Riverside Community School District

Grade PK-5 Elementary School Handbook

On behalf of the faculty, we would like to welcome you to Riverside Community Schools. We are looking forward to assisting you in fulfilling your educational goals.

This handbook has been prepared to communicate the expectations of Riverside Community School District to students and their parents. The student will be responsible for following the policies and procedures of the Riverside Community School District.

We look forward to sharing a positive successful year with you here at Riverside Community Schools.

Respectfully,

Dr. Timothy Mitchell, Superintendent

Mr. Jason Crum, Grade PK-5 School Principal

The Riverside Community School District does not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, marital status, or disability in its educational programs and activities and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity, marital status, or disability in its employment practices, or as otherwise prohibited by statute or regulation. For more information or concerns regarding educational programs or activities, employment practices or information regarding the grievance procedure, contact

Dr. Timothy Mitchell, Equity Coordinator
Riverside Community School District,
330 Pleasant Street, PO Box 218
Carson, IA 51525
712-484-2212 tmitchell@riverside.k12.ia.us

Table of Contents

Section Title	Page
2020-2021 School Calendar	3
I. Riverside Buildings, Administration and Board of Education	5
II. PK-Grade Five Staff Directory	6
III. Riverside Community School District Foundational Statements	8
IV. Annual/Continuous Notice of Discrimination	9
V. Equal Opportunity Statement	9
VI. Anti-Bullying Harassment Policy	9
VII. Public Complaint Policy	11
VIII. Complaint Policy for Federal Programs (Grievance Procedure)	11
IX. Education for Homeless Children Policy	12
X. Section 504 Student and Parental Rights	13
XI. Notification of Rights under FERPA for Elementary and Secondary Schools	13
XII. PPRA Notice and Consent/Opt-Out for Specific Activities	15
XIII. XII. Tobacco-Free Environment	16
XIV. Student Rights	16
XV. General District Information	17
XVI. General School Policies and Procedures	27
XVII. General School Information/Rules	35
XVIII. PBIS Handbook	39
XIX. Appendix	53

I. RIVERSIDE BUILDINGS, ADMINISTRATION & BOARD OF EDUCATION

Phones will be answered during office hours only.

Central Office
330 Pleasant Street
Carson, IA 51525
Dr. Tim Mitchell, Superintendent
Dan Rold, Business Manager
Terresa Grobe, Administrative Assistant and School Board Secretary
Telephone: 712-484-2212; Fax: 712-484-3957
Office hours: 8:00 a.m. – 4:00 p.m.

Riverside Elementary-Oakland (Grades PK – 2)
708 Glass St.
Oakland, IA 51560
Jason Crum, Grade PK-5 Principal
Lori Nisley, Building Secretary
Telephone: 712-482-6296; Fax: 712-482-6646
Office hours: 7:30 a.m. – 4:00 p.m.

Riverside Elementary-Carson (Grades 3 - 5)
330 Pleasant Street
Carson, IA 51525
Jason Crum, Grade PK-5 Principal
Jeff Karros, Building Secretary
Telephone: 712-484-2291; Fax: 712-484-3957
Office hours: 7:30 a.m. – 4:00 p.m.

Riverside Middle/High School (Grades 6 – 12)
18957 Highway 59
Oakland, IA 51560
Nick Kroon, Grade 6-12 Principal
Liz Graves, Assistant Principal & Special Education Director
Penny Anderson, Building Secretary
Telephone: 712-482-6464; Fax: 712-482-3074
Office hours: 7:30 a.m. – 4:00 p.m.

Riverside Bus Barn
708 Glass Street
Oakland, IA 51560
Nick Bates, Transportation Coordinator
Telephone: 712-482-6215

Board of Education:
Mr. Matt Bowen, *President*
Mr. Todd Pendgraft, *Vice President*
Mr. Murray Fenn
Mr. Jamie Kadel
Mr. Mark Jeppesen
Mrs. Charlene Dalby
Mr. Tim Petersen
Terresa Grobe, *School Board Secretary*

Riverside Community Schools

"INSPIRE – UNIFY – ACHIEVE" | ***www.riversideschools.org***

2020 to 2021

Riverside Community Schools
330 Pleasant Street PO Box 218
Carson, IA 51525

Jul 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	12
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 2020						
S	M	T	W	T	F	S
½	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sep 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30/31

Feb 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21`	22	23	24	25	26	27
28						

Mar 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
½	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Symbol Key

R – Registration	O – Open House
S – Staff Professional Development Early Dismissal	N – No School
FS – First Day of the Semester and/or Early Dismissal	D – Vacation Early Dismissal
SN – Staff Professional Development No School	QE/SE – End of Quarter/Semester-Regular Dismissal

PT – Parent-Teacher Conferences-No School | NT – New Teacher Professional Development

Riverside Community School District | 330 Pleasant Street Carson, IA 51525

Grade 6-12 Middle/High School	Grade 3-5 Elementary School-Carson	Grade PK-2 Elementary School-Oakland
Phone: 712-482-6464	Phone: 712-484-2212	Phone: 712-482-6296
Fax: 712-482-3074	712-484-3957	712-482-6646

