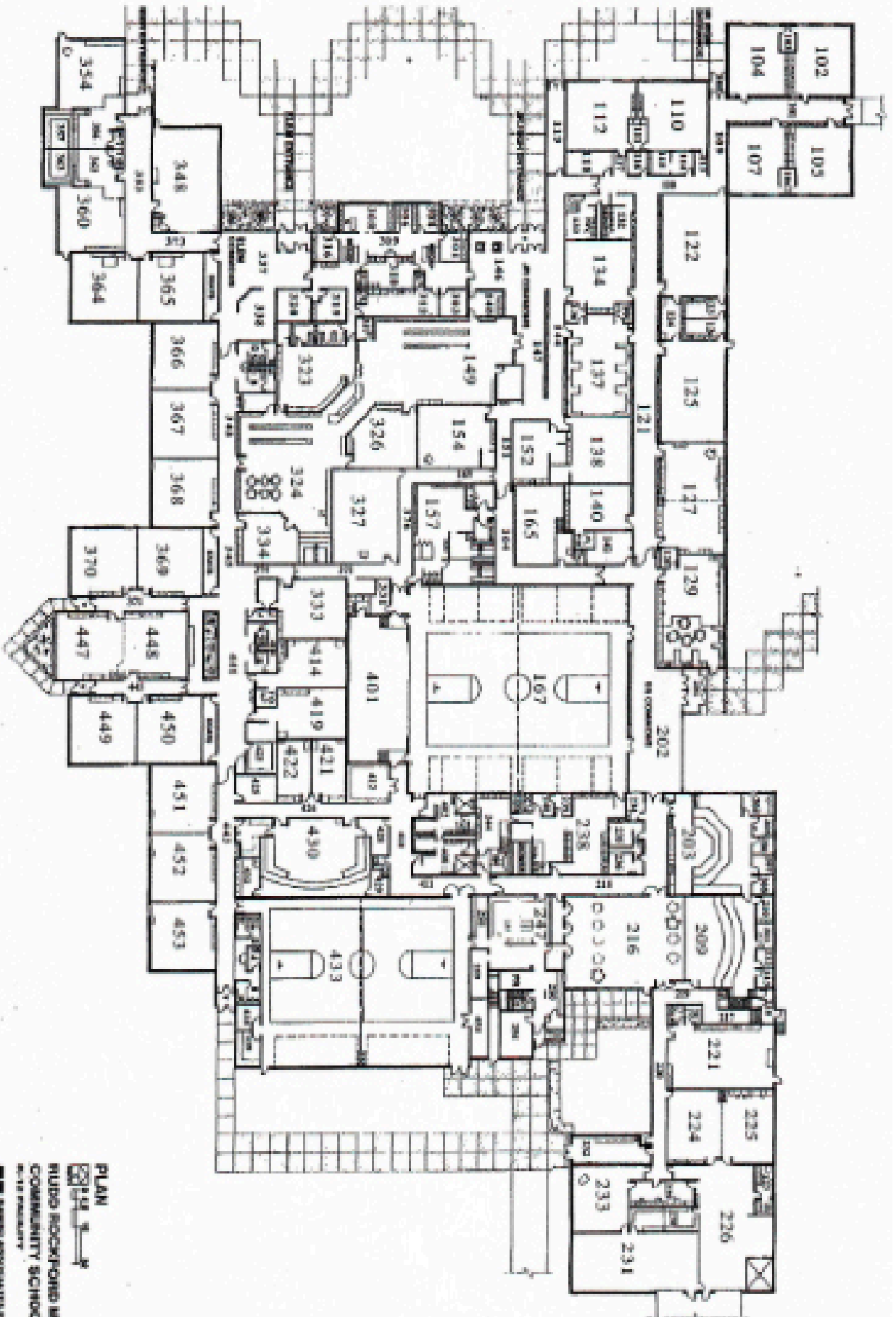


***ROCKFORD SENIOR
AND
JUNIOR HIGH SCHOOL***



**Student Handbook
Grades 7-12
2025 - 2026**



PLAN
 RUDO ROCK-OND B.A.
 COMMUNITY SCHOOL
 NO. 12 FLOOR PLAN
 SUNSHINE ASSOCIATES INC.

