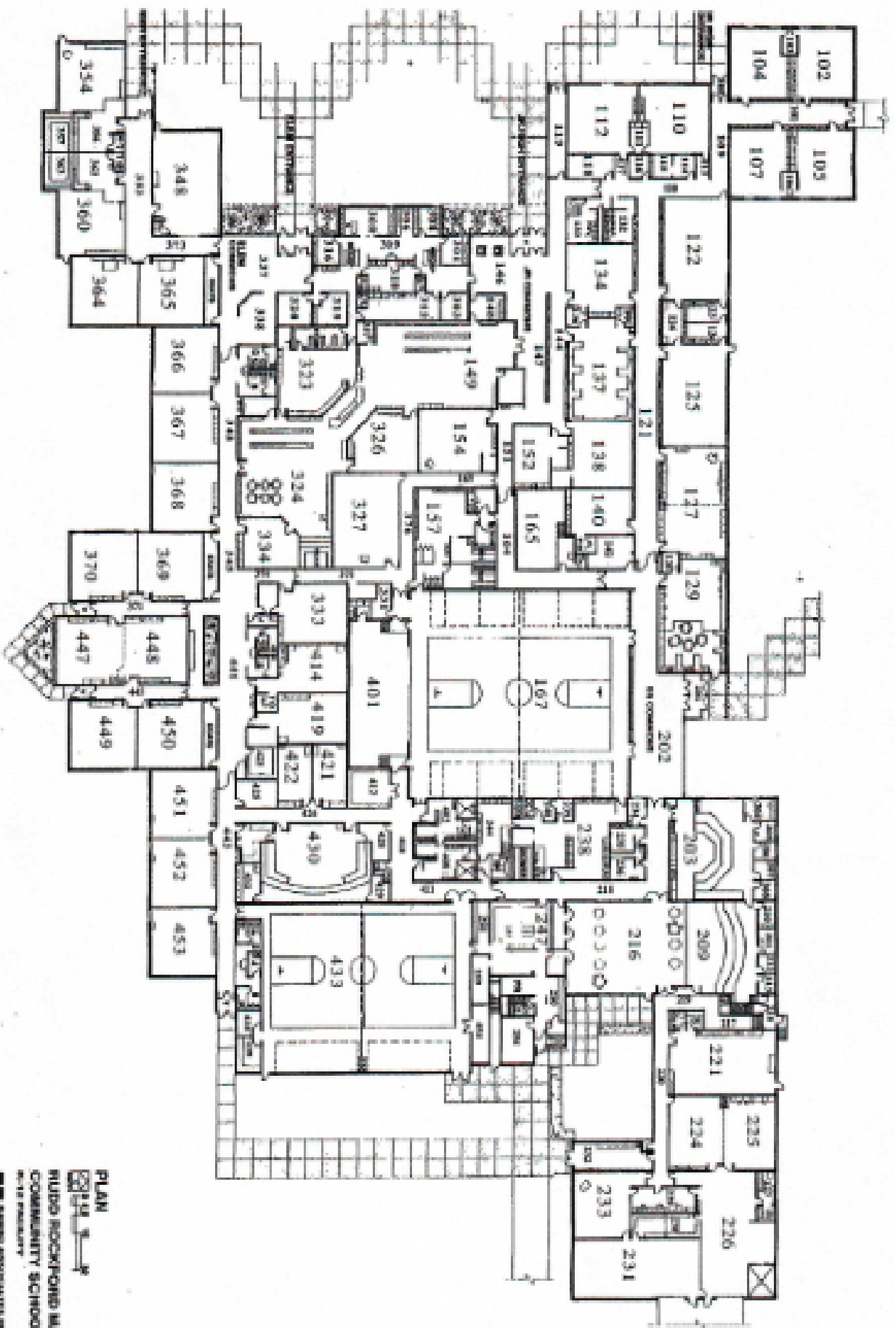


***ROCKFORD SENIOR
AND
JUNIOR HIGH SCHOOL***



**Student Handbook
Grades 7-12
2026 - 2027**



PLAN
 RUDO ROCKFORD MA
 COMMUNITY SCHOOL
 10-12 FLOOR
 10-12 FLOOR
 10-12 FLOOR

STUDENT HANDBOOK
Grades 7-12
RUDD-ROCKFORD-MARBLE ROCK SCHOOL

August 1, 2026

Dear Student,

Welcome to the Rockford Junior/Senior High School. You will be provided guidance and educational opportunities by a staff interested in helping you succeed. It is your responsibility to cooperate with the teachers in order to achieve your goals and prepare you for your future. This handbook provides information and serves as a guide for you and your parents throughout the school year. Please retain this handbook as a reference for this school year.

MISSION STATEMENT

The Rudd, Rockford, Marble Rock School District in partnership with the community is committed to providing an environment conducive to developing lifelong learners capable of being successful, responsible, contributing members of an ever-changing world.

BASIC GOALS OF RRMRS SCHOOL

Technology User: A technology user has a broad vision of ways to use technology and possesses the competency to accomplish a task.

- investigates technology options
- decides what technology is appropriate for the task
- applies technology to complete tasks
- develops skills necessary to use technology

Cooperator: Shares ideas and communicates with others in a group setting.

- actively listens to other ideas
- participates / collaborates in the group activities
- respects others and their ideas
- follows rules

Communicator: An effective communicator understands others and is understood by others through use of the senses.

- selects appropriate medium of communication
- demonstrates use of selected medium of communication effectively
- receives and processes the message / information

Learner: A learner is a responsible, self-directed utilizer of appropriate resources to solve problems.

- demonstrates accountability for actions
- identifies problem / task
- initiates plan of action
- follows through / completes plan
- evaluates conclusion / solution

It is the policy of the Rudd-Rockford-Marble Rock Community Schools not to discriminate on the basis of sex, race, religion, color, national origin, age, marital status, creed, sexual orientation, gender identity or physical disability in its educational programs, activities or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and the Federal Rehabilitation Act of 1973.

Administration

Mr. Nick Johnson.....	Superintendent/7-12 Principal
Mrs. Jen Schmitt.....	Curriculum Director
Mrs. Janette Martinez.....	Business Manager
Mrs. Angie Putz.....	Human Resource
Ms. Amy Graven.....	Board Secretary

Faculty

Mr. Brian Johnson	Social Studies & Athletic Director	Room #112
Mr. Travis Pike	7-12 Counselor	Room #154
Mr. Rick Dow	Industrial Technology	Room #225
Mr. Blake Hansen	Elem PE / Health / Am History / JH SS	Room #110
Ms. Ari Duncan	Agricultural Education / JH Science	Room #233
Mrs. Christina Schlader	Secondary School Secretary	Office #301
Mrs. Jana Osmonson	English	Room #102
Mr. Nick Johnson	Principal	Room #308
Ms. Kennedy Maske	K-12 Art	Room #221
Mr. Tyler Johnson	Special Education	Room #138
Mr. Clay Shultz	Physical Education	Room #238
Mrs. Beth Gaubatz	Special Education	Room #137
Mrs. Taylor Johnson	High School English	Room #107
Mrs. Lynette Schriever	Science / 9-12 TAG	Room #122
Mrs. Amber Sherrard	Mathematics / 7-8 TAG	Room #134
Ms. Sherri Meza	Family & Consumer Science	Room #129
Mrs. April Kleinschmidt	Media Specialist	Room #149
Mrs. Nicole Fox	Media Specialist Associate	Room #149

Support Services

Mrs. Dawn Schuster.....	Special Education Associate
Mr. Robert Putney.....	Special Education Associate
Mr. Emily Palmer.....	Special Education Associate
Ms. Angie Engels.....	Special Education Associate
Mr. Dustin Servantez.....	Special Education Associate
Mrs. Robin Fischer.....	Health Associate
Mr. Colter Ginther.....	Buildings and Grounds Director
Mr. Keith Crowe.....	Custodian
Mr. Mike Grady.....	Custodian
Mr. Noah Otzen.....	Custodian
Ms. Marsha Carroll.....	Food Service Director
Ms. Dawn Pizano.....	Food Service
Ms. Jessica Shultz.....	Food Service
Mrs. Wendy Coyle.....	Food Service
Ms. Autumn Walker.....	Food Service
Mr. Colter Ginther.....	Bus Driver
Mr. Shawn Uker.....	Bus Driver
Mr. Robert Putney.....	Bus Driver
Mr. Bill Dow.....	Bus Driver
Mr. Rick Palmer.....	Bus Driver
Mr. Randy Meyer.....	Transportation Director

Parents wishing to contact a staff member by telephone should call (641) 756-3813. The secretary will take your call and give a message to the teacher who will return a call when they are not in class.

All staff members have **e-mail addresses**. Parents wishing to contact a staff member by e-mail should use the following address: First initial of first name followed by last name @rockford.k12.ia.us Example: njohnson@rockford.k12.ia.us for Nick Johnson.

TABLE OF CONTENTS

ACADEMICS

Grade Reports, G.P.A., Honor Roll, and Class Rank.....	8
Graduation Requirements.....	8
Graduation Ceremony.....	9
Silver Cords.....	9
Academic Awards.....	9
Student Promotion-Retention-Acceleration.....	9
College Visitation.....	9
School Counseling Program.....	9
Subject Load.....	10
Adding / Dropping Classes.....	10
Early Graduation.....	10
Concurrent Enrollment.....	10
TAG Program.....	12
Homework.....	12
Make-Up Work Due to Suspension.....	12
Make-Up Work Due to Absence.....	12
Academic Integrity.....	12
Student Progress Reports and Conferences.....	13

ATTENDANCE

Compulsory Attendance Law.....	13
Student Release During School Hours.....	13
Student Absences.....	13

GENERAL INFORMATION

Emergency School Delays / Closings.....	15
Closed Noon Hour.....	15
Complaint Procedures.....	15
School Day.....	16
School Lunch Program.....	15
Bus Transportation.....	16
Student Field Trips and Excursions.....	16
Cars And Cycles.....	17
Parking Regulations for Events.....	17
Special Minor's School License.....	17
School Property.....	18
Care Of Textbooks.....	18
Technology Acceptable Use.....	18
Student Fund Raising.....	21
Concession Stand.....	21
Student Lockers.....	21
Locker Searches and Inspections.....	21
Hall Passes.....	22
Daily Announcements.....	22
Phone Calls.....	22
Emergency Drills.....	22
Illness And Injury.....	22
Insurance.....	22
HAWK-I Insurance for Children.....	22
Administration Of Medication.....	22
Medication Permission Form.....	23
Homeless Student.....	23

STUDENT CONDUCT

Expectations of Students Grades 7-12	24
Language and Conduct	24
Multi-Tiered System of Supports.....	24
Student Appearance.....	26
Displays Of Affection.....	26
Hallway Conduct.....	26
Student Conduct.....	26
Detention.....	27
Suspension.....	27
Expulsion.....	28
Classroom Misbehavior.....	29
Severe Misbehavior, Office Referral, And Suspensions.....	29
Alcohol, Drugs, Tobacco.....	30
Weapons / Dangerous Objects.....	30
Cell Phones / Electronic Devices.....	30

STUDENT ACTIVITIES

Student Elections.....	31
Student Government.....	31
Activity Transportation.....	31
Activity Free Night.....	31
Student Activities.....	32
Extracurricular Eligibility Regulation.....	32
Multiple Activity Season Student.....	32
Student Discipline and Coduct Laws.....	33
Good Conduct Rule / Penalties.....	34
Reduction in Penalty.....	35
Participation / Attendance--Practices.....	36
Co-Curricular Conflicts.....	36
Training Rules.....	36
Insurance / Physical Exam.....	36
Junior High Participation in Athletes.....	36
Dances.....	37
Activities Time and Admission.....	37
Sexual Abuse and Harassment of Students by Employees.....	37
Transfers In / Out of The District.....	38
Open Enrollment.....	38
Freedom Of Expression.....	39
Human Growth and Development.....	39
Student Complaints.....	39
Harassment / Bullying.....	39
Student-to-Student Harassment.....	41
Reporting Sexual Harassment.....	43
Child Abuse.....	43
Interviews of Students by Outside Agencies.....	43
Search and Seizure.....	43
Automobile Searches.....	44
Weapons.....	44
RRMR Senior Release.....	44
Internet - Appropriate Use Regulation.....	45
IHSMA Constitution Amendment.....	47
IAHSAA Sports Rules.....	47
Asbestos	47
Student Educational Records.....	48
School Fees.....	48
Student Publications.....	49
Iowa Vocational Rehabilitation Services.....	49
Notification of Non-Discrimination Policy Statement.....	49

ACADEMICS

GRADE REPORTS, G.P.A., HONOR ROLL, AND CLASS RANK

Grade reports are issued quarterly. Mid-quarter reports are sent to parents whose son or daughter is not working near capacity and to those who are in danger of failing. Your semester grade becomes a part of your permanent record. Your record is sent to schools or prospective employers upon your request.