Early Dismissal Times: Grade PK-2 & Grade 3-5 Elementary Schools: 2:25 PM Grade 6-12 Middle/High School: 2:20 PM

August:

- **10: Registration**
- 17, 18: New Teacher Work Days
- 19, 20, 21: Professional Development Days
- 20: Open House
- 24: First day for students. Early dismissal
- 25,26: Early Dismissal – Steff Development

September:

- 2, 9, 16, 23, 30: Early Dismissal-Staff Development
- 7: Labor Day, No School

October:

- 7,14, 21: Early Dismissal – Staff Development
- 16: End of 1st Quarter-Regular Dismissal
- 26: Early Dismissal – Parent Teacher Conferences (4-8 pm)
- 28: Early Dismissal – Parent Teacher Conferences (4-8 pm)
- 30: No School – Teacher Comp Day

November:

- 4, 11, 18: Early Dismissal – Staff Development
- 25, 26, 27: No School – Thanksgiving Break

December:

- 2, 9, 16: Early Dismissal – Staff Development
- 22: End of 1st Semester-Regular Dismissal
- 23: No School-Teacher Work Day-Option #1
- 23-31: No School – Christmas Break

January:

- 1: No School – Christmas Break
- 4: No School: Teacher Work Day-Option #2
- 5: School Resumes
- 6, 13, 20, 27: Early Dismissal – Staff Development
- 18: No School – WIC Professional Development Day

February:

- 3, 10, 24, 31: Early Dismissal – Staff Development
- 17, 18, 19: No School-Spring Break

March:

- 3,10, 17, 31: Early Dismissal – Staff Development
- 12: End of 3rd Quarter-Regular Dismissal
- 22: Early Dismissal – Parent Teacher Conferences (4-8 pm)
- 24: Early Dismissal – Parent Teacher Conferences (4-8 pm)
- 26: No School – Teacher Comp Day

April:

- 2-5: No School – Easter Break
- 7,14, 21, 28: Early Dismissal – Staff Development
- 12-16: Iowa Assessment Week

May:

- 5, 12, 19: Early dismissal – Staff Development
- 19: Last Day for Seniors
- 23: Graduation
- 24: Last Day of School - Early dismissal
- 25: Teacher Work Day

175 Student Contact Days
2-Parent/Teacher Conferences Days
(October 20 & March 26)
4-Professional Learning/Workdays
(August 19 & 21, December 23 or January 4, May 25)
5-Individual Career Development Days (ICDP)
3-Early Release-Contract Days
1-Holiday
190-Contract Days
1-Professional Development Supplement -Per Diem
(August 20)
2-New Teacher Days
(August 17 &18)

II. Riverside PK-Grade 2 Elementary-Oakland

Principal: Jason Crum

All Day Preschool (M, T, Th, Fr): Lindsey Henderson, Amy Smith, Michele Smith

Kindergarten: Rachael Gunderson, Jill Weathers

1st Grade: Tiffany Byers, Alison Henry, Anne Vorthmann

2nd Grade: Barb Hart, Lisa Hummel, Julie Ravlin

Special Education: Michaele Carman

Title I/Reading Strategies: Emma Vollmar

Physical Education: Brock Johnson

Guidance: Jacob Weis

Music/TAG: Bonnie Kramer

Library: Callie Kallsen

Art: Kim Piro

Computer: Brock Johnson

Secretary: Lori Nisley

Nurse: Meredith martens

Custodian: Dan Hackett

Cooks: Sue Irvin, Lisa Feigenbutz

Paraprofessionals: Rachel Comstock, Crystal Keiser, Amy Long, Kari Rose, Karin Sanny, Nicole Frain, Cheryl Simmons, Michaela Vlcek

Riverside Child Care (RCC): Cami Larison

III. Riverside Elementary Staff-Carson (Grades 3-5)

Principal: Jason Crum

3rd Grade: Joni Gordon, Kara Plagman, Cory Swotek

4th Grade: Michelle Griffen, Mrs. Jamie Meek, Zoe Frink

5th Grade: Ashley Houser, Kayla Jansen

Special Education: Angela Miller

Title I/Reading Strategies: John Blair

Physical Education/Health: Brock Johnson

Guidance: Jacob weis

TAG: Bonnie Kramer

Music: Mitchell Stover

Instrumental Band: Amanda Brandon

Library: Callie Kallsen

Art: Heather Mauer

Computer: Brock Johnson

Secretary: Jeff Karros

Nurse: Meredith Martens

Custodian: Dan Hackett

Cooks: Kim Blay, Cindy Suhr

Paraprofessionals: Stephanie Brandes, Trudy Hodges, Caiti Smith, Kim Kaiser, Becky Carrick, Pat Newberg, Cheryl Simmons, Michaela Vlcek