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

August 1, 2025

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 RRMR 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. Ken Kasper.....	Superintendent
Mr. Nick Johnson.....	7-12 Principal
Mrs. Makaela Hoffman.....	Curriculum Director
Mrs. Holly Fischer.....	Business Manager
Mrs. Taylor Marzen.....	Human Resource

Faculty

Mr. Brian Johnson	Social Studies & Athletic Director	Room #112
Mr. Addy Carlson	Math	Room #104
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
Mrs. Jen Schmitt	Agricultural Education / JH Science	Room #233
Mrs. Carmen Staudt	Business Education	Room #127
Mrs. Christina Schlader	Secondary School Secretary	Office
Mrs. Jana Osmonson	English	Room #102
Mr. Nick Johnson	Principal	Room #301
Ms. Kennedy Maske	K-12 Art	Room #221
Mr. Tyler Johnson	Special Education	Room #138
Mrs. Elizabeth Vonhagen	Special Education	Room #140
Mr. Clay Shultz	Physical Education	Room #238
Ms. Ashley McLaughlin	Vocal Music	Room #209
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
Mr. Cole Hobza	Instrumental Music	Room #203
Mrs. Pam Erbe-Lines	Media Specialist	Room #149

Support Services

Mrs. Dawn Schuster.....	Special Education Associate
Mr. Robert Putney.....	Special Education Associate
Mr. Jon Funte.....	Special Education Associate
Ms. Angie Engels.....	Special Education Associate
Mr. Dustin Servantez.....	Special Education Associate
Mrs. Nicole Fox.....	Media Center
Mrs. Robin Fischer.....	Health Associate
Mr. Kevin Friedman.....	Buildings and Grounds Director
Mr. Keith Crowe.....	Custodian
Mr. Mike Grady.....	Custodian
Ms. Marsha Carroll.....	Food Service Director
Ms. Kelsey Bayim.....	Food Service
Ms. Dawn Pizano.....	Food Service
Ms. Jessica Shultz.....	Food Service
Mrs. Wendy Coyle.....	Food Service
Ms. Autumn Walker.....	Food Service
Ms. Autumn Walker.....	Food Service
Mr. Colter Ginther.....	Bus Driver
Mr. Shawn Uker.....	Bus Driver
Mr. Robert Putney.....	Bus Driver
Mr.	Bus Driver
Mr. Jon Funte.....	Transportation Director/Bus Driver

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.

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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%

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 and Sociology/Psychology
Personal Finance	1 credit	During 11th or 12th grade
P.E.	4 credits	
Health	1 credit	
Electives	16 credits	

GRADUATION

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

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. It shall be within the sole discretion of the board to retain students in their current grade level.

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. It shall be within the sole discretion of the board to retain students in their current grade level and to deny promotion to a student.

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. 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.

GUIDANCE 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 with adequate credits, if on senior release, 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.

EARLY GRADUATION

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. The student will not be eligible to participate in curricular or extra-curricular activities sponsored by the school. However, the student who graduates early may participate in prom and commencement exercises.

RRMR students shall be awarded the diploma upon completion of all graduation requirements. If a student intends to graduate early, he/she must present a letter to the Board of Education prior to December 1 of the school year for early graduation. Final approval rests with the board.

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.

NIACC TECH SCHOOL

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
Climate Control Technology	Medical Assistant
Electronics Technology	

TAG 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
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HOMEWORK

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

MAKE-UP WORK DUE TO SUSPENSION

All homework missed due to suspension from class or school is due upon return to the classroom. All work not turned in may result in a zero grade except for good cause such as an incapacitating illness. All tests missed during suspension may be made up. The type of make-up test will be determined by the teacher. The test time will also be determined by the teacher.

MAKE-UP WORK DUE TO ABSENCE

It is impossible to make up all work missed due to absence or suspension from school since student interaction, discussion and laboratory experiments cannot be replicated. A student will be allowed to make up all possible classroom work when an absence has been excused, however, the absence will be reflected in the student grade since the total educational experience cannot be "made up". One day is allowed to make up work for each day of excused absence. Make up work may be done during the school day or after regular school hours.

CHEATING

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying other's work, copying from other sources or similar cheating is not tolerated. Using works from artificial intelligence is not the student's work. Cite your work appropriately. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit and use of media center or computer.