Grading is on A, B, C, D, F (failure), I (incomplete) for most offerings. Grade point is determined by all semester grades being averaged with A=4, B=3, C=2, D=1 and F or I=0. Driver's education class is not included in the G.P.A. The "B" honor roll includes all who have a 3.00-3.59 average for a quarter or semester. Students must have a 3.6 or above average to be included in the "A" honor roll. Those who have a D, F, or I are not on the honor roll.

Incomplete grades will automatically become an F if the work is not completed 5 days after the student receives his report card. The teacher with the permission of the principal may grant extensions. Failure to finish an incomplete will result in a failing grade and loss of credit. An incomplete grade may only be issued if the student has missed the last three days of a grading period.

GRADING SCALE:

4.0 = A	3.7 - 4.00
3.6 = A-	3.5 - 3.69
3.4 = B+	3.3 - 3.49
3.0 = B	2.7 - 3.29
2.6 = B-	2.5 - 2.69
2.4 = C+	2.3 - 2.49
2.0 = C	1.7 - 2.29
1.6 = C-	1.5 - 1.69
1.4 = D+	1.3 - 1.49
1.0 = D	0.7 - 1.29
0.6 = D-	0.5 - 0.69
0.0 = F	0.0 - 0.49

Classroom Grading Scale:

A	94% - 100%
A-	90% - 93%
B+	87% - 89%
B	84% - 86%
B-	80% - 83%
C+	77% - 79%
C	74% - 76%
C-	70% - 73%
D+	67% - 69%
D	64% - 66%
D-	60% - 63%
F	0% - 59%

Students and parents may access grades, attendance, and assignments throughout the school year through the district's student information system (JMC). Parents are encouraged to monitor student progress regularly and contact teachers with questions regarding academic performance.

GRADUATION REQUIREMENTS

The RRMR Board of Education has established the following minimum requirements for graduation - 48 credits.

English	8 credits	English I, English II, English III, Electives - 2 credits
Math	6 credits	Algebra I, Electives - 4 credits
Science	6 credits	Earth Science, Biology, Electives - 2 credits
Social Studies	6 credits	U.S. History, World History, American Government
Personal Finance	1 credit	and Sociology/Psychology
P.E.	4 credits	During 11th or 12th grade
Health	1 credit	
Electives	16 credits	

Graduation requirements are established by the RRMR Board of Education and may be revised as required by changes in Iowa law, State Board of Education requirements, or local board policy.

As required by Iowa Code section 256.11, students must successfully complete the state-required civics assessment prior to graduation. Students who do not achieve a passing score may retake the assessment.

GRADUATION CEREMONY

Participation in commencement exercises is a privilege rather than a right. Students who fail to meet academic requirements or who violate school rules, board policy, or the Code of Conduct may be excluded from commencement ceremonies and other senior activities.

SILVER CORD REQUIREMENTS

Those students who have completed 50 hours of community service each of their freshman, sophomore, junior and senior years will receive and wear Silver Cords at their graduation ceremony. These community service hours must be done without any compensation. The hours must be done for someone other than an immediate family member or relative. Community service hours that a student is required by law to complete cannot count towards the annual 50 hours. All hours must be pre-authorized by the guidance counselor at the end of each school year.

ACADEMIC AWARDS

All students in grades 9-12 are eligible to receive an academic award.

- A. Each student that receives a grade average of 3.00 (B) will receive an academic certificate for each semester this grade is attained.
- B. Each student that receives an average 3.00 (B) for two semesters (i.e. freshman year, sophomore year, etc.) will receive an academic award pin. (A 3.00 average must be achieved in the first and second semester in order to receive a pin.)
- C. Each student that receives an average of 3.50 (B+) or above for four years will receive a medallion at the end of the four years.
Driver's education class grade is not counted for an academic honor roll award.

STUDENT PROMOTION - RETENTION - ACCELERATION

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined based upon the judgment of the licensed employee and the principal. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed. Final decisions regarding promotion or retention rest with the school district in accordance with Board policy.

Students in grades nine through twelve will be informed of the required course work necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. Final decisions regarding promotion or retention rest with the school district in accordance with Board policy.

Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.

COLLEGE VISITATION

College visitation by juniors and seniors may be arranged through the guidance counselor. Seniors who plan a college visit to any 2-year or 4-year school must have taken or signed up to take the ACT/SAT test. Students are responsible for obtaining assignments prior to the visit and completing all missed work according to classroom expectations. Verification from the college must be brought back to school so that the visitation does not count as an absence. Juniors and seniors are allowed 2 pre-approved college visits to be counted as non-absences.

SCHOOL COUNSELING PROGRAM

The counselor is available to students who have educational, vocational, or personal concerns. The school district guidance program is divided into four separate categories. The categories are counseling services, informational services, appraisal services, and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. The counselor in the guidance program maintains confidentiality. Classroom teachers, A.E.A. Specialists and the principal also assist students.

SUBJECT LOAD

Students (9-11) are required to carry seven contacts each semester plus physical education. Seniors approved for Senior Release/Open Campus, must six carry contacts each semester plus physical education. Band and choir count as a contact subject. Exceptions may be made only by permission of the counselor or principal. No course can be taken more than once if the student has received a passing grade. Exceptions to this would be band, choir, and pe.

ADDING / DROPPING COURSES

Students who wish to add or drop a class must do so within two days after the start of the semester. The teacher, guidance counselor, and principal's permission are necessary to add or drop a class. Schedule changes after the add/drop deadline require administrative approval and may only be approved under extenuating circumstances.

EARLY GRADUATION

Students are generally expected to complete the required course of study and graduate at the conclusion of their senior year. However, students who have successfully completed all district and state graduation requirements may request to graduate early.

Students seeking early graduation must submit a written request to the RRMR Board of Education no later than **December 1** of the school year in which they intend to graduate early. The request will be reviewed by the principal, school counselor, superintendent, and Board of Education. Final approval for early graduation rests with the Board of Education.

Upon approval and completion of all graduation requirements, the student will be awarded a diploma and will be considered an alumnus/alumna of the Rudd-Rockford-Marble Rock Community School District. As an alumnus/alumna, the student is no longer eligible to participate in district curricular or extracurricular activities unless otherwise permitted by district policy.

Students approved for early graduation may participate in commencement exercises and the senior prom, provided they remain in good standing with the district and comply with all applicable school policies and procedures

CONCURRENT ENROLLMENT

Students in grades 9–12 may receive academic or vocational-technical credit toward high school graduation for successfully completed college-level courses through a community college, private college, or state university. These courses are referred to as **concurrent enrollment** or **dual credit** courses.

Eligibility and Approval

- Students must receive prior approval from the **high school counselor** and **principal** before enrolling in any concurrent enrollment course.
- Courses must be approved in advance by the school district and must be taken during the **regular school year** to qualify for payment by the district.
- **Board of Education approval is required** before finalizing enrollment in any course. Students are encouraged to plan proactively with the school counselor and principal.

Financial Responsibility

- The **school district pays** the cost of tuition and textbooks for eligible concurrent enrollment courses taken during the regular school year.
- The district **does not pay** for the costs of **summer courses**; however, credit earned during summer school **can be applied** toward graduation and will **be included in the student's GPA**.
- **Transportation arrangements and costs** are the responsibility of the student and family.

Academic Credit and GPA

- All concurrent enrollment courses will be added to the **student's official high school transcript** and will be included in the **student's GPA** upon successful completion.
- Credit will be granted by both the **postsecondary institution** and **RRMR High School**.

Course Load and Attendance

- Students taking concurrent enrollment courses must be enrolled in **seven classes**, plus **physical education**, at RRMR. The college course may count as one of the seven.
- Students are expected to be present at RRMR when not attending their college course(s) and must follow the RRMR school calendar.

Withdrawals and Academic Standing

- Any student who **withdraws** from a college course after the official drop deadline, resulting in a **"Withdraw" on the NIACC transcript**, will receive an **"F"** on their **high school transcript**.
- This **"F"** will be included in the student's GPA and may affect **academic eligibility**.
- **Student-athletes** who withdraw from a course and receive an **"F"** will be subject to all applicable **Iowa High School Athletic Association (IAHSAA)** or **Iowa Girls High School Athletic Union (IGHSAU)** rules regarding eligibility and consequences
- Students should consult with the school counselor and principal prior to withdrawing from any concurrent enrollment course to fully understand the academic, financial, and athletic eligibility implications.

NIACC Career Academy and Career & Technical Education Opportunities

Tech prep is a jumpstart on college and the future, which allows qualified students to earn a year of college career program credit while still in high school. This is made possible through a close cooperative relationship between Rockford Senior High School and North Iowa Area Community College. All tuition and textbook costs are paid through a combination of high school, NIACC, and state incentive funds. There is no cost to the student, except for transportation. In most cases, the student can complete the first year of an associate degree career program by the end of his/her senior year.

Normally, tech prep is started during the sophomore or junior year when students take required high school preparatory courses. Students also complete "articulated" classes, which are taught by their high school teachers. If at least a "B" average is maintained in the high school course, it takes the place of the college course. In some programs, a student will take one NIACC course each semester during the junior year. During the senior year, students spend mornings at the NIACC campus, and in the afternoons they attend classes at Rockford Senior High School to fulfill graduation requirements. In several of the programs, students can graduate from NIACC at the same time they graduate from high school or they can continue one more year to earn an Associate Degree.

Tech Prep programs available for NIACC/RRMR career college credit:

Accounting With Computers	General Secretary
Automotive Service Technology	Legal Secretary
Building Trades	Medical Secretary
HVAC	Medical Assistant
Welding	Advanced Manufacturing
Agriculture	

RRMR partners with North Iowa Area Community College (NIACC) to provide Career Academy and Career and Technical Education opportunities. Programs vary from year to year based on student interest, staffing, and NIACC offerings. Students should consult with the school counselor regarding current program availability.

TALENTED AND GIFTED PROGRAM

"Gifted and talented children" are those identified as possessing outstanding abilities and who are capable of high performance. Gifted and talented children are children who require appropriate instruction and educational services commensurate with their abilities and needs beyond those provided by the regular school program. Gifted and talented children include those with demonstrated achievement or potential ability, or both, in any of the following areas: 1. General intellectual ability 2. Creative thinking 3. Specific ability aptitude 4. Leadership ability 5. Visual and performing arts.

Valid and systematic procedures, including multiple selection criteria for identifying gifted and talented students from the total student population are used. During the identification process every effort is made to gather as much information as possible about each child's creativity and intellectual abilities. Information from parents, students, teachers, and tests contribute to this intellectual and creative profile.

7-8	ISASP- National norms- 95% or above in reading or math MAP Testing (Reading and/or Math) 2 years above grade level Teacher Nomination Algebra Aptitude Tests (95 % and above, 8th grade)	9-12	GPA- Top 10% in class rank ISASP- National norm 95% or above in reading/math Teacher Nomination ACT/SAT Advanced Level Coursework
------------	---	-------------	---

HOMEWORK

Homework is an important extension of classroom learning and is designed to reinforce skills, prepare students for future instruction, encourage independent learning, and develop responsibility and effective study habits. The amount and frequency of homework will vary by grade level, course, and instructional needs.

Students are expected to complete assignments on time and to the best of their ability. Parents/guardians are encouraged to support students by providing an appropriate environment for completing homework and by maintaining communication with teachers regarding academic progress.

When illness, family emergencies, school-sponsored activities, or other extenuating circumstances interfere with a student's ability to complete assignments, students and parents/guardians are encouraged to communicate with the teacher as soon as possible. Teachers will work with students to establish reasonable timelines for completing missed assignments while maintaining the academic expectations of the course.

Homework assigned during an excused absence may be made up in accordance with district attendance and grading policies. Students are responsible for obtaining missed assignments and arranging for their completion within the timeframe established by the teacher.

The district believes that open communication among students, parents/guardians, and school staff is essential to supporting student success and resolving concerns related to homework and academic progress.

MAKE-UP WORK DUE TO SUSPENSION

Students who are suspended will be provided the opportunity to make up missed assignments and assessments in accordance with classroom expectations and district procedures. Teachers will establish reasonable timelines for completion of missed work.