Riverside Child Care (RCC): Cami Larison

IV. Riverside Community School District Foundational Statements

District Mission

INSPIRE – UNIFY – ACHIEVE

District Vision

To INSPIRE so that we motivate others to bring out the best in themselves

To UNIFY so that we bring others together for a common purpose or action

To ACHIEVE so that others may find ways to attain a successful result

Academic Long-Range Goals

1. All PK-12 students will achieve at high levels in Reading Comprehension, prepared for success beyond high school. (Iowa Assessment-Spring 2019-Target 85% Advanced and Proficient)
2. All PK-12 students will achieve at high levels in Mathematics, prepared for success beyond high school. (Iowa Assessment-Spring 2019-Target 85% Advanced and Proficient)
3. All PK-12 students will achieve at high levels in Science, prepared for success beyond high school. (Iowa Assessment-Spring 2019-Target 85% Advanced and Proficient)
4. All PK-12 students will achieve at high levels in Social Science, prepared for success beyond high school. (Iowa Assessment-Spring 2019-Target 85% Advanced and Proficient)

III. Annual/Continuous Notice of Discrimination-Board Policy 102 E1

The District offers career and technical programs in the following areas of study:
Agricultural, food, and natural resources
Arts, communication, and information services
Applied sciences, technology, engineering, and manufacturing, including transportation, distribution, logistics, architecture, and construction
Business, finance, marketing and management
The Board and the District will not discriminate in educational programs on the basis of: race, creed color, sex, sexual orientation, gender identity, national origin, religion, disability, socioeconomic status or marital status.
The Board and District will not discriminate in employment on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability or genetic information.

There is a grievance procedure for processing complaints of discrimination. Any person having inquiries concerning the District's compliance with federal and/or state non-discrimination law is directed to:

Superintendent Dr. Timothy Mitchell
Riverside Community School District
330 Pleasant Street, Carson, IA
712-484-2212
tmitchell@riverside.k12.ia.us

This individual has been designated by the District to coordinate the District's efforts to comply with federal and/or state non-discrimination laws.

IV. Equal Opportunity Statement-Board Policy 102

It is the policy of the Riverside Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance

procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Dr. Timothy Mitchell, 330 Pleasant Street Carson, IA, 712-484-2212, tmitchell@riverside.k12.ia.us

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

VII. Anti-Bullying Harassment Policy-Board Policy 104

The Riverside Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

• "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

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

(1) Places the student in reasonable fear of harm to the student's person or property.

(2) Has a substantial detrimental effect on the student's physical or mental health.

(3) Has the effect of substantially interfering with a student's academic performance.

(4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

• "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

• "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

A complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination, or some other conflict of interest exists. Complaints shall be filed within [state number of days - 180] of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in

violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Publication of Policy
The board will annually publish this policy. The policy may be publicized by the following means:
· Inclusion in the student handbook,
· Inclusion in the employee handbook
· Inclusion in the registration materials
· Inclusion on the school or school district's web site
· A copy shall be made available to any person at the central administrative offices at 330 Pleasant Street, Carson, IA

VIII. Public Complaint Policy-Board Policy-215.1

The board recognizes that concerns regarding the operation of the school district will arise. The board further believes that constructive criticism can assist in improving the quality of the education program and in meeting individual student needs more effectively. The board also places trust in its employees and desires to support their actions in a manner which frees them from unnecessary or unwarranted criticism and complaints.
Procedures for dealing with complaints concerning programs or practices should be governed by the following principles:
-where action/investigation is desired by the complainant, or where it seems appropriate, the matter should be handled as near the source as possible;
-complaints should both be investigated and, if possible, resolved expeditiously;
-complaints should be dealt with courteously and in a constructive manner; and, individuals directly affected by the complaint should have an opportunity to respond.

Specific procedures for handling complaints may be established in policies.

The board, consistent with its broad policy-making role, will deal with complaints concerning specific schools, programs or procedures only after the usual channels have been exhausted. Complaints regarding employees or complaints by students will follow the more specific policies on those issues.

When a complaint requiring attention is received by the board or a board member, it will be referred to the superintendent. After all of the channels have been exhausted, the complainant may appeal to the board by requesting a place on the board agenda or during the public audience portion of the board meeting. If the complainant appeals to the board, the appeal shall be in writing, signed and explain the process followed by the complainant prior to the appeal to the board. It is within the board's discretion to determine whether to hear the complaint.

A General Complaints by Citizens Form can be requested at each school building office, Central Administration at 330 Pleasant Street, Carson, IA or by emailing a request to tmitchell@riverside.k12.ia.us.

IX. Complaint Policy for Federal Programs (Grievance Procedure)-Board Policy 102 R1

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring nondiscrimination in programs and employment.