STUDENT PROGRESS REPORTS AND CONFERENCES

Students shall receive a progress report at the end of each nine-week grading period. Students, who are doing poorly, and their parents, shall be notified prior to the end of the semester in order to have an opportunity to improve their grades. The board encourages the notification of students who have made marked improvement prior to the end of the semester.

Parent-teacher conferences will be individually scheduled at the elementary school to keep the parents informed. The conferences at the middle and high school are not individually scheduled.

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

The board of directors shall establish the compulsory attendance period each school year according to the Code of Iowa. Children between the ages of 6 and 16 are compelled to receive education, and each child's parent, guardian, or legal custodian is the person held responsible in the law for compelling the child's education. If a student turns 16 prior to September 15, he or she is no longer of compulsory attendance age and may drop out or seek alternative forms of education without risk to his or her parent. If a student turns sixteen after September 15, he or she is compelled to attend during that school year.

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 Mr. Nick Johnson (Principal) or Mr. Travis Pike (School Counselor). Students leaving the building during the regular school day must check out with either Mr. Johnson or Mr. Pike.

STUDENT ABSENCES

Excused: (Code No. 501.9) Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

- Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to: illness, family emergencies, recognized religious observances, and school sponsored or approved activities.
- Students whose absences are approved shall make up the work missed and receive full credit for the missed schoolwork. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.
- Students who wish to participate in school-sponsored activities must attend school [the full day or one-half day] the day of the activity unless permission has been given, by the principal, for the student to be absent.
- It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

Truancy - Unexcused Absences: (Code No. 501.10) Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but not be limited to, [tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment]. The board will not tolerate truancy.

- Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy.
- The truancy officer/principal shall investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the principal should discuss the next step with the superintendent. If after said meeting, the student is still truant, the principal/designee shall refer the matter over to the county attorney.
- The school will participate in mediation if requested by the county attorney. The superintendent shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

ROCKFORD SENIOR HIGH SCHOOL ATTENDANCE POLICY

PHILOSOPHY: Attendance is important; it facilitates learning. Good attendance is a work skill that Rockford Senior High School believes is critical for future employees. It is essential that all students establish healthy attendance habits that will enable them to be better students, productive employees and reliable citizens. This policy will establish minimum attendance requirements for students to earn credits.

Students must validate all absences by having parental/ guardian permission. Parents/guardians may call 641-756-3813, write a note that students present at the office upon return to school, or may appear in person at the office to validate the student absence. Students must validate any absence within 24 hours of their return to school.

HIGH SCHOOL ATTENDANCE POLICY

1. Students will not meet minimum attendance/participation requirements for credit in a class when they miss more than five class periods (5) of any class during any quarter. An absence will be registered whenever a student misses more than ten (10) minutes of a class. Students and parents will be notified via text message or email when the student misses any class on the third to fourth absence and will be sent a mailed letter notified notifying your student has 5 absences in a quarter and any subsequent absence time will need to be made up.
 - a. Students who have an unexcused tardy to any class a third time in any quarter will register an absence for that class. After the third unexcused tardy, all subsequent tardy will register an absence.
 - b. Absences and tardy for all classes begin at "0" each quarter.

2. Students must be in attendance a minimum of four of eight periods (1/2 day) to be eligible to participate in extra-curricular activities. (Good reason exceptions approved by principal)

3. Students who miss any class a sixth (6) time and each subsequent absence during any quarter will be given an option:
 - (3a) they may appeal to the Attendance Review Committee to be reinstated for credit. (Students must request a hearing with the committee **within five days** (non-holiday, weekdays) of the sixth (6) absence in any class. The committee will conduct that hearing within three school days of receipt of the request from the student/parents.)

4. Students who have not made up their time for excessive absences will not be allowed to play in a sporting / cheer event, which will be moved into our chronic absentee list. Any student who is in our chronic absentee list consequences could include: Saturday School, In/Out of School Suspension, or loss of your driver's license.

5. Special consideration: (1) Extended illness (same medical condition), will require doctor's verification to be counted as one absence; (2) Family vacations (must be approved by principal); one day up to and including 5 days will count as one absence; every day after five will count as a day of absence; (3) College visits will not count as an absence if arranged through the counselor and verification brought back from the college; (4) Funerals for relatives will not count; (5) Other circumstances approved by the principal may not count; (6) A skip or unexcused will count as two absences from the class(es) they miss.