MAKE-UP WORK DUE TO ABSENCE

Students with excused absences will be given the opportunity to complete missed assignments within a reasonable timeframe. Teachers may modify assignments when classroom activities, laboratories, discussions, or performances cannot be replicated.

ACADEMIC INTEGRITY

Students are expected to complete their own work honestly and ethically. Academic dishonesty includes, but is not limited to:

- Cheating on assignments or assessments
- Plagiarism
- Unauthorized collaboration
- Falsifying information

- Misuse of Artificial Intelligence (AI) or other technology
- Submitting work created by another person or source as one's own

Artificial intelligence tools may only be used when authorized by the teacher. Students are responsible for properly citing AI-generated content when permitted. Violations may result in disciplinary action, loss of credit, or other consequences as determined by the teacher and administration.

STUDENT PROGRESS REPORTS AND CONFERENCES

Student academic progress is available throughout the school year through the district's student information system (JMC). Formal report cards are issued at the end of each grading period.

Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

ATTENDANCE

COMPULSORY ATTENDANCE LAW

In accordance with Iowa Code Chapter 299, children between the ages established by Iowa law are required to attend school unless exempt by law. Parents/guardians are responsible for ensuring regular school attendance. Students who are no longer of compulsory attendance age remain subject to district attendance policies while enrolled.

STUDENT RELEASE DURING SCHOOL HOURS (Code No. 501.11)

Students will be allowed to leave school grounds during school hours only with prior authorization from their parents, unless the parent appears personally at the student's attendance center to arrange for the release of the student during school hours, or with the permission of the principal. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, and other reasons approved by principal or counselor.. Students leaving during the school day must check out through the office and receive approval from the principal, counselor, or designee.

STUDENT ABSENCES

Excused Absences (Code No. 501.9)

Regular attendance by students is essential for them to gain the maximum benefit from the educational program. Parents and students are encouraged to ensure absences are necessary and unavoidable. Students shall attend school unless officially excused by the principal of their attendance center.

- Student absences approved by the principal shall be considered excused. Excused absences count as days in attendance for purposes of the truancy law. These include, but are not limited to: completion of graduation requirements, excuse by court of law or judge, religious services or receiving religious instruction, illness, family emergencies, recognized religious observances, **religious instruction (with parent notice and time limits), weddings, military service**, and school-sponsored or approved activities.
- Students with excused absences shall make up missed work and receive full credit. It is the student's responsibility to initiate arrangements with their teachers to complete assignments.
- Students wishing to participate in school-sponsored activities must attend school **at least one-half day** on the day of the activity unless prior permission has been granted by the principal.
- It is the parent's responsibility to notify the school when their child will be absent. The principal may request verification of the reason for absence.
- The district may require appropriate documentation for extended or frequent absences.

In alignment with updated state law, RRMR will follow these additional attendance procedures:

- If a student misses **15% or more of a grading period**, and the absences are having an **academic impact**, RRMR will **hold an engagement meeting** with the student and parent/guardian to discuss barriers to attendance and establish supports.
- Schools are required to make **multiple documented attempts** to engage parents/guardians before referring students for truancy enforcement.
- When patterns of excessive unexcused absences or chronic absenteeism emerge, the school will implement a **tiered intervention plan**, including strategies such as attendance contracts, parent meetings, and referrals to support services.
- Parents will receive **written notification** outlining attendance concerns and intervention steps prior to any formal legal referral.
- Referral to the county attorney for truancy may only occur **after school-based supports and interventions have been exhausted and documented**.

Truancy – Unexcused Absences (*Code No. 501.10*)

Truancy is defined as failure to attend school without a reasonable excuse, violating the minimum attendance requirements set by the school board. Examples of unexcused absences include, but are not limited to: tardiness, shopping, hunting, concerts, preparation or participation in parties, and employment.

- Students may face disciplinary consequences for truancy, including detention, suspension, or expulsion. The principal has discretion to determine if makeup work will be allowed in cases of unexcused absences.
- The truancy officer or principal shall investigate the cause of any unexcused absences. If the school is unable to resolve the attendance issue, the matter will be reviewed with the superintendent. Continued truancy may result in referral to the county attorney in compliance with SF277/HF870 guidelines.
- The district may utilize attendance teams, mediation, attendance contracts, and other interventions prior to legal referral.
- The school will participate in county mediation if requested and will monitor the student's compliance with any resulting agreement. Violations will be reported to the county attorney

Classroom Tardy Consequences Per Quarter:

1st Unexcused Tardy:

Student will be reminded of the existing policy.

2nd Unexcused Tardy:

Student will be reminded of the existing policy. Parents will be notified as to the tardy.

3rd Unexcused Tardy and Additional Unexcused Tardy:

Student will spend 30 minutes after school with the teacher for whom they were tardy. Constructive work will be expected during this time and a detention note will be sent

GENERAL INFORMATION

EMERGENCY SCHOOL DELAYS AND CLOSINGS

Information regarding cancellations, early dismissals or late starts will be announced using the following public service radio and television stations:

KIMT - Channel 3 Television (Mason City)
KCHA/FM - 95.9 Radio (Charles City)
KGLO/AM - 1300 Radio (Mason City)
KRIB/AM - 1490 Radio (Mason City)
KLSS/FM - 106.1 Radio (Mason City)
WHO/AM - 1040 Radio (Des Moines)

The RRMR CSD school district also uses ONE CALL phone information system to inform school patrons of breaking school news which includes cancellations, early dismissals or late starts. **Be sure your ONE CALL phone numbers are correct and checked to receive this information.**

We ask that students and parents listen for radio/television announcements or the district's JMC messaging call and not call the school for information.

CLOSED NOON HOUR

All students are required to remain at school during the noon hour. Students may not eat lunch at home, unless they have a doctor's excuse stating that it is necessary.

COMPLAINT PROCEDURES

Concerns should first be addressed with the staff member directly involved. If the concern is not resolved, parents should contact the building principal, followed by the superintendent if necessary. Formal complaints may be addressed according to applicable Board policies and administrative procedures.

SCHOOL DAY

The school day is from 8:30 a.m. to 3:30 p.m. Students are expected to be in their assigned classroom and ready for instruction when the school day begins for announcements and attendance.

Junior high school students are allowed to enter the building at 8:00 a.m. When middle school students arrive at school, either on the bus or on their own, they are to stay on school grounds or in the building.

The high school operates on an eighth period schedule with four minutes allowed for passing time. We use a six-day cycle for physical education classes and individual music lessons.

The junior high school operates on an eight-period day. We use a six-day cycle for physical education classes, health, exploratory and individual music lessons.

SCHOOL LUNCH PROGRAM

The Rudd-Rockford-Marble Rock Community School District participates in the National School Lunch Program and School Breakfast Program. Nutritious breakfasts and lunches are available each school day. Current meal prices are approved annually by the Board of Education and are available on the district website and through the district office.

Students may purchase reimbursable meals as well as approved à la carte items. Students who qualify for free or reduced-price meals receive those benefits only for reimbursable meals. À la carte items, additional milk, second entrees, and other extra food items must be purchased at the full established price.

Meal Accounts

Students use a computerized point-of-sale system to purchase meals. Parents/guardians are encouraged to maintain a positive balance in their child's meal account by making timely deposits. Families will receive notification when account balances become low.

The district will follow its Board policy and administrative procedures regarding unpaid meal charges. Families are encouraged to contact the district office if financial hardship exists or if assistance is needed in completing an application for free or reduced-price meal benefits.

Special Dietary Needs

The district will make reasonable meal accommodations for students with disabilities or medically documented dietary needs in accordance with federal and state regulations. Parents/guardians requesting meal accommodations should contact the school office or food service director and provide appropriate medical documentation when required.

Reasonable substitutions may also be available for students with other dietary needs when practical. Families are encouraged to communicate with the food service department in advance to discuss available options.

Cafeteria Expectations

Students are expected to demonstrate respectful and responsible behavior in the cafeteria by:

- Following directions from school staff.
- Disposing of trash and recycling in the appropriate receptacles.
- Returning trays, utensils, and other cafeteria items to the designated area.
- Leaving tables and surrounding areas clean.
- Waiting patiently and treating others with courtesy while moving through serving lines.
- Demonstrating good manners and helping maintain a clean, safe, and welcoming dining environment.

BUS TRANSPORTATION

The safety of every child on our buses is of great concern to all of us. Precautions are taken to see that the children arrive at their destination safely, but this requires the cooperation of the students and parents. A driver's entire attention must be on their driving responsibility at all times. Anything that happens on the bus to divert the driver's attention from the job immediately endangers the safety of the riders. It is, therefore, absolutely necessary that the children riding the bus conduct themselves in the best possible manner.

Students violating bus regulations can expect to be denied the privilege of riding the bus. The school has the right and responsibility to deny bus transportation to students who consistently fail to cooperate with the bus drivers and/or trip chaperones. Appropriate action, will be taken, by the bus driver, principal, or the superintendent when necessary. An additional violation may result in the student being denied riding the bus for the remainder of the semester. The child's parent or guardian is responsible for furnishing transportation to and from school during a suspension.

Video cameras may be used on district buses to promote student safety and investigate misconduct.

Please discuss bus safety with your child and support your driver's efforts in running a safe bus. We sincerely hope that you will cooperate with us in helping to make our buses safe for all the children who ride them.

STUDENT FIELD TRIPS AND EXCURSIONS

Field trips and excursions are to be arranged with the principal well in advance. The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions. The field trips must be sponsored by and supervised by professional school personnel.

In authorizing field trips and excursions, the principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips and excursions. The superintendent's approval will be required for field trips and excursions outside the state. Board approval will be required for field trips and excursions, which involve unusual length or expense or

overnight stays. At the Board's request, a participating group/sponsor of the event may be required to provide a written summary or presentation to the Board regarding the activity.

Participation in field trips is a privilege. Students are expected to follow all school rules and directions from school personnel while participating.

Instrumental and Vocal Music Tours: A major tour may be planned once every two - four years. All tours must incorporate a performance by RRM R students unless exempted by the board of education. There will be no cost to the school district for these tours. Attempts shall be made to schedule major trips outside the school day. The trip shall be taken during regularly scheduled vacations/breaks in the school year or outside the academic year.

CARS AND CYCLES

Driving to school is a privilege. Students are to park in the appropriate parking lots and are to enter and leave the parking through the north entrance (directly north of the school). **Students are reminded about not parking on the sidewalk on the north side of the parking lot.** Students driving in an unsafe manner or parking inappropriately may lose parking privileges on the school grounds.

Students are expected to operate vehicles safely and comply with all parking regulations. Vehicles parked on school property may be subject to search in accordance with Board policy and applicable law.

PARKING REGULATIONS FOR EVENTS

"No parking" signs are posted. Parking is allowed only on the paved area west and north of the main entrance. There is to be no parking on the shoulders or other grass areas. Parking at the football field has been eliminated west of the ticket booth along the fence. **Signs are posted in these areas. Violators are subject to fine.** Please cooperate in making the school grounds a safer area for all those who attend activities.

SPECIAL MINOR'S LICENSE (SMRL)

Students who meet the eligibility requirements established by the Iowa Department of Transportation (DOT) may apply for a **Special Minor's Restricted License (SMRL)**. The SMRL is issued by the Iowa DOT and allows eligible students under the age of 16 to drive without adult supervision for specific purposes authorized by Iowa law.

To be eligible, students generally must:

- Be at least **14½ years of age**.
- Successfully complete an Iowa-approved driver education course (or qualify for a DOT hardship exception).
- Hold a valid instruction permit and maintain a **clean driving record for at least six consecutive months** immediately before applying.
- Submit the required **Affidavit for Special Minor's Restricted License (Iowa DOT Form 430021)** signed by a parent/guardian and the appropriate school official.

Under Iowa law, the SMRL permits students to drive using the **most direct and accessible route** for authorized purposes, including:

- Travel to and from the student's school of enrollment.
- School-sponsored extracurricular activities.
- Employment.
- Farm-related work, when applicable under Iowa law.

The license is subject to distance and operating restrictions established by the Iowa Department of Transportation. Students and parents are responsible for understanding and complying with all current Iowa DOT regulations.

RRMR School Authorization

Because issuance of an SMRL requires certification by the school district, Rudd-Rockford-Marble Rock CSD expects students requesting

school authorization to:

- Be enrolled and attend school in good standing.
- Maintain satisfactory attendance and appropriate behavior.
- Meet all Iowa DOT eligibility requirements.
- Submit all required Iowa DOT forms for school review and approval.