Level One-Principal, Immediate Supervisor or Personnel Contact Person

(Informal and Optional; may be bypassed by the grievant)
Employees with a complaint of discrimination based upon their gender, race, national origin, creed, religion, age sexual orientation, gender identity or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, creed, socio-economic, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and marital status or a protected class for employees
A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, creed, socioeconomic, religion, marital status, sexual orientation, gender identity or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved

Level Two- Compliance Officer
If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint

Level Three- Superintendent/Administrator
If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue
This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Right Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination

Level Four- Appeal to Board
If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:
Name: Chris Conover, Secondary Guidance Counselor
Office Address: 18997 Hwy 59, Oakland IA
Phone Number: 712-482-6464
Office Hours: 8:00 am to 4:30 pm

X. Education for Homeless Children Policy-Board Policy 501.16

The Riverside Community School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

Children and youth who are:

Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled up");
Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
Living in emergency or transitional shelters; or
Abandoned in hospitals.

Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;

Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

Migratory children who qualify as homeless because they are living in circumstances described above.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall:

Designate Nicole Koricic, School Nurse as the local homeless children and youth liaison;
Provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
Remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
Ensure collaboration and coordination with other service providers;
Ensure transportation is provided in accordance with legal requirements;
Provide school stability in school assignment according to the child's best interests;
Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth's living situation;
Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

The superintendent may develop an administrative process or procedures to implement this policy.

XI. Section 504 Student and Parental Rights-Board Policy-102 E4

The Riverside Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:
participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;

- receipt of free educational services to the extent they are provided students with disabilities
- receipt of information about your child and your child's educational programs and activities in your native language
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child
- inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate
- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), 504 or Iowa Code 280.3 should be directed to Dr. Timothy Mitchell, Superintendent of

Schools, 330 Pleasant St, Carson, IA, 712-484-2212 or tmitchell@riverside.k12.ia.us, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, 504 and Iowa Code 280.3.

XII. Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the Riverside Community School District receives a request for access.

   Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Riverside Community School 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 Avenue, SW
   Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and

disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10)

- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

XIII. PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Riverside Community School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent; or
8. Income, other than as required by law to determine program eligibility.

This parental notification requirement and opt-out opportunity also apply to the collection, disclosure or use of personal information collected from students for marketing purposes ("marketing surveys"). Please note that parents are not required by PPRA to be notified about the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. Additionally, the notice requirement applies to the conduct of certain physical exams and screenings. This includes any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. This does not include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by State law.

XIV. Tobacco-Free Environment-Board Policy 905.4

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco product or nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

XV. Student Rights

Due Process

The main purpose of this code of conduct is to help inform the students and parents of what is expected from them, and what they may anticipate from the school. The courts have made it very clear that students in elementary and secondary school enjoy the same general constitutional rights, including procedural due process, as do any other citizens. Accordingly, school procedures must be such as to afford all students with the procedural due process.

Procedural due process is related to the manner or methods involved in implementing or enforcing a school regulation. The court decisions have indicated that procedural due process as it applies to students in public schools, requires that in any form of disciplinary action, the following basic elements must be present:

1. You had an opportunity to know the rules and what would happen if you violated them.
2. You were informed what you were accused of.
3. You had a chance to tell your side of the story before you were disciplined; and
4. You were told why you were being disciplined.

(Reference 14th Amendment of the United States Constitution)

Student Complaints and Grievances-Board Policy 502.5

Student complaints and grievances regarding board policy or administrative regulation violations and

other matters should be addressed to the student's teacher or other licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.
If a licensed employee cannot resolve the complaint, the student may discuss the matter with the principal within three school days of the employee's decision. If the principal cannot resolve the matter, the student may discuss it with the superintendent within three school days after speaking with the principal.

If the superintendent does not satisfactorily resolve the matter, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. (Reference Iowa Code 279.8)

Search and Seizure-Board Policy 502.10

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, or work areas under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.
It is recognized that such illegal, unauthorized, contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. For example: marijuana, cocaine, amphetamines, barbiturates, and apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, tobacco look alike products, weapons, explosives, poisons and stolen property. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope. (Reference Iowa Code 808A)

Searches, in general

1. Reasonable suspicion: a search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or the rules of the school. Reasonable suspicion may be formed by considering factors such as the following:
    a. eyewitness observations from school personnel
    b. information received from reliable sources
    c. suspicious behavior by the student, or
    d. the student's past history or school record.
2. Reasonable scope: a search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objective of the search. Reasonableness or scope of intrusiveness may be determined based on factors such as the following:
    a. the age of the students
    b. the sex of the students
    c. the nature of the infraction, and
    d. urgency requiring a search without delay.

Types of Searches

Personal searches
1. A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal or contraband items
2. Personally, intrusive searches will require more compelling circumstances to be considered reasonable.
3. 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 and with another adult witness present, when feasible.
4. A more intrusive search of the student's person is permissible in emergency situations when the health and safety of the student, employee, or visitors on the school premises are threatened. Such a search may only be conducted in private by a school official of the same sex, with another 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
5. It is required that strip searches, body cavity searches and the use of a drug sniffing animal to search a student's body are not to be permitted under Iowa statute.

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 that the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. General maintenance inspections may be conducted by school authorities. Any contraband discovered during such search shall be confiscated by the administration. The administration may try to correct the problem through counseling, parental involvement, medical referrals, or other such referrals depending on the severity of the situation.

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.