6. Students who wish to appeal the "registration of an absence" (for the sixth absence) may appeal to the Attendance Review Committee comprised of the counselor, two classroom teachers, and the principal. The appeal for the "registration of an absence" **must** be made within **five days** (non-holiday, week days) of the absence in question. The attendance review committee will make a determination of the appeal within three days (non-holiday, week days) of receipt of the appeal. Students may appeal the decision of the attendance review committee to the superintendent

APPEALS PROCESS FOR "REGISTRATION OF AN ABSENCE"

1. Students may appeal the "registration of an absence". Registration of an absence means that the absence in question is counted as one absence for every class missed during the absence. Each quarter is independently monitored.

2. Students may appeal to the Appeals Committee **within five days** (non-holiday, weekdays) of an absence that is registered by the principal as one of their absences that will count toward maintaining minimum attendance/participation standards.

3. The appeals committee will make determination of the appeal and give that decision to the student within three days (non-holiday, week days) of receipt of the appeal.

4. Students may appeal the decision of the Attendance Review Committee to the superintendent. The decision of the superintendent will be final. (*Appeals forms are available at the principal's office.*)

ROCKFORD JUNIOR HIGH ATTENDANCE POLICY

Attendance is an important part of a student's permanent record. A poor attendance record is a liability and may influence potential employers unfavorably. Students are expected to be in school except in cases of personal illness, medical, or dental appointments, or a death in the family. All absences, other than illness or a funeral should be approved by the school in advance for the absence to be excused. Parents should call the school before **8:25 a.m.** to report student absences. Students with an unexcused absence may be required to make up time after normal school hours or lose school privileges.

When a student has missed a class/school more than 5 days in a quarter, the student must make up the class time missed outside regular school hours during the junior high tutorial study after school. If the student is sixteen years of age or less the student may be

referred to the county attorney as **truant**. If the student and parent(s) feel there are extenuating circumstances, such as hospitalization in connection with the absences, the question of whether or not the student must make time up after school before receiving credit may be referred to the Attendance Review Committee comprised of a counselor, a classroom teacher, and the principal. The Appeals Committee must meet within five days of the receipt of the appeal. Appeal forms may be picked up in the office. Students may appeal the decision of the Appeals Committee to the superintendent.

JUNIOR HIGH TARDIES

Tardiness shall be defined as not being in the assigned place by the time of the tardy bell.

Tardy to School: Students who come late to school without a written or phoned parent excuse will not be admitted to classes without reporting to the office for a tardy slip. Excused tardy to school must have a note or call from parents, otherwise; the tardy will be considered unexcused. A 30-minute office detention will be issued for each unexcused tardy to school. The detention will be served the next day. Tardiness to school is reported on the student's attendance record.

Tardy to Class: Students who report to class late during the school day will not be admitted without signed permission from the previous classroom teacher. Written excused staff tardy passes will not be considered a tardy. It will be the responsibility of the tardy student to obtain the written excuse and present it to the teacher during that school day. No class time will be allowed to secure such excused passes. Students will take care of the teacher issued infraction on that day or the next school day, if bus transportation or previous commitments are a problem.

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 CLOSING

The superintendent has the authority to close school, dismiss early, or keep students beyond the regular school day in case of extreme weather or other emergency conditions. As soon as possible after the decision has been made, the superintendent shall arrange to announce the closing via the news media. Make-up days will be scheduled so that students will attend school for the number of school days per year prescribed by statute, Iowa Department of Education rules, and board policy. On any day when the school is forced to close early, the portion of that day that school was in session shall be defined as a day of school.

Transportation in Poor Weather Conditions

Buses will not operate when weather conditions (fog, rain, snow, storm) make it unsafe to do so. Because weather conditions may vary around the district and may change quickly, the best judgment will be used based on the information available. The final decision in declaring conditions "unsafe" will be made by the superintendent or designee. Assisting with the decision will be the director of transportation, and by the actual "on location" reports of the bus drivers.

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 districts JMC messaging call and not call the school for information.

CLOSED NOON HOUR

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

COMPLAINT PROCEDURES

If parents have a concern about a situation at school please follow the following procedure.

First contact the student's teacher to discuss the problem and possible solutions. If the concern cannot be resolved, the student or parent should request a conference with the principal.