The Superintendent or the Superintendent's designee will determine whether the school will certify a student's eligibility based on Iowa law and district procedures.

Students should understand that the **Special Minor's Restricted License is a privilege, not a right**. Misuse of the license, failure to follow school rules, excessive absences or tardies, disciplinary concerns, or loss of eligibility under Iowa law may result in the district declining to certify or withdrawing its certification when permitted by law. Any action taken by the district is separate from any action that may be taken by the Iowa Department of Transportation.

SCHOOL PROPERTY

Our school is public property and represents a tremendous investment of your parents and the community. Let's help our custodians care for it properly. If you should break or damage something accidentally or in some other way, be sure to report it to the office. This will be to your advantage.

Students shall treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

CARE OF TEXTBOOKS

Students are responsible for textbooks, library materials, and other district-issued instructional resources.

TECHNOLOGY ACCEPTABLE USE

The Rudd-Rockford-Marble Rock Community School District provides students with access to technology resources, including district-issued devices, network services, Internet access, software, and digital learning tools to enhance instruction, support learning, and prepare students for college, career, and responsible citizenship.

Access to district technology is a privilege, not a right. Students are expected to use technology responsibly, ethically, legally, and in a manner consistent with district policies and educational purposes.

District-Issued Devices

Students may be assigned a district-owned Chromebook or other electronic device for educational use. Students are responsible for the care, security, and appropriate use of any district-issued device.

Students are expected to:

- Bring their charged device to school each day when required.
- Protect the device from damage, theft, and loss.
- Use only district-approved accounts while completing school work.
- Report damaged, lost, or stolen devices immediately.
- Return all district-issued equipment, chargers, and accessories upon request or when leaving the district.

Students and families may be financially responsible for intentional damage, loss due to negligence, or failure to return district-owned equipment as permitted by Iowa law and district policy.

Appropriate Technology Use

District technology resources are provided primarily for educational purposes. Students are expected to:

- Support learning and educational activities.
- Respect the rights and privacy of others.
- Protect usernames and passwords.
- Follow teacher directions regarding technology use.
- Comply with copyright laws and software licensing agreements.
- Use appropriate language and respectful online communication.

Students may not:

- Access inappropriate or offensive material.
- Attempt to bypass district Internet filters or security systems.
- Download or install unauthorized software or applications.
- Share passwords or use another person's account.
- Damage, alter, or interfere with district technology or networks.
- Use technology to cheat, plagiarize, or commit academic dishonesty.
- Use district technology for illegal activities or commercial purposes.

Artificial Intelligence (AI)

The district recognizes that artificial intelligence (AI) tools are becoming increasingly common in education and the workplace. Students may use AI tools only when authorized by the teacher and only in ways that support learning.

Unless specifically permitted by the teacher, students shall not:

- Submit AI-generated work as their own.
- Use AI to complete assignments, assessments, or projects without authorization.
- Use AI to create misleading, harmful, or inappropriate content.

Students remain responsible for all work submitted for academic credit. Unauthorized use of artificial intelligence may be considered academic dishonesty and may result in disciplinary and academic consequences.

Internet Safety

Students are expected to practice safe and responsible behavior while using the Internet.

Students should:

- Protect personal information.
- Never share passwords.
- Report suspicious online activity.
- Notify a teacher immediately if inappropriate material is encountered.
- Use caution when communicating online.

The district complies with the Children's Internet Protection Act (CIPA) by utilizing Internet filtering and monitoring systems designed to limit access to material that is obscene, harmful to minors, or otherwise inappropriate.

No filtering system can guarantee complete protection. Parents and guardians are encouraged to discuss safe Internet practices with their children.

Digital Citizenship

Students are expected to be positive digital citizens by:

- Treating others with respect online.
- Communicating appropriately.
- Protecting personal and school information.
- Respecting intellectual property.
- Using technology to contribute positively to the school community.

Digital citizenship expectations apply whether technology is used at school, at home, or during school-sponsored activities whenever student conduct substantially impacts the school environment.

Cyberbullying and Harassment

The use of district or personal technology to intimidate, harass, threaten, embarrass, or bully another person is prohibited.

Cyberbullying includes, but is not limited to:

- Sending threatening or harassing messages.
- Posting embarrassing photos or videos.
- Creating fake social media accounts.
- Sharing rumors or private information electronically.
- Using technology to exclude, intimidate, or target another individual.

Cyberbullying may result in school discipline, loss of technology privileges, and referral to law enforcement when appropriate.

Social Media

Students are expected to use social media responsibly.

School discipline may occur when off-campus electronic communication substantially disrupts the educational environment, infringes upon the rights of others, or violates district policies.

Students should remember that information posted online may become permanent and accessible to others.

Student Privacy

The district values and protects student privacy.

Students should not:

- Share confidential student information.
- Access another student's records.
- Attempt to obtain unauthorized information.

The district complies with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), the Children's Internet Protection Act (CIPA), and other applicable state and federal privacy laws.

Monitoring of District Technology

Students should have no expectation of privacy when using district-owned devices, district accounts, district email, or the district network.

The district reserves the right to monitor, inspect, access, review, copy, store, or disclose files, Internet activity, emails, cloud storage, electronic communications, and other information created, transmitted, or stored using district technology resources, as permitted by law and Board policy.

Monitoring may occur at any time to ensure appropriate use, maintain system security, protect district resources, and investigate suspected policy violations.

Consequences for Misuse

Violation of this Technology Acceptable Use section or related Board policies may result in one or more of the following:

- Loss or restriction of technology privileges.
- Parent/guardian notification.
- Restitution for damaged or lost equipment.
- School disciplinary action consistent with the Student Code of Conduct.
- Academic consequences for academic dishonesty.
- Suspension or expulsion when appropriate.
- Referral to law enforcement when required by law.

Students and parents/guardians may be required to sign the district's Technology Acceptable Use Agreement before students are granted access to district technology resources.

STUDENT FUND RAISING

Only fund-raising activities done in school are sanctioned. Fruit sales (Voc. Ag) and magazine sales (Junior class) are the only approved out of school fundraisers. All other out of school fundraisers must be approved by the Board of Education. All collections, sales, or solicitations, outside the student body (i.e. public), are prohibited except by board action. No person, organization, or company shall be permitted to sell merchandise upon school premises except by special permission from the superintendent.

The following are pre-approved yearly fundraisers:

1. Vocal or band candy sales.
2. Class magazine sales.
3. School spirit items, as approved by the principal.

This policy does not limit or control adult Booster Club fund raising activities, nor does it limit in school student fund raising activities.

Student fundraising activities must be approved in advance by the principal and, when required, the Board of Education. Fundraising activities shall comply with district policy and administrative procedures.

CONCESSION STAND

School clubs and organizations may operate the concession stand as a way to raise funds. The profits from the concession stand will be allotted according to the number of times a group operates the concession stand.

STUDENT LOCKERS

Lockers are issued to each student for the purpose of keeping educational materials and personal items necessary for attendance at school. The school assumes no responsibility or liability for personal items kept in student lockers. If you bring an item of great value to school, the item may be kept in the office for safekeeping. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student. Lockers remain the property of the school district and are provided for student use during the school year.

LOCKER SEARCHES AND INSPECTIONS

Student lockers, desks, and other school property remain the property of the district and may be inspected at any time when authorized by law and Board policy. School officials may conduct random inspections or inspections based on reasonable suspicion. Inspections may include the use of trained detection dogs.

HALL PASSES

Students must have a hall pass to be in the halls when classes are in session. Students may obtain a hall pass from their teacher or the principal.

DAILY ANNOUNCEMENTS

The announcements will be made by teachers at the beginning of MTSS (3:00), and are also accessible through the school's website.

PHONE CALLS

There is a phone in the office that students may use for necessary phone calls, with the permission from the office personnel. Students may not be called out of a class to receive a phone call, unless it is an emergency.

Messages from parents should be communicated through the office whenever possible. Student use of personal cell phones is governed by the district's Personal Electronic Device policy.

EMERGENCY DRILLS

Periodically the school holds emergency drills. At the beginning of each semester teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency.

ILLNESS AND INJURY

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. If you or the emergency contact listed cannot be reached and medical attention appears to be necessary, your child will be taken to the nearest appropriate medical facility or emergency medical services (EMS), depending on the circumstances.. Injuries shall be reported and within 24 hours a "Preliminary Accident Report" will be filed in the principal's office. Claim reports are available in the school office. Parents should take the claim report, signed by a school official, to the student's doctor who will then send an itemized statement to the insurance company.

INSURANCE

Accident insurance is offered as a service through the school office. All claims and questions regarding the insurance are best handled by direct contact with the insurance provider. Information regarding the policy may be obtained by contacting the Student Assurance Company at 612-439-7098. The coverage is available upon parent request and fee payment. The school is not responsible for collection of claims.

HAWK-I Insurance for Children

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Additional information is available through the Iowa HAWK-I program. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at www.hawk-i.org for more information.

ADMINISTRATION OF MEDICATION

Medication will not be administered without written authorization that is signed and dated from the parent, and the medication must be in the original container, which is labeled by the pharmacy or the manufacturer with the name of the child, name of the medication, the time of the day which it is to be given, the dosage and the duration. Written authorization will also be secured when the parent requests student co-administration of medication when competency is demonstrated. Students may carry medication only with the approval of the parents and building principal of the student's attendance center. Emergency protocol for medication related reactions will be in place. Parents and students are urged to keep us informed of any serious health problems.

The following rules will be observed for dispensing medication at school:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed.
3. The parent or guardian must sign a "**Medication Permission Form**" to have this prescribed medication dispensed to the student

according to the written directions of the prescribing physician or dentist.

4. The prescription and the parent's "Medication Permission Form" to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
5. The medicine shall be maintained in the original prescription container which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
6. When the health aide/secretary is not available, access to the medication shall be under the authority of the principal of that building, or a person designated by the principal.
7. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
8. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the pupil's health record. No over the counter medications will be dispensed at school unless a written permission note from the parent is on file in the school nurse's office, which will be dispensing the medication. **The over-the-counter medication must be in the original container and sent from home. The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. We do not provide medicine at the school.**

MEDICATION PERMISSION FORM

Medication Permission Forms may be obtained in the office. It must be completed by the parent (guardian) and returned to the secretary / health aide so that medication may be administered during the school day. This form authorizes school personnel to administer medication and releases the school district and its personnel from any adverse side effects or reactions resulting there from. **Please send OTC medicine to the school in the original container – the school does not provide OTC medicines to students.** The following information is included on the form:

- Name of student
- Name of medication
- Prescribing doctor
- Reason for medication
- Length of time to be given
- Time of day to be given
- Any specific instructions or warnings
- Parent signature
- Date

HOMELESS STUDENTS (MCKINNEY-VENTO ACT)

The Rudd-Rockford-Marble Rock Community School District is committed to ensuring that homeless children and youth have equal access to the same free, appropriate public education as provided to all students.

In accordance with the **McKinney-Vento Homeless Assistance Act**, students experiencing homelessness will be enrolled immediately, even if they are unable to provide records normally required for enrollment, such as proof of residency, immunization records, school records, or other documentation. The district will work with families and previous schools to obtain the necessary records as quickly as possible.

Students experiencing homelessness may be eligible for services and supports, including:

- Immediate school enrollment.
- The opportunity to remain in the school of origin when it is in the student's best interest.
- Transportation assistance, when eligible.
- Access to educational services, programs, and extracurricular activities comparable to those provided to other students.
- Assistance in removing barriers to enrollment, attendance, and academic success.

Parents, guardians, unaccompanied youth, or others who believe a student may qualify for services under the McKinney-Vento Act are encouraged to contact the district's **McKinney-Vento Homeless Liaison**. The liaison assists families and students in understanding their educational rights, accessing available services, resolving enrollment issues, and connecting with community resources.

Questions regarding services for students experiencing homelessness should be directed to the district's **McKinney-Vento Homeless Liaison** at the district office.

Please contact Mr. Travis Pike if you have any questions or concerns regarding any children or youth, tpike@rockford.k12.ia.us or 641-756-3813.

STUDENT CONDUCT

EXPECTATIONS OF STUDENTS GRADES 7-12

Our board of education and faculty expect students to behave while in the building, classrooms, and at school activities in a way that is conducive to learning and respecting the rights of others. We expect students to actively participate in our academic and activity programs. We expect students to complete class/homework assignments and to attend school according to our attendance policy.