XVI. General District Information

Student Responsibilities Behavior Expectations-Board Policy 503.1

The school spirit of any school relies primarily on the cooperative attitude of the student and faculty members. In order for a school to operate smoothly and allow as much freedom as possible, certain rules are necessary. (Reference Code of Iowa 279.8, 282.4, 282.5)

Guidelines for Dress & Grooming-Board Policy 502.1

Students should wear appropriate attire during the regular school day and at school sponsored activities. Not all fashions are appropriate for the school setting.
These guidelines should be followed:

Students should not wear clothing or hairstyles that can be hazardous in their school activities such as shop, lab work, physical education and art. Grooming and dress which prevent the student from doing his/her best work because of blocked vision or restricted movement are discouraged as are dress styles that create, or are likely to create a disruption of classroom order.

Footwear (shoes or sandals) must be worn at all times footwear or items of clothing that would damage furniture, floors, walls, etc. will not be allowed.

Common decency includes, but is not limited to, the following:

- shoes must be worn at all times;
- hats, head scarves, bandannas, or other head dressing are not to be worn in school;
- gloves are not to be worn in school;
- midriffs, cleavage and undergarments must be covered. Transparent clothing, tube tops, revealing tank tops and spaghetti strapped attire are unacceptable.
- pants must be worn at waist level, shorts, skirts and dresses must be of "fingertip" length or longer. Revealing holes in clothing is unacceptable;
- clothing with reference to drugs, tobacco or tobacco look alike products, alcohol, or sex is unacceptable as is clothing with profanity, suggestive pictures, or inappropriate, offensive or suggestive language
- coats, jackets, backpacks, bags or purses will not be allowed in the classroom
- chains and spikes of any type are not allowed;
- anything gang related will not be allowed.

(Reference Iowa Code 279.8)
Students in violation will be asked to change to appropriate apparel or will be sent home. School attendance policies will be in effect during the student's absence.

School and Classroom Conduct-Board Policy 503.1

A student is a credit and an asset to the class when he/she is courteous to both the teacher and fellow classmates, and gives his/her best to the class session in every way possible. A student who is continually disrupting the class may be taken out of the class if it is in the best interest of the class and is impeding the normal progress of the rest of the students. An appropriate program will be provided for any student removed from a classroom. (Reference Iowa Codes 279.8, 282.4 and 282.5)

Electronic Devices

The classroom learning environment is not the appropriate place for radios, CD or DVD players, MP3 players, iPods, cellular phones, beepers, games or other electronic devices. If these items are being used during classroom time unless under the guidance of the staff member in charge of the classroom, they will be confiscated and subject to school disciplinary guidelines.
*The Riverside School District is not responsible for personal items which are lost or stolen and does not advise students to bring the aforementioned items to school.

Public Displays of Affection

The Riverside School district recognizes that affection for one another is a healthy and personal act. Excessive public displays of affection among students is not an expected behavior in the school setting and reflects negatively on the person(s) involved in the eyes of their family, peers, faculty, visitors and members of the community.
This district will not tolerate excessive public displays of affection in the building or in activities under the direct supervision of the school.

Late and Make-Up Work

It is the student's responsibility to request make-up work on the day he/she returns to class following an absence or a tardy. When a student is absent, the student will have one day in addition to the number of days absent in which to complete the work unless other arrangements have been made with the individual teacher. Students whose absences are approved shall make up work and receive credit for any missed schoolwork. Refer to student absences/excused section.

Riverside Community School District Acceptable-- Internet/Network Use Policy
to be in Compliance with Federal Law

Students in the 21st century live in a global environment marked by a high use of technology, giving them the ability to collaborate and make individual contributions as never before. Riverside students live in a media-suffused environment, marked by access to an abundance of information and rapidly changing technological tools useful for critical thinking and problem solving processes. Therefore, Riverside Community School District supports the use of technology to help prepare students as global citizens capable of self-directed learning in preparation for an ever-changing world.

Students will sign a form stating that they have read the acceptable uses of the electronic resources that are available for use in the school district. Those forms must be signed every year or a student will not be able to use the school district electronic resources.
Riverside users are responsible for good behavior on school networks and Internet just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

1. Network Etiquette – Users are expected to abide by the generally accepted rules of network etiquette. This may include, but is not limited to:
    a. Honor the time and work of others. Do not use the network in such a way that your use would disrupt the use of the network by other users.
    b. All communication and information accessible via the network should be assumed to be private property. Do not trespass or alter other's folders, work or files.
    c. Be Polite. Do not write or send abusive messages or pictures to others.
    d. Use appropriate language. Do not swear or use any offensive language.
    e. Protect your identity. Do not reveal your personal information or that of other people.
    f. Delete unwanted messages immediately. This would include all messages which might contain a virus.
    g. Note that Internet communication is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities.
    h. Do not employ the network for commercial purposes. Do not take part in any electronic communication that would be unacceptable by the Board Policy or forbidden by the building discipline codes. Do not access any service via electronic transmission that incurs any cost. Any cost incurred through violation of this expectation will be charged to the student or staff member responsible.
2. Vandalism – Vandalism may result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data, or software of any computer system in the district, or those computers

connected to the district via the Internet.