If the student or parent still feels that the concern has not received proper consideration, further recourse is available through the office of the superintendent.

SCHOOL DAY

The school day is from 8:30 a.m. to 3:30 p.m. Be seated in your first period class before 8:30 a.m. 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

Individual meals purchased on a daily basis are \$2.50 (K-6), \$2.70 (7-12), \$2.70 (Salad Bar) and \$4.85 (adults) respectively. Students may purchase breakfast for \$1.80 and extra milk/juice for \$.50. Second sandwich/main dish is \$1.00. Anyone who qualifies for free or reduced cost meal must pay the **full price** for an ala carte item or extra milk/juice or the purchase of an additional meal.

Students are given a number, which is entered in the computer. The purchase (meal, extra milk or extra sandwich) is subtracted at the point of sale from the amount the parent has deposited. A low balance notice for accounts that will run out in five days will be sent on Wednesday to your email address you provided the school or by regular mail. When the family account reaches a -\$10 those JH/HS students will be notified they cannot eat breakfast/hot lunch. A milk and peanut butter sandwich will then be offered until the account is paid.

The intent of the school district food service program is to work in conjunction with the parent or guardian on special dietary allergies with the understanding that meals will not be entirely altered and special dietary foods must be pre-planned with the head cook. If at all possible, minor substitutes may be offered. Students in grades four through twelve will be able to make choices on the offer vs. serve program that suits their dietary needs.

Please remember that extra ala carte items are charged to the account in addition to the regular meal price. If your child takes extra milk (\$.50) or a second sandwich/main dish (\$1.00), these items are deducted from your account

Students are asked to cooperate in:

1. Depositing all lunch litter in receptacles provided.
2. Returning all trays and utensils to the disposal area.
3. Leaving the tables and floor around eating areas clean.
4. Being patient and polite while in line in order to allow the cafeteria lines to move efficiently.

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.

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.

Instrumental and Vocal Music Tours: A major tour may be planned once every two - four years. All tours must incorporate a performance by RRMR 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.

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.

MINOR'S SCHOOL LICENSE

This allows students under age 16 to drive back and forth to school and school activities between 5:00 a.m. and 10:00 p.m. Students must use the most direct and accessible route between home and school. This special license can only be used for school purposes.

After students complete an approved driver education course, they are eligible to apply for the minor's school license. To obtain a school license, the school is requiring the following criteria:

- a) The student must be at least 14 years of age and have a valid instruction permit for at least six consecutive months.
- b) The student must live at least one mile from the school.
- c) The student must be involved in more than one extracurricular school activity.
- d) The student and parents will be required to have a private conference with the principal before the minor's school license would be authorized. The principal will review the conditions, expectations, and consequences associated with obtaining the school license. Parents must sign a consent form and the superintendent must furnish a statement of need on a form provided by the Department of Transportation. Parents may obtain this form from any Iowa driver's license station.
- e) Students must hold an instruction permit for six months and be conviction and accident free during that period before the school license is issued.

Students must remember that possession of the minor's school license is a privilege. This privilege is subject for revocation for just cause if the minor's school license is abused.

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

Book fines will be charged at the end of each semester for lost/damaged books or media center materials. When books are not properly treated, students will be expected to pay for the damage done to these books.

APPROPRIATE USE/CARE OF COMPUTERS

This equipment is, and at all times remains the property of the RRMR CSD and is herewith lent to the borrower/student for educational purposes only for the academic school year. Inappropriate use of the machine may result in student losing his/her privileges to use this or other school computers. The equipment will be returned to the school when requested by the RRMR schools, or sooner, if the student withdraws from the RRMR school district prior to the end of the school year.

Any malicious, negligent or intentional damage to, or loss of, the equipment will result in replacement costs by the student and family.

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.

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.

LOCKER SEARCHES AND INSPECTIONS

School officials may conduct periodic locker searches. School lockers, desks and other facilities owned by the school are subject to search. A school official must have reasonable suspicion that a school rule or policy has been violated in order to search a particular student's locker.

The school district is allowed to inspect all lockers or a random selection of lockers this may involve and is not limited to include a physical search or the use of dogs. However, prior to doing so, the school district must give students and parents written notice that the school district may conduct periodic inspections of school lockers without prior notice. The written notice to students and parents can be given annually and may be in the student handbook or other school district publication that goes to students and parents. This is your notification of the current locker inspection rule.