LANGUAGE AND CONDUCT

Control of one's tongue is vitally important. School board policy provides that any student who directs swearing, obscene language, or obscene gestures toward a school employee or another student may be suspended from school and may be required to appear before the board of education before returning to school. This policy is not limited to conduct during the school day, property, or school year. Swearing or using abusive language is not acceptable.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

The Rudd-Rockford-Marble Rock Community School District is committed to providing every student with the academic, behavioral, and social-emotional support needed to achieve success. The district utilizes a **Multi-Tiered System of Supports (MTSS)** to identify student needs early, provide timely interventions, monitor progress, and improve outcomes for all students.

MTSS is a collaborative framework that uses data to provide increasingly intensive levels of support while ensuring all students have access to high-quality instruction and learning opportunities.

Tier I – Universal Supports

Tier I consists of high-quality classroom instruction, positive behavioral expectations, and schoolwide supports provided to all students.

Examples of Tier I supports may include:

- Standards-based instruction aligned to the Iowa Academic Standards.
- Differentiated classroom instruction.
- Universal academic and behavioral screening.
- Positive Behavioral Interventions and Supports (PBIS) and the Warrior Way expectations.
- Social-emotional learning opportunities.
- Classroom accommodations and instructional strategies designed to meet diverse learning needs.

The goal of Tier I is to ensure that all students receive effective instruction and support within the general education classroom.

Tier II – Targeted Interventions

Students who need additional support may receive targeted interventions beyond the general education classroom.

Tier II interventions may include:

- Small-group academic instruction.
- Targeted reading or mathematics interventions.
- Organizational and study skill supports.
- Attendance or behavior interventions.

- Check-In/Check-Out or mentoring programs.
- Social-emotional or behavioral skill instruction.

Student progress is monitored regularly to determine whether interventions are effective and whether adjustments are needed.

Tier III – Intensive Supports

Students demonstrating significant academic, behavioral, or social-emotional needs may receive individualized and intensive interventions.

Tier III supports may include:

- Individualized intervention plans.
- Intensive academic instruction.
- Functional behavior assessments and behavior intervention plans, when appropriate.
- Individual counseling or support services.
- Frequent progress monitoring and data review.

Participation in Tier III interventions does not automatically result in a referral for special education services.

Parent and Family Involvement

Parents and guardians are valued partners in the MTSS process.

Families may be involved by:

- Participating in discussions regarding student progress.
- Reviewing intervention data and progress monitoring information.
- Collaborating with school staff to develop strategies that support learning at school and at home.
- Communicating regularly with teachers and intervention staff.

The district encourages ongoing communication between home and school whenever academic or behavioral concerns arise.

Referral Process

Students may be identified for additional support through:

- Universal screening assessments.
- Classroom performance.
- Attendance patterns.
- Behavioral data.
- Teacher observations.
- Parent or guardian concerns.
- Other relevant student data.

School staff review available information to determine appropriate interventions. Parents will be informed when their child begins receiving significant intervention services and will be invited to participate in problem-solving discussions as appropriate.

Relationship to Section 504 and Special Education

MTSS is a general education framework designed to support student success. Participation in MTSS does not automatically identify a student as having a disability or qualify the student for services under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act (IDEA).

When data indicate that a student may have a disability requiring specialized instruction or accommodations, the district may recommend an

evaluation under Section 504 or IDEA. Parents retain all rights provided under applicable federal and state laws regarding evaluations, eligibility determinations, and special education services.

Commitment to Student Success

The district believes that early identification, collaborative problem-solving, and evidence-based interventions improve student achievement and well-being. Through MTSS, RRMR is committed to ensuring every student receives the support necessary to grow academically, behaviorally, and socially

STUDENT APPEARANCE

The Rudd-Rockford-Marble Rock Community School District expects students to adhere to reasonable standards of dress and appearance that support a safe, respectful, and productive learning environment.

There is a strong connection between academic performance, student appearance, and student conduct. Inappropriate student dress or grooming may cause material and substantial disruption to the educational process or present a threat to the health and safety of students, staff, or visitors. To that end, students are expected to maintain appropriate levels of cleanliness and modesty, and to wear clothing suitable for their age and school activities.

Prohibited Items and Attire Include:

- Clothing that advertises or promotes substances illegal for use by minors (e.g., alcohol, tobacco, drugs)
- Clothing that displays obscene, profane, vulgar, or suggestive language or images; or any messages that promote racism, sexism, violence, or other forms of prohibited conduct.
- Shoes with cleats (unless used for outdoor athletic practices)
- Hats or hoods of any kind worn indoors during the school day (exceptions may be made for documented religious or medical reasons). Hats may be worn outside during PE or designated outdoor events.
- Clothing that exposes undergarments or private body parts.
- Midriff-baring clothing (shirts or tops must fully cover the stomach area at all times)

Clothing or accessories that substantially disrupt the educational environment or create a safety concern may also be prohibited.

The building principal or their designee has the final authority to determine whether a student's dress or appearance is appropriate. Students in violation of the dress code will be required to change into appropriate clothing or may be sent home to correct the issue. Repeated violations may result in disciplinary action consistent with the school's Code of Conduct.

Students and families are encouraged to seek clarification from school staff if they are unsure whether an item of clothing meets the dress code expectations.

DISPLAYS OF AFFECTION

Students are expected to demonstrate appropriate behavior while at school and school activities. Public displays of affection that disrupt the educational environment or make others uncomfortable are not permitted.

HALLWAY CONDUCT

Students are expected to demonstrate Warrior Way expectations by walking safely, respecting personal space, using appropriate language, and helping maintain an orderly school environment.

STUDENT CONDUCT (Code No. 503.1)

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others 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 buses; 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.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terrorist behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered buses; while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension to determine whether to impose further sanctions against the student, which may include expulsion. Assault for purposes of this section of this policy is defined as:

- * an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- * any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- * intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace. Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

DETENTION

Students may be assigned detention before or after school for violations of school rules or other inappropriate behavior. The building principal or staff member assigning the detention will determine the date, time, and length of the detention.

Students will receive reasonable notice of the detention so they can arrange transportation. Parents/guardians will be notified of the detention and the reason it was assigned.

Students are expected to report on time and complete the assigned detention. Failure to attend detention without prior approval may result in additional disciplinary consequences, including an extended detention, Saturday School, or suspension, at the discretion of the building principal.

Detentions are generally served with the staff member who assigned them. If that staff member is unavailable, the principal may designate another supervised location.

Transportation to and from detention is the responsibility of the student and parent/guardian.

SUSPENSION

A student may be suspended from school for violating district policies, school rules, or the student code of conduct. Suspension may be imposed by the building principal or other authorized administrator in accordance with Iowa law and Board policy.

Before a suspension is imposed, the student will ordinarily be informed of the alleged misconduct and provided an opportunity to explain the circumstances. Parents/guardians will be notified of the suspension, the reason for the disciplinary action, and any conditions for the student's return to school.

During a suspension, the student may be prohibited from attending classes, being on school property, riding district transportation, or participating in school-sponsored activities unless authorized by an administrator. The district will determine the educational services and opportunities for completing missed work that will be provided during the suspension in accordance with applicable law and Board policy.

Students with Disabilities

Students who receive services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act are subject to the district's student conduct rules. However, disciplinary removals of students with disabilities will be administered in accordance with applicable federal and state procedural protections.

A student receiving special education services may generally be removed for up to 10 consecutive school days, and for additional short-term removals for separate incidents, provided the removals do not constitute a disciplinary change of placement. The district will track all disciplinary removals, including in-school suspensions and other removals from instruction, to determine whether a pattern of removals constitutes a change of placement.

When a disciplinary removal constitutes a change of placement, the district will notify the parent/guardian and provide the required procedural safeguards. Within 10 school days of the decision to change the student's placement, the district, the parent/guardian, and relevant members of the student's Individualized Education Program (IEP) team will conduct a Manifestation Determination Review.

The team will determine whether the conduct:

1. Was caused by, or had a direct and substantial relationship to, the student's disability; or
2. Was the direct result of the district's failure to implement the student's IEP.

If the conduct is determined to be a manifestation of the student's disability, the IEP team will take the actions required by law, which may include conducting or reviewing a functional behavioral assessment, developing or revising a behavioral intervention plan, and returning the student to the placement from which the student was removed unless an exception applies or the parent/guardian and district agree otherwise.

If the conduct is determined not to be a manifestation of the student's disability, the district may apply the same disciplinary procedures used for students without disabilities. The student must nevertheless continue to receive educational services necessary to participate in the general education curriculum and make progress toward meeting the goals in the student's IEP, as required by law.

In circumstances involving weapons, illegal drugs, controlled substances, or the infliction of serious bodily injury, a student may be placed in an interim alternative educational setting for up to 45 school days, as permitted by IDEA.

Students protected by Section 504 will receive all disciplinary protections required by applicable law. Students who have not yet been determined eligible for special education may also be entitled to IDEA protections when the district had knowledge, as defined by law, that the student may have a disability before the conduct occurred.

Nothing in this section limits the district's authority to contact law enforcement or report suspected criminal conduct. Any disciplinary action involving a student with a disability will be implemented in accordance with the student's rights under IDEA, Section 504, Iowa law, Board policy, and applicable administrative rules.

EXPULSION

Expulsion means an action by the board of education 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, but no longer than one school year.

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school. 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.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

CLASSROOM MISBEHAVIOR

In the classroom, students will follow the teacher's classroom rules. Because each teacher structures activities a little differently, teachers will clearly communicate their expectations for each activity. As school personnel implement basic classroom management procedures, we know that the great majority of our students will strive to meet our expectations for responsibility and self-discipline. However, we also know that no single set of procedures will work to help every student develop the behavioral skills and attitudes needed to be successful in school. Therefore, teachers will adapt positive disciplinary interventions for students. Each teacher will have a written plan of action for misbehavior on file with the principal's office. This should include the teacher's classroom rules and specific consequences that are consistent.

Time Out to the Office: Teachers use several types of time outs for disciplining students (i.e.: classroom time out, hall time out, and office time out). If a student needs to be removed from a situation and should be under direct supervision (i.e. not in the hallway) then the student may be sent to the office with a pass indicating that it is an office time out and the reason for the office time out. This may be used to provide the student and staff member neutral time that may be needed to deal with a problem calmly. The principal will have the student wait quietly until the referring staff member arrives to talk with the student.

SEVERE MISBEHAVIOR, OFFICE REFERRAL, AND SUSPENSIONS

Most misbehavior will be dealt with by discussion or mild consequences. However, four categories of severe misbehavior will result in the student being sent immediately to the office.

- a. Physically dangerous behavior: fighting, assault, physical intimidation Staff should firmly inform students to stop a physical altercation. If students do not respond, staff should use professional judgment to determine whether or not to intervene physically. Staff are not required to take action that could be physically dangerous. Another student should be sent immediately for assistance or intercom the office.
- b. Illegal acts
If a staff member is aware that a student has done or is doing something illegal, like smoking, vandalism, stealing, drug use or distribution, alcohol use, or other illegal acts, the staff member is obligated to refer the situation to the office. The principal must make all decisions regarding whether or not to contact any relevant authorities.

The school should be a safe place for all who attend. Illegal or physically dangerous behavior toward staff or other students makes the

school environment uncomfortable for those who work there. Students who are referred to the principal for these behaviors should be suspended from the peer environment for a period agreed upon by the principal and the referring teacher. This suspension may be in school or out of school and for varying lengths of time according to the severity of the misbehavior and past practice in the school district.

c. **Insubordinate behavior**

Insubordinate behavior is defined as the direct and immediate refusal to comply with a reasonable staff instruction within a specified period of time. This includes all staff members, not only teachers or administrators. A student forgetting homework and being mildly disruptive in class are not examples of insubordinate behavior. Refusal to stop or change behaviors is insubordination.

If students are insubordinate, they should be referred immediately to the office. If the student refuses to go to the office, the teacher will make no effort to coerce him/her, but simply inform the office of the chain of events. Insubordination is a serious breakdown of communications. When a student has been referred for insubordination, the principal will arrange a conference between the student and staff member involved. The administrator may or may not include parents in this conference. The purpose of the conference will be to set up a plan that will help the student communicate more responsibly in the future and to provide an opportunity for the student to apologize for the misbehavior.

d. **Chronic tardies, truancies, chronic disciplinary actions and chronic disrespectful behaviors are documented by disciplinary action forms.**

ALCOHOL, DRUGS, TOBACCO

Students are prohibited from possessing, using, distributing, manufacturing, purchasing, selling, or being under the influence of alcohol, controlled substances, marijuana, cannabis products, nicotine products, tobacco, e-cigarettes, vaping devices, look-alike substances, drug paraphernalia, or unauthorized prescription medications while on school property, at school-sponsored activities, or while representing the district.