3. Security of any computer system is essential. Access to electronic resources is intended for the exclusive use by its authorized users. Any problems which arise from the use of an account are the responsibility of the account holder. Misuse may result in suspension of the account privileges. This may include, but is not limited to:
    a. Trespassing in another's work or files.
    b. Giving out your password or the password of others.
    c. Attempting to login to another user's account.
    d. Failure to notify the supervising staff member of a security problem.

4. Loading or downloading software without permission.
5. Copyright Law. Riverside Community School District respects copyright laws and insists that its faculty, students, and staff do likewise. In general, every document, image, or sound is copy written upon creation, and may only be used or redistributed with the permission of the copyright holder. If you're in doubt about a particular work, assume that it is copyrighted! For more information about copyright law, contact the technology coordinator.
6. Objectionable Content. The creation, display, access, transmission, reception, exchange or distribution of any text, image or sound that is indecent, obscene, racist, sexist, offensive or illegal is forbidden and users will lose their network privileges.
7. Personal Devices. People who use personal electronic devices (such as laptops, cellphones, iPods, iPads, Xooms, etc.) on school property and/or during school functions will be expected to follow the Riverside acceptable use policy.
8. Online communication. Online communication and social networking is critical to our students' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. As educators, our primary responsibility to students is their safety. Therefore, expectations for a classroom blog, student email, podcast projects or other Web interactive use must follow the Riverside Acceptable Use policy.

Access is a privilege, not a right. Access entails responsibility. Failure to act responsibly may result in a loss of access as well as other disciplinary or legal action.

It is all staff members' responsibility to educate students about appropriate online behavior; including interactions with other individuals on social networking sites/chat rooms, and cyberbullying awareness and response.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers or computers will always be private.

The Riverside Community School District makes no warranties of any kind, whether express or implied, for the service it is providing. The Riverside Community School District will not be responsible for any damages users may suffer. This includes loss of data resulting from delays, non-deliveries, mid-deliveries or service interruptions no matter the cause. Use of any information obtained via the Internet is at your own risk. The Riverside Community School District specifically denies any responsibility for the accuracy or quality of information obtained through its service.

Responsibility for Damage

The student is responsible for maintaining a 100% working computer at all times. The student shall use reasonable care to ensure that the computer is not damaged. Refer to the standards for proper care document for a description of expected care. In the event of damage not covered by the warranty, the student and parent may be billed a fee according to the following schedule:

First incident – up to $150 (Chromebook $50)
Second incident – up to $200 (Chromebook $100)
Third incident or more – up to full cost of repair or replacement

Riverside CSD reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. The student or parent may not purchase replacement parts, cases, or other items issued to the student on their own; payment shall be made to the Riverside CSD in accordance to the schedule previously mentioned and equipment will be purchased by Riverside CSD to ensure interoperability and uphold terms dictated by the equipment warranty provider.

Examples of gross negligence include, but are not limited to:

Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the Standards for Proper Care document for definitions of "attended," "unattended," and "locked.")

- Lending equipment to others.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use).

Attendance-Board Policy 500

Regular attendance by students at school is essential for students to obtain the maximum opportunities from the educational 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.

The following are the board policies on attendance:
Students wishing to participate in any capacity in school-sponsored activities must be present for the entire day of the activity unless the principal has given permission in advance for the student to be absent. This includes students using the nurse's office at any time during the day in which they miss part or all of any one or more classes.

Absence-Board Policies 501.8 and 501.9

1. It shall be the responsibility of the parent to notify the student's attendance center by phone, email, or written message as soon as the parent knows the student will not be attending school on that day. The office may call after 9:00 a.m. if no call is received from parents or guardians. The school reserves the right to make the absence unexcused in cases where a call is made almost every day. The school also reserves the right to allow an absence to be excused if there is a legitimate reason (EX: student returns with note from Doctor) or on a rare occasion. **If the school calls inquiring a student absence, in most cases that absence will be counted as unexcused.*
2. When a student has been absent, the office must receive either a telephone call from a parent or written excuse signed by a parent. It will be the responsibility of the students to report to the office/attendance center immediately upon returning to school after an absence. Building procedures will then be followed.
3. If a student misses five days of school in succession due to a contagious or infectious disease, he/she must have a doctor's admit to return to school.
4. After a student has been absent five (5) days in a semester, excused or unexcused, a letter will be sent to the family regarding the absences. After eight (8) absences in a semester, excused or unexcused, a letter will be sent to arrange for a meeting with the family and administration of the building. On the tenth (10) absence in a semester, excused or unexcused, a letter may be sent to the Pottawattamie County Attorney's office to arrange for mediation with the family and the administration.
5. Exceptions to the absence policies may only be made by the principal, superintendent, or the guidance counselor. (Reference Board Policies 501.8, 501.9 and Iowa Codes 294.4 and 299)

Late to School (Tardy)

Students arriving after the start of the school day must report to the attendance office to obtain a tardy pass. Car trouble, transportation problems, oversleeping, etc. are not valid excuses for being tardy. Students who are not in their assigned classrooms when the bell rings are considered tardy. Students who are tardy will be responsible for the work that they have missed in the classroom, just as if a student was absent for the day. Teachers are encouraged to issue consequences (detentions) for being tardy within the classroom. If the teacher's intervention does not cause the behavior to change, the student will be referred to the administration for other disciplinary consequences. A student who arrives to class 5 minutes or more after the bell without a valid pass will have an unexcused absence for that class. A student accumulation of 3 or more tardy violations per quarter may result in an administrative conference and possible student consequences can be issued.