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 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.

FIRE AND TORNADO DRILLS

Periodically the school holds fire and tornado 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 Rockford Medical Clinic. 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. 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

Chapter 33 defines a homeless child or youth between the ages of 5 and 21 who lacks a fixed, regular, and adequate night time residence including children or youth who are living on the street, in a car, tent, abandoned building, or some other form of shelter not designed as a permanent home, living in a community shelter facility, living in transitional housing, or living temporarily with non-nuclear family members or with friends who may or may not have legal guardianship.

As the local homeless liaison and secondary guidance counselor, Mr. Travis Pike will make a concentrated effort to locate and identify any homeless children or youth of school age who are found within the Rudd-Rockford-Marble Rock Community School District, whether or not they are enrolled in school.

Please contact Mr. Travis Pike if you have any questions or concerns regarding any children or youth, tpike@rockford.k12.il.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.

GENERAL EDUCATION INTERVENTION

The Rockford Junior/Senior High School has established a General Education Intervention Team(GEI) to handle problems arising from behavioral/medical problems, social problems, and academic performance. Any student who needs or is reasonably believed to need special accommodations, related services or programs under Section 504 of the Rehabilitation Act of 1973 or Americans with Disabilities Act (ADA) may be referred to the General Education Intervention Team for evaluation. GEI team is designed to assist students who do not qualify for the special education program. Before any student can be referred for a special education evaluation, the GEI team, must develop an accommodation plan with intervention options. After GEI team has reviewed the progress of a student, it can determine whether to continue with the accommodation plan or refer the student to the special education team for evaluation.

The General Education Intervention Team shall be composed of persons knowledgeable about the student's educational needs, the meaning

of evaluation data, and the intervention options. GEI will include the principal, counselor, NTAEA consultants, special education teachers, and classroom teachers. General Education Intervention Team shall consider relevant information about the student to determine whether she/he is in need of assistance. Through monthly meetings, the GEI team will:

1. Assist students in academic and social performance.
2. Make contact with parents regarding academic and social performance.
3. Make a plan to implement interventions to promote the success of the student.
4. Schedule meetings with parents to review progress.

Teachers, parents, or students requesting assistance may refer students to the General Education Intervention Team. Teachers are to complete the referral form as prescribed in the Section 504/ADA District Plan. Parents may call the principal or counselor for referring their child for assistance. Students should visit with the counselor if they are experiencing academic or social problems at school.

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)

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

All relations in and around school are expected to be kept at the highest social level. A popular newspaper columnist wrote to a 16 year old, "Any display of affection in public is in poor taste. Affection between two people should be a private thing, not something to be flaunted in public." Public displays of affection such as hand holding or inappropriate touching are not permitted. Students violating this rule will be warned and if the conduct continues, parents will be notified. If it still continues Saturday school will be assigned.

HALLWAY CONDUCT

BE LADIES AND GENTLEMEN!!! Keep to the right of the halls. Please keep your hands to yourself. Have a good time, but not at the expense of good judgment and common sense.

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

Any other behavior may warrant a detention. The student's presence is required during non-school hours for disciplinary purposes. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal. If a student does not show up for detention time, a detention time will be rescheduled and the time served will be doubled. If the student does not show, the student must then attend Saturday School. **Parents/students are responsible for transportation to or from the detention.**

Students may be assigned to stay before or after school for disciplinary reasons. One day's notice to the student must be given so that the student may arrange for transportation home. A "Disciplinary Report" form will be sent to notify the parents that a detention has been assigned, and why the detention has been given. The office sends the form to the parents, a copy goes to the teacher issuing the detention, and a copy is filed in the office. The office keeps track of all detentions issued by teachers by the "Disciplinary Report" forms submitted to the

office. If parents call about a detention, the office will know about the incident through the "Disciplinary Report." Refusal to stay for an assigned detention will result in a doubled detention. Missing a doubled detention will result in suspension from school. The "Disciplinary Report" does not always mean a detention was issued, but may be sent to parents to make them aware of an incident.

Students will serve their detention with the teacher whom the detention was sentenced from. If that teacher is unavailable at that time other arrangements can be made.

Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An **in-school suspension** means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special-education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school.
2. The principal shall conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days. Written notice and reasons for the in-school suspension will be sent to the student's parents.

An **out-of-school suspension** means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:
 - a. Oral or written notice of the allegations against the student and
 - b. The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents, the superintendent, and board president. A reasonable effort shall be made to personally notify the student's parents and such effort, shall be documented by the person making or attempting to make the contact. Written notice to the parents shall include the circumstances, which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

Upon the third suspension within a school year, the student and parent(s) may be required to appear before the RRMR Board of Education to be readmitted to school. A special board meeting may be scheduled to review the disciplinary record and meet with the student and parent(s) to make a decision for re-admittance, alternative educational placement, or expulsion.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules, which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will

include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

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 distributing, dispensing, manufacturing, possessing, using and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products, ***e-cigarette or look-a-like substances***.

Possession or use of alcohol, drugs, tobacco, ***e-cigarette or look-a-like substances*** is prohibited on school property or at any school function. Violation will result in parental involvement.

Board policy provides that those involved with alcohol, drugs, or tobacco will be suspended for three days on the first offense.

A second offense may result in a maximum of 10 days suspension and appearance before the Board of Education. The student will remain suspended until the appearance before the Board of Education can be arranged.

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 four school contacts 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

Code No.: 503.4R

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

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs (e.g., Model UN, Spanish Club, FCA, drama, and speech), all honorary and elected offices (e.g., Homecoming King/Queen/Court, student government officer or representative), state contests and performances for cheerleading and dance team, or any other activity where the student represents the school outside the classroom.

Academic Eligibility

To be eligible for an activity, students participating must:

- be enrolled or dual enrolled in school;
- have earned passing grades in all classes that will be reviewed every quarter and semester.
- understand that they will be ineligible for the next 30 days if they fail a class;
- understand that the student must be passing all classes to regain eligibility.
- understand that when a student does not pass all classes at the end of the first or second semester, the student is ineligible for the first 30 days of the next interscholastic athletic event in which the student is a contestant.
- understand that baseball or softball may be used as the ineligibility; otherwise the spring academic ineligibility will carry over to the fall semester;
- understand that band and choir will not be considered under the academic ineligibility ruling if the student receives a grade for participating in band and choir;
- be under 20 years of age (for students in athletics, music, or speech activities);
- be enrolled in high school for eight semesters or less (for students in athletics, music, or speech activities);
- have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally (for students in athletics);

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.

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-Athlete needs 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.

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.

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 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 comprised 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 has been cancelled or is dismissed early because of inclement weather, there will be no activities at school.
- 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.

DANCES

Dances will be scheduled by various groups during the course of the school year. The importance of keeping our building alcohol and tobacco free applies to our students, as well as their guests.

Students who attend the dance or school activities after they have been drinking will be excluded from dances or other activities for the remainder of the school year and will be suspended from school.

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 TIME AND ADMISSION

Night activities start at 6:15 p.m. except basketball games and wrestling meets, which start at 6:00 p.m. Regular admission prices for conference events in which varsity athletic teams play and drama productions are \$5.00 per adult and \$315.00 for students. Admission for varsity football games is \$5.00 per adult and students. Activity tickets for all home athletic events may be purchased. Below is the pricing for passes for adults:

Season Sport Pass:

Adult:	\$45
Adult + Spouse:	\$65

All Year Sports Pass:

Adult:	\$85
Adult + Spouse:	\$150

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

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees' physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Makaela Hoffman at 641-756-3508 as their Level I investigator. Makeala Hoffman may also be contacted directly.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm. Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

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' 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

Unwanted and unwelcome sexual behavior, including sexual comments, touching, and grabbing is not acceptable behavior and will not be tolerated. Intimidation of others is also not acceptable behavior. This kind of behavior includes verbal and physical abuse.

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 or 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

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.

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.

WEAPONS (Board Policy: 502.8)

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

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

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

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

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 RRMR 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 (Code No. 605.9R1)

I. Responsibility for Internet Appropriate Use.

- A. The authority for appropriate use of electronic internet resources is delegated to the licensed employees. For the purpose of this policy, internet is defined as: A collection of more than 20,000 interconnected computer networks involving an estimated 1.5 million computers and 25 million users around the world. It is a collaboration of private, public, educational, governmental and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.
- B. Instruction in the proper use of the internet system will be available to employees who will then provide similar instruction to their students.
- C. Employees are expected to practice appropriate use of the internet, and violations may result in discipline up to, and including, discharge.