Violations will result in disciplinary action up to and including suspension, expulsion, referral to law enforcement, and loss of extracurricular privileges in accordance with Board policy.

WEAPONS / DANGEROUS OBJECTS

Weapons are not allowed on school grounds or at school activities, with the exception of weapons in the control of law enforcement officials or those being used for education purposes and approved by the principal. Possession of weapons or dangerous objects will result in immediate removal from school and may result in expulsion from school. Law enforcement authorities will be notified.

CELL PHONE POLICY/ELECTRONIC DEVICES

It is important at Rudd-Rockford-Marble Rock Community Schools that we ensure that cell phone/electronic devices do not hinder our student educational practices. The student body will NOT be able to use their cell phone during the school day(8:30AM - 3:30PM) and will need to leave their phone in their bag in their lockers at all times:

1st Violation – The teacher will ask for the cell phone to be turned off and placed on their desk and the phone will be turned into the office. Parents will be notified. (Defiance of 1st violation will move student directly to 3rd Violation)

2nd Violation – Students will be sent to the office to turn into Principal and a meeting with parents will be made by the end of the school day to receive the phone back. Students will turn in the phone to the Principal every morning for 1 month.

3rd Violation – Students will lose privileges of having a cell phone / electric device for the rest of the school year. (Cell phones or electronic devices will have to be turned into Principal every morning.)

STUDENT ACTIVITIES

STUDENT ELECTIONS

Students who are voted upon by the student body must meet certain criteria to represent the students within the Rockford Senior High School. The events / offices that require these criteria are Homecoming, Student council, and class officers. The criteria are as follows:

1. Students must have a cumulative GPA of 2.5. The office will look at the cumulative grade point average of the student.
2. Students must maintain good conduct eligibility and/or academic eligibility.
3. Students must have participation in at least four school-sponsored activities in their high school career to be eligible for school elections. This includes elections for Homecoming, Student Council.

School contacts are:

Football, volleyball, basketball, wrestling, cheerleading, track, golf, softball, baseball, cross country, Model UN, Spanish Club, swing choir, jazz choir, choir, band, conference art shows, jazz band, NHS, FFA, student council, class officer, drama, speech, silver chord, Special Olympics, and annual.

Special Education students or students covered by Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504 plan.

STUDENT GOVERNMENT

The student council provides for student activities, serves as a training experience for student leaders, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

ACTIVITY TRANSPORTATION

All students are required to ride school transportation to and from school activities unless proper procedures have been followed which would allow the student to ride with a parent(s). Students are not eligible to participate in an out-of district activity if they do not ride with a parent or on school transportation.

The student's parent must personally inform the coach or person in charge of the activity or sign a form stating that the student is riding home with the parent. Coaches may also establish their own guidelines. A student may also ride with the parents to the activity if the student's parent has informed the coach/sponsor in advance. The parent is to inform the activity director/coach in person following the event. Students are permitted to ride to and from school activities with parents other than their own, if the above notification procedures have been followed.

ACTIVITY FREE NIGHT(Board Policy 508.2)

In order to provide the district youth with a night free from school activities, from September 1 to May 15 or the end of the school year, whichever comes first, Wednesday nights shall be free of student activities. No students are to be in the district's buildings nor are they to participate in any school sponsored or school related activities after 6:00 p.m. on Wednesday. The only exceptions to the above policy will be for activities such as homecoming, community pep meetings, prom setup, state sponsored events, rescheduled away multi-school events, rescheduled home multi-school events, etc.

STUDENT ACTIVITIES

This code has been developed for the purposes of establishing and maintaining a quality activity program at Rockford Junior/Senior High School. By adhering to the code, a sense of pride and self-discipline will evolve, which we feel will greatly aid our students in attaining future goals. The activity program is completely voluntary and participation in the programs should be considered to be a privilege.

One way citizens judge the RRMR School System is by the way participants in activity programs conduct themselves. Therefore, it is imperative that quality standards of conduct be established as part of our activity programs.

As representatives of Rockford Junior/Senior High School, participants are expected to conduct themselves properly when visiting other schools. Individual sponsors/coaches may request certain dress for activities, game days and trips. Also, sponsors/coaches may develop activity or team rules over and above listed in this booklet.

These rules are meant to encourage good school citizenship and to deter students from smoking and drinking alcohol. Flagrant violations of this policy may result in greater penalties.

EXTRACURRICULAR ELIGIBILITY REGULATION

Participation in extracurricular activities is a privilege that carries academic, behavioral, attendance, and citizenship expectations. Students are expected to represent Rudd-Rockford-Marble Rock Community School District in a positive manner and comply with all district policies, team or activity rules, and the standards established by the sponsoring organization.

Student eligibility for participation in extracurricular activities shall be determined in accordance with:

- District Board policies and administrative regulations;
- Iowa Code;
- The rules and bylaws of the **Iowa High School Athletic Association (IHSA)**;
- The **Iowa Girls High School Athletic Union (IGHSAU)**;
- The **Iowa High School Music Association (IHMA)**;
- The **Iowa High School Speech Association (IHSSA)**; and
- Any other governing organization that sanctions or regulates the activity.

Students participating in athletics, music, speech, academic competitions, and other sanctioned activities must meet all applicable academic, eligibility, conduct, residency, age, and participation requirements established by the district and the appropriate governing organization.

Questions regarding eligibility should be directed to the Activities Director or building principal. Current eligibility requirements and association rules are available through the Activities Office and on the respective governing organizations' websites.

The district reserves the right to impose disciplinary or eligibility consequences that are separate from, and in addition to, any action taken by a governing organization.

MULTIPLE ACTIVITY SEASON STUDENT

Rudd-Rockford-Marble Rock students will allow students to partake in multiple activities during a season. Instances such as but not limited to cheerleading & volleyball, football and cross country, etc. Though administration realizes a lot of time will go into being a multi-activity season student, some guidelines need to be met before it is approved by administration to have a multi-activity season student. Those guidelines are:

- . 1) The student involved will need to write a letter to administration citing wanting to be involved in multiple activities during season and specify what those activities are.
- . 2) A meeting will need to be set up (2 weeks in advance of 1st practice date) with both Coaches involved to decide if it is possible for the student athlete to take part in multiple activities. (Coaches discretion)
- . 3) If student is deemed to be able to participate in both activities:

- a) Student will have to determine which activity is priority #1. (This means if there is a conflict where events are on the same day. Student will go to priority #1 event and will not make the other event)
- b) Practice Schedules will need to be worked out so student can make as many practices for both activities that they can.

4) Student-Athletes need to be in good academic standing.

- a) If said student has not followed any of the above guidelines, that student will not be allowed to participate in multiple activities.
- b) No student will be allowed in the middle of season to be able to decide to be a multiple activity student.

STUDENT DISCIPLINE AND CONDUCT LAWS

The State of Iowa requires all school districts to include certain student discipline and conduct laws in their handbooks. These laws are designed to ensure that schools remain safe and respectful learning environments. The following sections summarize **Iowa Code § 279.65A** and **§ 279.66**, which guide how the district responds to threats, incidents of violence, and overall student behavior expectations. These standards are meant to protect our students, staff, and community, while also helping students grow into responsible and respectful citizens

Discipline of Students Who Make Threats or Cause Incidents of Violence (Iowa Code § 279.65A)

In accordance with Iowa Code § 279.65A, any student who makes a threat of violence, engages in threatening behavior, or causes an incident of violence that results in bodily injury or property damage shall be subject to disciplinary action.

- Threats include oral, written, electronic, or symbolic statements or acts that cause a reasonable fear of harm.
- All reported threats will be promptly investigated.
- Consequences may include suspension, expulsion, referral to law enforcement, or other disciplinary measures deemed appropriate.
- Students with disabilities will be disciplined in accordance with federal and state laws.
- Parents/guardians will be notified, and due process procedures will be followed.

Student Conduct Standards (Iowa Code § 279.66)

In accordance with Iowa Code § 279.66, the Rudd-Rockford-Marble Rock Community School District establishes and publishes standards of conduct to ensure a safe, respectful, and productive learning environment.

- Students are expected to act as good citizens, respecting the rights, safety, and property of others.
- Standards apply on school grounds, in school vehicles, at school activities, and off-campus when conduct impacts the school environment.
- Inappropriate conduct that disrupts learning, threatens safety, or violates the rights of others will not be tolerated.
- Disciplinary consequences may include detention, suspension, expulsion, loss of extracurricular eligibility, or other actions deemed appropriate.
- These standards are intended to promote student growth, responsibility, and accountability.

GOOD CONDUCT RULE

To retain eligibility for participation in Rockford Senior High School extracurricular and co-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- a student who admits to, or is observed by law enforcement, or is observed by a school employee, or is found guilty by a court will be considered to be in violation of the good conduct code;
- "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to the contraband [e.g., alcohol or other drugs]).
- possession, use, or purchase of tobacco products, **e-cigarette or look-a-like substances** regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct!

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

Penalties

Any student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

First Offense Within the Student's Junior or High School Career - Six (6) weeks of ineligibility and a minimum of 10 hours of community service.

Second Offense Within the Student's Junior or High School Career - Twelve (12) weeks of ineligibility and a minimum of 10 hours of community service.

Third or More Offense Within the Student's Junior or High School Career - Twelve (12) calendar months of ineligibility and a minimum of 20 hours of community service.

1. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and if not completed during the current activity, it is begun or carried over to the time the student seeks to go out for the next activity or contest.
2. If the student is not engaged in a current activity the ineligibility will begin on the first playing date of the next season. These dates are determined on a yearly basis by the IHSAA and the IGHSAA.
3. If a student does not finish the penalty during the current season it will carry over to the next season.
4. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
5. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.
6. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.
7. If a student violated the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
8. Ineligibility will be accumulated in grades 7th and 8th and in grades 9 through 12. A student leaving the 8th grade will start new in 9th grade. A student will be considered a 9th grader for this purpose the minute school is dismissed on the last day of school.

Community service hours must be approved by the administration and completed prior to reinstatement.

REDUCTION IN PENALTY

1. **Evaluation and Treatment:** A student who has a first or second violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the superintendent or designee regarding recommendations for treatment or follow up care, the student's penalty for the first violation may be reduced by up to three (3) weeks or (6) weeks for a second violation. The ten hours of community service will also be required. This reduction is not available for the third violation.
2. **Admission Prior to Determination:** If a student comes forward within 4 days of said incidence, to a coach, administrator, or activity sponsor to admit (self-report) a violation to the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced by up to two (2) weeks for a first violation, three (3) weeks for a second violation, or three (3) months for a third violation within the student's high school career. The hours of community service will also be required.

Items 1. and 2. of this section may not be combined.

3. A student who has been found to have violated one or both of the provisions described above prohibiting conduct that would be grounds for arrest or citation, or conduct that is grossly inappropriate or offensive, you may seek to reduce the penalty by entering into a Behavior Agreement. The agreement shall be in writing and shall include, but not be limited to, an oral apology for the student's behavior to affected parties, restitution where appropriate, and a presentation before students in the elementary and middle schools regarding the inappropriateness of the student's behavior. The degree of reduction of the penalty in such situations shall rest with the administrator, but in no event shall the reduction exceed one-third of the penalty. The hours of community service will also be required.

Violation Occurring During Ineligibility:

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a 4 1/2 week period is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, then the Good Conduct penalty attaches. Example: A student violated the Good Conduct Rule and is ruled ineligible for six weeks. While ineligible, the student again violated the rule. The second penalty attaches when the first penalty is completed.

Academic Consequences:

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

Activities Committee:

The principal shall conduct an informal investigation into the allegations against the student prior to submission to the Activities Committee. The Activities Committee shall be composed of principal, athletic director, and a minimum of two staff members. The Activities Committee will review each case of ineligibility and render a decision as to the eligibility of the student involved. The committee's decision may be appealed to the superintendent or designee. The investigation and decision must be made within three days after awareness of the allegation.

Appeals:

Any student who is found by the Activities Committee to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent or designee within 3 days of being advised of the violation. The student will remain ineligible during any appeal period. At the conclusion of the review, the superintendent or designee shall affirm, reverse, or modify the school administrator's decision.