Student Absences – Excused

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.

Reasonable Excuses for an Excused Absence

- Medical problems – extended absence or frequent illness may require a doctor's certificate to readmit the

student to school
- Bereavement
- Emergency as determined by the principal
- Absences that have educational merit for the student

Please notify the school in advance when possible so homework for your child may be prepared.

Truancy - Unexcused Absences-Board Policy 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 timely approved notification. These absences shall include, but not be limited to: tardiness, shopping, concerts, preparation or participation in parties and other celebrations and employment. Truancy will not be tolerated by the board. Unexcused absences may not receive credit. Students are subject to disciplinary action for truancy. It shall be within the discretion of the principal to determine the disciplinary action. (Reference Iowa Code 294.4 and 299)
A child who is under 16 years of age by September 15 of the current school year is of compulsory attendance age. We are required by law to report truant students of compulsory attendance age and their parents to the County Attorney. It is the responsibility of the County Attorney to take appropriate legal action.

Student Release During School Hours-Board Policy 501.11

Students will be allowed to leave the school district facilities 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.
If known in advance, arrangements should be made with the attendance center/office before school begins. The student must sign out in the office. Failure to sign out will result in disciplinary action. If a student returns to school that same day, he/she must sign in at the office.

Approved reasons for release of a student during the school day shall include, but are not limited to: illness, family emergencies, medical appointments, religious instruction, classes outside the student's attendance center, employment for which the student has been issued a work permit, and other reasons determined appropriate by the principal.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding these policies. The administrative regulations shall indicate the disciplinary action to be taken for truancy. (Reference Iowa Code 294.4)

Arriving Late/Leaving Early

Students arriving late, after 8:15 a.m., are considered tardy. Breakfast will not be served after 8:30 a.m.. Students missing more than 1 ½ hour from any half day will be counted ½ day absent. Students who leave before 2:00 p.m. will be considered ½ day absent. Students leaving early must have permission in advance and <u>must</u> sign out from the office before leaving.

Trips by Students During the School Year

Research has shown that it is very important for students to attend school every day. Of course, when your child is sick we do not expect him/her to come. Please try to plan trips at time when the children will not have school. By using our school calendar you can easily plan your trips so that your child does not miss valuable time in school.

Withdrawals

It is very important that parents notify the school if the family is planning to move out of the district. Make arrangements to collect the pupil's personal items from his/her desk, locker, etc. Also check to make sure all school textbooks, library books, and other school items have been returned. Advance notice is needed so the school can prepare a withdrawal form to be forwarded to the new school. When you register at the new school they will request you sign a release form, which we need to forward your child's records.

Student Health

Head Lice

If a child is found to have head lice at school, the family will be notified and the student will be sent back to class unless the parent chooses to pick their child up. The student may return to school once appropriate treatment has occurred for head lice. Families with school aged children should check their child's hair for lice on a weekly basis to ensure any case that happens may be taken care of in a timely fashion.

Dispensing Medication

It is the desire of the Riverside School staff to work cooperatively with parents and guardians in handling the administration of medications during the school day. However, the following procedure is to be followed:

1. All prescription medication must be in the original container with the student's name and pharmacy address listed.
2. Over the counter medications will be administered but, must be brought to school in its original container
3. A parental signature on a statement requesting and authorizing school personnel administer the medication in accord with the prescription must be on file.
4. A record of each time the medication is dispensed shall be maintained by the school office.
5. Medicine shall be stored where the general public cannot obtain it, preferably in a refrigerator and/or locked container or location.
6. The school nurse or a person designated by the building administrator at each center shall be responsible for all medicine.
7. If a child takes medication at school parents should check the student's school bag to see if a refill is needed or if a medication has been sent home. Absolutely no medications of any kind will be administered to students unless this policy is strictly followed.

If medication must be taken to the school, please adhere to this policy. Medication must be taken to the office and not kept in lockers, etc.

It is very hard for children to concentrate if they do not feel well. Please do not send your child to school if they are ill or if they have a temperature. Parents will be notified if their child becomes ill during the school day and needs to go home. School policy states that children should not return to school until their temperature has been normal for 24 hours

Immunization Law

Iowa Law requires that a child have a permanent immunization certificate in order to enroll in a licensed day care or public or private school in the state. Under this law, NO ATTENDANCE to any class is permitted until the certificate is in proper order. Students arriving without proper certificates WILL BE SENT HOME. The Iowa Department of Health reminds parents that it is THEIR RESPONSIBILITY to see that their school-aged children are properly immunized before enrolling them in school.
The immunization history must have the types of immunization received, the day (day, month, year) given, and the source of the immunization such as the doctor's name or public health clinic. The history must be validated by the doctor or health clinic. Parents with specific questions should contact their doctor, the state or local Dept. of Health or the school nurse.