II. Internet Access.

- A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
- B. Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses will not be issued to students at this time.
 - 1. Making internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the internet appears, disappears and changes, it is not possible to predict or control what students may locate.
 - 2. It is a goal to allow teachers and students access to the rich opportunities on the internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
 - 3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
 - 4. To reduce unnecessary system traffic, users may use real time conference features such as talk/chat/internet relay chat only as approved by the supervising teacher.
 - 5. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
 - 6. System users will perform a virus check on downloaded files to avoid spreading computer viruses.
 - 7. The school district makes no guarantees as to the accuracy of information received on the internet.

III. Permission to use Internet - Annually, parents shall grant permission for their student to use the Internet using the prescribed form.

IV. Student Use of Internet.

- A. Equal Opportunity - The internet shall be available to all students within the school district through teacher access. The number of available terminals and the demands for each terminal may limit the amount of time available for each student.
- B. On-line Etiquette.
 - 1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
 - 2. Students should adhere to on-line protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references and sources.
 - c. Remain on the system long enough to get needed information, then exit the system.
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
 - 3. Student access for electronic mail will be through the supervising teacher's account. Students should adhere to the following guidelines:
 - a. Others may be able to read or access the mail so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
 - e. Always acknowledge receipt of a document or file.
- C. Restricted Material - Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others, or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- D. Unauthorized Costs - if a student gains access to any service via the Internet which has a cost involved or if a student incurs other

types of costs, the student accessing such a service will be responsible for those costs.

V. Student Violations--Consequences and Notifications.

Students who access restricted items on the internet shall be subject to the appropriate action described in board policy or regulations or the following consequences.

1. First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose internet access for a period of five school days at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.
2. Second violation - a verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student shall forfeit all internet privileges for a minimum period of twenty school days.
3. Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student shall forfeit all internet privileges for 90 school days or for the balance of the school year.

IHSMA Constitution Amendment

Please refer to <http://www.ihma.org> for the latest state rules and regulations

ARTICLE VI

Eligibility

Section 1. All participants must be enrolled and in good standing in a school that is a member or associate member in good standing with the Iowa High School Music Association. All participants must be under 20 years of age. All participants shall be enrolled students of the school and in good standing; they shall be enrolled in at least four full-credit subjects, each of one period or "hour" or the equivalent thereof, at all times. Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility.

Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. "Grading period," graduation requirements, and any interim periods of ineligibility are determined by local policy. For the purposes of this rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final passing grade and course credit is awarded.

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (event doesn't effect course GPA) within a period of 30 consecutive school days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

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

The maximum period of eligibility while in grades 7 and 8 shall be 4 semesters. The maximum period of eligibility while in grades 9 through 12 shall be 8 semesters. Pupils below the 9th grade may not participate in solo events.

A soloist, except piano, must be a member of the appropriate high school musical organization, if such exists, and must appear with that organization if it participates in any of the programs of the Association.

IAHSAA Sports Rules

Please refer to <http://www.ighsau.org> (girls) or <http://iahsaa.org> (boys) for the latest state rules and regulations

36.15(2) Scholarship rules.

a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.

- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times.
To qualify under this rule, a "subject" must meet the requirements of 281—Chapter 12. Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.
 - (1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub-rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
 - (2) Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a bona fide contestant for 30 calendar days. e.
 - (3) At the end of a grading period that is the final grading period in a school year, a bona fide contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball /softball for the for 30 calendar days following the end of the grading period.
- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
- e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- g. A student is academically eligible upon entering the ninth grade. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- h. No student who has been a member of a college squad or who has trained with a college squad or participated in a college contest shall be eligible for any athletic contest.
- i. A student who is eligible at the close of a semester is academically eligible until the beginning of the subsequent semester.
- j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

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.

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

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the

board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. .

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material, which is:

- obscene;
- libelous;
- slanderous; or
- encourages students to:
- commit unlawful acts;
- violate school district policies, rules or regulations;
- cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
- disrupt or interfere with the education program;
- interrupt the maintenance of a disciplined atmosphere; or
- infringe on the rights of others.

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 [DISTRICT NAME] 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.