If the student is dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary. A special meeting of the board will be scheduled in a timely manner after the board secretary receives the written appeal. The review by the board will be in closed session unless the student's parent(s) (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: The student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the handbook rule or board policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the

ineligibility period and violation deleted from the student's record.

PARTICIPATION / ATTENDANCE--PRACTICES

- A. Students are required to attend all practices and games or activities in which they are a part, unless specifically excused. Students must be in attendance one-half day to be eligible to participate in an activity or practice. Exceptions are funerals, doctor, dental appointments, and family activities/vacations or authorized school activities.
- B. When school is canceled or dismissed early because of weather or other emergencies, activities may be canceled or modified at the discretion of the superintendent or designee.
- C. A student shall inform the coach or director, in advance, the reason for his need to be absent as a condition of being excused. Prior notice is not necessary in the event of a sudden illness or an emergency. Unexcused absence from an activity may result in ineligibility from the activity for two weeks or detention.
- D. No practices shall be held on Wednesday after 6:00 p.m. unless permission from the superintendent is obtained in advance. Sunday and holiday practices are prohibited unless special permission is granted by the building principal, athletic director or superintendent of schools. No student will be required to attend or be penalized for not attending a Sunday or holiday practice.

CO-CURRICULAR CONFLICTS

In case of a conflict between two activities, state level events or competitions take precedence over conference events. Conference events have priority over local events. A performance/competition has priority over a practice. The following guidelines have been developed to avoid conflicts with activity practices/sports practice scheduling.

- 1. Jazz band/swing choir have priority before 8:00 a.m.
- 2. If other activities such as weight training are scheduled prior to 8:00 a.m. swing choir/jazz band students will not be allowed to attend.
- 3. Club/organization meetings scheduled between 8:00 a.m. and 8:30 a.m. have priority.
- 4. Athletic activities practice has priority between 3:30 and 6:00 p.m.
- 5. All coaches and directors should schedule all calendar events on the first of the month.

The above guidelines establish priorities for certain times of the day. The purpose is to allow all clubs/activities to have a priority time during the day for practices/rehearsals. We encourage activity sponsors to continue to work together so that we may schedule more than one activity at the same time.

TRAINING RULES

Coaches and directors of activities may establish and enforce rules for the activity they coach. Such rules shall be written, approved by the superintendent, and given to each participant, their parents and the athletic director. All participants are to adhere to the rules prescribed by the coach. Deviation from the rules may result in ineligibility or dismissal from the activity.

INSURANCE / PHYSICAL EXAM

Students cannot participate in athletics (grades 7-12) unless they have a current physical examination and a signed insurance waiver form on file with the athletic director.

JUNIOR HIGH PARTICIPATION IN ATHLETICS

The philosophy of our junior high athletic program is to allow all students to participate as much as possible in all games. The coach is also expected to try and win each game. The coach has to make the decision as to which athletes participate. Consequently, game situations may preclude some students from participating in a particular game or limit the amount of time played.

We will attempt to schedule as many seventh and eighth grade games as possible to allow for maximum participation by students. We will also attempt to schedule "fifth quarter" during half time to have further opportunities for participation.

Playing time is not guaranteed and remains at the discretion of the coach based on team needs, effort, attendance, safety, and sportsmanship.

DANCES

Dances will be scheduled by various groups during the course of the school year. To promote a safe and healthy environment for everyone, the use or possession of alcohol, tobacco, nicotine products (including e-cigarettes and vaping devices), illegal drugs, and other prohibited substances is prohibited on school property and at all school-sponsored activities. These expectations apply to students and their guests.

All students in grades 9-12 may attend high school dances. RRMR students may bring a guest if approved by the office in advance. NO Junior High Students will be allowed in high school dances.

Only students in grades 7-8 may attend junior high dances. Junior high dances are for RRMR Junior High Students only. NO Guests will be ALLOWED, except in the Spring dance when 6th graders are invited.

ACTIVITIES AND ADMISSION

Admission prices and activity pass information are published annually by the Activities Office and are available on the district website.

At this time the Beth Reinhart Grant is allowing all students who come to sporting events is FREE of charge. This is only for RRMR home events. If your child is going to an away game they will have to pay admission.

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The Rudd-Rockford-Marble Rock Community School District is committed to maintaining a learning and working environment that is free from discrimination, harassment, bullying, and retaliation. The district prohibits discrimination or harassment on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, or any other protected characteristic as provided by law.

Harassment or bullying by students, employees, volunteers, or third parties is prohibited on school property, at school-sponsored activities, and in circumstances that substantially disrupt the educational environment.

The district also prohibits retaliation against any individual who reports discrimination, harassment, bullying, or participates in an investigation.

Reporting Concerns

Students, parents/guardians, employees, or members of the public who believe they have experienced or witnessed discrimination, harassment, bullying, or retaliation are encouraged to report the concern promptly to a teacher, counselor, building administrator, or the appropriate district compliance official.

Reports will be investigated promptly, thoroughly, and impartially in accordance with district policy and applicable state and federal law. Confidentiality will be maintained to the extent permitted by law.

Title IX

The district complies with **Title IX of the Education Amendments of 1972**, which prohibits discrimination on the basis of sex in educational programs and activities receiving federal financial assistance.

Questions regarding Title IX or reports of sex discrimination or sexual harassment may be directed to the district's **Title IX Coordinator**. Current contact information for the Title IX Coordinator is available on the district website and in the district's annual Notice of Nondiscrimination.

Complaint Procedure

Complaints alleging discrimination, harassment, bullying, or retaliation shall be processed in accordance with applicable district Board policies and administrative regulations.

Individuals may contact the district's:

- **Level I Investigator** (contact information available on the district website and in the district's annual Notice of Nondiscrimination);
or
- **Title IX Coordinator**, when the complaint involves alleged sex discrimination or sexual harassment covered by Title IX.

Mandatory Reporting

District employees who are mandatory reporters under Iowa law are required to report suspected child abuse as required by Iowa Code Chapter 232. Reports made under Iowa's mandatory reporting law are separate from, and may occur in addition to, reports made under the district's discrimination, harassment, or bullying procedures.

Board Policies

Additional information regarding student conduct, harassment, bullying, discrimination, Title IX, and complaint procedures may be found in the applicable Board policies, administrative regulations, and annual notices adopted by the Board of Education.

TRANSFERS IN/OUT OF THE DISTRICT

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. The parent must provide the district with the address of the former school of attendance where the student's grade level and a copy of the student's permanent records may be obtained. If the parent is unable to provide proof of the student's grade level or permanent records, the principal will make the grade level determination.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch account balance, etc. No refunds will be made until all fees or fines have been paid.

OPEN ENROLLMENT

Parents who wish to transfer their child out of the district under open enrollment may pick up appropriate forms in the office of the superintendent. Parents and guardians are required to send formal notification, on forms prescribed by the Department of Education, to the district of residence of their intent to enroll a child in another PUBLIC school district.

House File (HF) 2589 eliminates the March 1 deadline for open enrollment. This change allows parents/guardians to apply for open enrollment at any time without the need for good cause. The receiving district may deny an open enrollment request if one of the following applies:

- The application violates the district's insufficient classroom space policy,
- The district does not have the appropriate special education program,
- The application would adversely affect the district's implementation of a court-ordered desegregation plan, or
- The student has been expelled or suspended.

If a parent/guardian moves and wishes for their student to continue at the original resident district under open enrollment (often known as the "continuation rule"), requests cannot be denied due to insufficient classroom space policies.

In most cases, the parent/guardian is responsible for transporting the pupil without reimbursement to and from a point on a regular school bus route of the receiving school district.

A request under this law is for a period of not less than one year. A student who attends a grade in grades ten through twelve in a school district other than the district of residence is not eligible to participate in interscholastic athletic contests and athletic competition during the first ninety days of enrollment.

If a child, for which a request to transfer has been filed with the district of residence, has been suspended or expelled in the district of residence, the receiving district named in the request may refuse the request to transfer until the child has been reinstated in the district of residence.

FREEDOM OF EXPRESSION

Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school sponsored and whether review or prohibition of the student's speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that are not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to disciplinary measures. Employees shall be responsible for insuring student's expression is in keeping with this policy.

HUMAN GROWTH AND DEVELOPMENT

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have the child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse the child from human growth and development instruction.

STUDENT COMPLAINTS

Students may file a complaint regarding school district policies, rules and regulations or other matters by discussing the complaint with the school employee involved. If unsatisfied with the employee's response the student should talk with the principal concerning the complaint. If the student is unsatisfied with the principal's response the student should talk with the superintendent about the complaint. If unsatisfied with the superintendent's response students may request to speak to the board of education. The board determines whether it will address the complaint.

HARASSMENT/BULLYING/DISCRIMINATION

The Rudd-Rockford-Marble Rock Community School District is committed to providing a safe, respectful, inclusive, and welcoming learning environment for all students. The district prohibits discrimination, harassment, bullying, cyberbullying, hazing, and retaliation that interfere with a student's educational opportunities or disrupt the educational environment.

These expectations apply to conduct occurring on school property, during school-sponsored activities, while using district technology, on school transportation, and to off-campus conduct that substantially disrupts the school environment or interferes with the rights of students or staff.

Prohibited Conduct

The district prohibits conduct including, but not limited to:

- Bullying or intimidation.
- Cyberbullying through electronic communication, social media, text messages, email, websites, or other digital platforms.
- Verbal, physical, written, or visual harassment.
- Sexual harassment or other forms of sex discrimination prohibited by Title IX.
- Discrimination based on membership in a protected class.
- Hazing or initiation activities that endanger or humiliate another person.
- Threats, intimidation, coercion, or acts of violence.
- Retaliation against any individual who reports concerns or participates in an investigation.

Protected Classes

The district prohibits discrimination and harassment based on race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, gender identity, socioeconomic status, or any other characteristic protected by federal or Iowa law.

Bullying and Cyberbullying

Bullying is repeated conduct that creates a real or perceived imbalance of power and substantially interferes with a student's educational opportunities or ability to participate in school activities.

Cyberbullying includes the use of technology or electronic communication to threaten, intimidate, embarrass, harass, or harm another individual. This includes conduct occurring through social media, text messages, email, online gaming, websites, photographs, videos, or other electronic means.

Students should remember that electronic communications made off campus may still result in school discipline when the conduct substantially disrupts the educational environment or infringes upon the rights of others.

Sexual Harassment and Title IX

The district complies with **Title IX of the Education Amendments of 1972**, which prohibits discrimination on the basis of sex in educational programs and activities receiving federal financial assistance.

Reports involving alleged sex discrimination or sexual harassment will be addressed in accordance with applicable federal regulations, Board policy, and district procedures.

Questions regarding Title IX may be directed to the district's **Title IX Coordinator**, whose current contact information is available on the district website and in the district's annual Notice of Nondiscrimination.

Reporting Concerns

Students are encouraged to report incidents of bullying, harassment, discrimination, retaliation, or other inappropriate conduct as soon as possible.

Reports may be made to:

- A teacher;
- A counselor;
- A coach or activity sponsor;
- A building administrator;
- The Superintendent; or
- The district's **Level I Investigator** or **Title IX Coordinator**, as appropriate.

A student may also report concerns through a parent, guardian, or other trusted adult.

Investigation

All reports will be reviewed promptly and investigated in accordance with district policy and applicable law.

The district will make reasonable efforts to:

- Conduct a prompt, thorough, and impartial investigation.
- Take appropriate steps to stop prohibited conduct.
- Prevent recurrence.
- Address the effects on individuals and the school environment.

The district will maintain confidentiality to the greatest extent possible while conducting a fair and thorough investigation and complying with applicable law.

Retaliation

Retaliation against any person who reports a concern, files a complaint, serves as a witness, or participates in an investigation is strictly prohibited.

Any individual who engages in retaliation may be subject to disciplinary action.

False Reports

Knowingly making a false report or intentionally providing false information during an investigation is prohibited and may result in disciplinary action. However, a report made in good faith will not result in disciplinary action simply because an investigation does not substantiate the allegation.

Consequences

Students who violate this policy may be subject to disciplinary action consistent with the Student Code of Conduct, up to and including suspension, expulsion, loss of privileges, referral to law enforcement when appropriate, and other consequences permitted by law and Board policy.

Board Policies

Additional information regarding harassment, bullying, discrimination, Title IX, complaint procedures, and student conduct is available in the district's Board policies, administrative regulations, and annual Notice of Nondiscrimination. Current contact information for the **Level I Investigator, Title IX Coordinator**, and other compliance officials is available on the district website.

STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school owned and/or school operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. 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.

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

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidation, offensive or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

verbal or written harassment or abuse;

- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

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:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- student conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment

Harassment as set forth above may include, but is not limited to the following:

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

Harassment 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.

Students who feel that they have been harassed should:

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

Complaint Procedure

A student who believes that the student has been harassed shall notify the office. The designated investigator may request that the student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

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

Investigation Procedure

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

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

Resolution of the Complaint

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of the appropriate next step that may include discipline up to and including suspension and expulsion.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal shall file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation.

Points to Remember in the Investigation

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

REPORTING SEXUAL HARASSMENT

Students or parents wishing to report sexual harassment or sex discrimination should contact the District Title IX Coordinator. Contact information is available on the district website and in the district's annual nondiscrimination notice. Any person wishing to report alleged sexual harassment should report the incident to the high school secretary or to Northern Trails Area Education Agency - 1-800-392-6640.

CHILD ABUSE

Iowa Code 290.17 requires that schools must notify students, parents, and/or guardians of the procedures to be followed when there is reason to suspect abuse of their child by any school employee. Students/parents/guardians wishing to request an investigation of suspected child abuse by a school district employee should call AEA 267- 800/392-6640- Level 1 or Floyd County Sheriff's Office @ 641-228-1821- Level 2.

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Generally, persons other than parents and school district officials and employees may, not interview students, during the school day. Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant. The district will comply with Iowa law regarding child abuse investigations and law enforcement interviews.

SEARCH AND SEIZURE

Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated board policies, school rules or the law.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - (a) Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
 - (b) A more intrusive search, short of a strip search, of the student's person is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Locker Searches

1. Maintenance Searches: Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. School officials may conduct general maintenance inspections, with at least twenty-four hours notice to the student, without the student's consent, and without a search warrant. School officials shall confiscate any contraband discovered, during such searches.
2. Non-maintenance Searches: The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness when feasible.

AUTOMOBILE SEARCHES

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

Searches shall be reasonable in scope and conducted in accordance with Board policy and applicable law.

WEAPONS

The Rudd-Rockford-Marble Rock Community School District is committed to providing a safe and secure learning environment. Students are prohibited from possessing, using, transmitting, threatening to use, or bringing a weapon or dangerous object onto school property, in school vehicles, at school-sponsored activities, or at any event under the jurisdiction of the school district.

For purposes of this handbook, a **weapon or dangerous object** includes, but is not limited to:

- Firearms of any type, whether loaded or unloaded.
- Handguns, rifles, shotguns, or other firearms as defined by law.
- Knives of any kind, including pocketknives, hunting knives, switchblades, box cutters, or other cutting instruments.
- BB guns, pellet guns, airsoft guns, paintball guns, or similar devices.
- Tasers, stun guns, or other electronic incapacitation devices.
- Pepper spray, mace, or other chemical irritants not authorized by the district.
- Ammunition or firearm components.
- Explosives, fireworks, incendiary devices, or explosive materials.
- Brass knuckles, clubs, martial arts weapons, bows and arrows, slingshots, or other objects capable of causing bodily injury.
- Replica, toy, imitation, or look-alike firearms or weapons that could reasonably be mistaken for a real weapon or used to intimidate, threaten, or disrupt the school environment.
- Any object that is used, or intended to be used, to threaten, intimidate, or inflict bodily harm.

Students who become aware of a weapon or dangerous object on school property or at a school-sponsored activity shall immediately report the concern to a teacher, coach, sponsor, administrator, or other school employee.

Possession or use of a weapon or dangerous object is a serious violation of district policy and may result in disciplinary action, including suspension or expulsion, referral to law enforcement, and any other consequences permitted by federal and state law and Board policy.

The district will administer this policy in accordance with Iowa law, the federal Gun-Free Schools Act, and applicable Board policies. Nothing in this section limits the district's authority to impose discipline for conduct involving dangerous objects that threaten the safety, security, or orderly operation of the school, even if the object is not specifically identified above.

RRMR SENIOR RELEASE

A percentage of those who continue their formal education or who enter the world of work are unsuccessful because of inadequate preparation, self-discipline for the decision-making process, and the inability to deal with freedom. Some secondary schools are taking steps to bridge the gap between high school, college, and employment by providing greater opportunities for independence. Since there are noticeable differences in maturity among high school youth, we would like to offer qualified RRM Senior students certain privileges. These students are rapidly approaching graduation and should be given experiences which will aid them in adjusting to college and life. We have reached agreement on the following assumptions, criteria, and procedures.

Assumptions:

1. That self-supervision implies the earning of increased freedom, for at least part of the senior class.
2. That to earn freedom, a student must have a well developed sense of individual responsibility.
3. That those students who consistently demonstrate self-discipline in both academic and emotional citizenship have earned, and ought to be given, the right to more freedom than is usually available within the framework of the conventional school day.
4. That an increase of freedom for a qualified student is a profitable experience for future life.

Criteria:

1. Achieve at least a 2.30 grade point average the previous quarter.
2. Achieve at least an average of 41% proficiency or above on ITED scores in grades 9,10,11 that we test. This accumulates over the students' career.
3. Do not have an unexcused absence the previous quarter nor the current quarter.
4. Was not referred to the principal for disciplinary reasons neither the previous quarter nor the current quarter.
5. Students must be academically eligible according to the Academic Eligibility guidelines in the Student Handbook.

Procedures:

1. File a completed application with the principal. Applications are available in the principal's office.
2. Students must sign in at the office when arriving at school or sign out at the office when leaving school.
3. A student approved to be on this program will be excused from being on the campus before his/her scheduled first class of the day or immediately after his/her last class of the day. Students must be in school 6 out of 8 periods per school day.
4. If a student wishes to report to school early, he/she is to report to the study hall. If a student wishes to stay on campus after his/her last class, he/she is to report to study hall and remain there until that class period or the school day is over. A student in the program should not be on school grounds during their release time unless they are with a teacher.
5. Any staff member who feels a participating student has not fulfilled the responsibilities of the program will advise the principal and the student may be removed from the program.
6. Parents may remove their son or daughter from the program at any time.
7. The privilege of being in this program may be revoked by the administration when any part of this policy is violated. The revocation period will be nine (9) calendar weeks.

INTERNET - APPROPRIATE USE REGULATION

The Rudd-Rockford-Marble Rock Community School District provides students with access to technology resources, including district-issued devices, Internet access, digital learning platforms, software applications, and network services to support teaching, learning, communication, creativity, and responsible digital citizenship.

Access to district technology resources is a privilege, not a right. Students are expected to use all technology resources responsibly, ethically, legally, and in accordance with district policies.

District-Issued Devices

Students may be assigned a Chromebook or other district-owned device for educational purposes. Students are responsible for the proper care and security of district-issued equipment.

Students are expected to:

- Bring their charged device to school each day when required.
- Protect devices from damage, theft, and loss.
- Report lost, stolen, or damaged devices immediately.
- Return all district-issued equipment, chargers, and accessories upon request or when leaving the district.

Students and parents/guardians may be financially responsible for damage or loss resulting from intentional misuse, negligence, or failure to return district property.

Appropriate Technology Use

District technology resources are intended primarily for educational purposes.

Students are expected to:

- Support classroom learning and educational activities.
- Use technology in a respectful, responsible, and ethical manner.
- Protect usernames, passwords, and personal information.
- Respect the privacy and intellectual property rights of others.
- Follow teacher directions regarding technology use.

- Comply with copyright laws, software licensing agreements, and district policies.

Students shall not:

- Access, create, possess, or distribute inappropriate, obscene, threatening, discriminatory, or unlawful material.
- Attempt to bypass district Internet filters, security systems, or monitoring software.
- Access another person's account or share passwords.
- Download, install, or use unauthorized software or applications.
- Damage or interfere with district technology systems or networks.
- Use district technology for commercial, illegal, or non-school purposes that interfere with learning.

Artificial Intelligence (AI)

Artificial intelligence (AI) tools may support learning when used appropriately and with teacher permission.

Unless specifically authorized by the teacher, students shall not:

- Submit AI-generated work as their own.
- Use AI to complete assignments, assessments, or projects without permission.
- Use AI to create deceptive, harmful, or inappropriate content.

Students remain responsible for all work submitted for academic credit. Unauthorized AI use may be considered academic dishonesty.

Digital Citizenship

Students are expected to be responsible digital citizens by:

- Treating others with courtesy and respect.
- Communicating appropriately online.
- Protecting personal and confidential information.
- Respecting copyright and intellectual property.
- Using technology to contribute positively to the school community.

Cyberbullying

Cyberbullying is prohibited.

Students shall not use district or personal technology to threaten, harass, intimidate, embarrass, impersonate, or bully another individual.

Cyberbullying occurring off campus may result in school disciplinary action when it substantially disrupts the educational environment or interferes with the rights or safety of students or staff.

Internet Safety

The district complies with the Children's Internet Protection Act (CIPA) by utilizing Internet filtering and monitoring systems designed to protect students from harmful online content.

Students should:

- Protect personal information.
- Never share passwords.
- Report inappropriate online content or suspicious activity to a school employee.
- Exercise caution when communicating online.

No filtering system is completely effective. Parents and guardians are encouraged to discuss safe and responsible Internet use with their children.

Student Privacy

The district protects student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and other applicable laws.

Students shall not access confidential information belonging to another student, employee, or the district without authorization.

Monitoring of Technology

Students should have no expectation of privacy when using district-owned devices, district accounts, district email, district networks, or Internet services provided by the school.

The district reserves the right to monitor, access, review, and retain files, Internet history, emails, cloud storage, electronic communications, and other information created, transmitted, or stored using district technology resources, as permitted by law and Board policy.

Consequences for Misuse

Violations of this policy may result in one or more of the following:

- Loss or restriction of technology privileges.
- Parent/guardian notification.
- Restitution for damaged or lost equipment.
- School disciplinary action.
- Academic consequences for academic dishonesty.
- Suspension or expulsion, when appropriate.
- Referral to law enforcement when required by law.

Students and parents/guardians may be required to sign the district's Technology Acceptable Use Agreement before technology access is granted.

IHSMA CONSTITUTION AMENDMENT

Students participating in Iowa High School Music Association (IHSMA) events must meet all eligibility requirements established by the IHSMA, RRMR Board of Education, and district policies. Current eligibility rules are available at www.ihsma.org.

IAHSAA SPORTS RULES

Students participating in interscholastic athletics must comply with all eligibility requirements established by the Iowa High School Athletic Association (IHSAA), Iowa Girls High School Athletic Union (IGHSAU), the RRMR Board of Education, and district policies. Current eligibility rules are available at www.iahsaa.org and www.ighsau.org.

ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. A certified asbestos inspector as required by AHERA has inspected the school district facilities. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

The Asbestos Management Plan is available for public inspection during regular business hours in the district office.

STUDENT EDUCATIONAL RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of receipt of the request.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate. They should write the school principal and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the district decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff law enforcement unit personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW,
Washington, DC, 20202-4605
or visit their website at: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for more information.

SCHOOL FEES

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact Christina Schlader at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

STUDENT PUBLICATIONS

Student journalists are encouraged to exercise responsible freedom of expression consistent with the educational mission of the district. Student expression in official school publications does not necessarily reflect the views of the Board of Education, district employees, or administration.

Students are expected to follow copyright laws, cite sources appropriately, and comply with district academic integrity expectations, including the appropriate use of artificial intelligence (AI) tools.

IOWA VOCATIONAL REHABILITATION SERVICES (IVRS)

Iowa Vocational Rehabilitation Services (IVRS) partners with schools to provide services for individuals who experience a disability. Your child may be eligible for IVRS services during high school, even if they are not eligible for special education services. For more information on services available through IVRS, contact the IVRS Mason City Area Office at (641) 422-1551. If you would like IVRS to have access to your child's educational records to assist with assessing their eligibility for IVRS services, please contact Rudd-Rockford-Marble Rock CSD about the necessary consent forms.

NOTIFICATION OF NONDISCRIMINATION POLICY STATEMENT

The Rudd-Rockford-Marble Rock School District offers career and technical programs in the following service areas:

Agriculture Education
Business Education
Family and Consumer Science
Industrial Arts

It is the policy of the Rudd-Rockford-Marble Rock School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Nick Johnson, 1460 210th St., Rockford, IA, 50468, (641) 756-3813, njohnson@rockford.k12.ia.us.