Student Safety

Fire and Tornado Drills-Board Policy 507.5

Tornado & fire procedures are posted in each room in the building. The warning bell for fire is one long ring; the tornado warning is a series of short rings. Teachers will familiarize all students with these procedures during the first week of school. (Reference Iowa Code 100.31.)

School Closing Information

Riverside Community School District will remain open, if at all possible, on all scheduled school days, even when weather conditions may be extreme in the belief that it is in the best interest of the students. The District is concerned about the safety of all students, staff and patrons. We encourage everyone to use caution traveling safely to and from our schools

and buildings. Please know that parents can keep children home when weather is extreme. Schools understand and respect this decision and will work with families. Remember, no announcement means normal school operation. School closure or delayed start information will always be posted no later than 6:00 a.m. on the Riverside Community Schools website at www.riversideschools.org, through social media and local news outlets.

On occasion, weather may be so extreme the district will close schools or implement a late start or early dismissal. The following information outlines the communication procedures that will be followed if such school closures or delays become necessary

Media Announcements

Parents and employees should listen to these designated radio or television stations for school closure information between the hours of 5:30-8:00 AM (**If schools dismiss early, the media will air the announcement as soon as possible.)**

- **Radio Stations**
  - KCSI --- 95.3 FM
  - KJAN --- 1220 AM & 101.1 FM
  - KMA --- 960 AM & 99.1 FM
  - KNOD --- 105.3 FM
  - KSOM --- 96.5 FM
- **TV Stations**
  - KMTV — Channel 3
  - KETV — Channel 7
  - WOWT — Channel 6

Listen for One of These Messages

One of the following messages will be aired by the media:

- "Schools Will Be Closed" (day and date)
- "Schools Will Start Late" (day and date)
- "Schools Will Dismiss Early" (day and date)

Keep Phones Accessible

Phones will be used for emergencies; therefore, parents are asked not to call the schools or the District.

Closures Posted on the Web and Social Media

School closure information will be posted by 6:00 a.m. on Riverside Community School District website at www.riversideschools.org, district Facebook page, district Twitter account, superintendent Facebook page and superintendent Twitter account.

Phone, E-mail and Text Notification

Parents will also receive a text, e-mail, phone call from our automated Student Information System (JMC). It is important that parent contact information is updated on a regular basis to make sure you receive this notification.

Authorized Statements

The media will only announce school closures when authorized by the superintendent or his designee after he has consulted with the transportation director, the National Weather Service, other area schools and other state, county and city agencies.

Closures for One Day Only

All announcements are for one day only.

Normal Operation

No announcement means normal operation.

Parents Need an Emergency Plan

Parents are encouraged to establish an emergency plan for their children in the event that schools are closed, start late or are dismissed early. Parents should instruct their children where to go or what to do if a parent is not at home.

Bus Stops

On severe weather days, understand that buses may be running late due to road conditions and/or traffic delays. Please watch for email, phone or text messages regarding delayed bus routes. Parents are asked to wait with and/or meet their students at bus stops when buses are running on delayed or emergency schedules.

Make-up Days

Whether or not the day will be made-up once canceled will be determined by the Superintendent.

Late Start

When the District has designated a school day as "Schools Will Start Late," the expectation is that employees will arrive at their schools/departments based upon the amount of time the delay has been announced , or as soon as they can arrive safely. (Reference Board Policies 712.11, and Iowa Code 279.8)

Student Activities

Student Body Activity Attendance

To ensure the safety of all Riverside students and patrons, students will not be allowed re-admittance to activities once they have exited the pass gate. Students are also expected to behave in an appropriate manner and are reminded that interscholastic events are an extension of the classroom and lessons are best learned when the proper respect is given to everyone. All Riverside Students may be required to sit or park in designated areas during certain activities. It shall be within the discretion of Administration, in conjunction with the Athletic Director, Officials and Coaches to determine if Riverside students are behaving in an appropriate manner. Failure to adhere to these expectations will result in the removal from a particular activity, banishment from all activity attendance and/or law enforcement may be contacted.

Student Eligibility/Code of Conduct for School-Sponsored Activities

The Board of Directors of the Riverside Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in school-sponsored activities serve as ambassadors of the Riverside School District throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in school-sponsored activities must conduct themselves in accordance with board policy (503.1). 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 administration (Superintendent, Principal, and Activities Director) shall keep records of violations of the eligibility/conduct policy. This policy shall remain in effect for the entire calendar year, which includes the summer months.

The board's policy and these rules pertain to the following activities:
Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FCCLA, National Honor Society, all co-curricular clubs, all honorary and elected offices (e.g. Homecoming/Prom King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and dance team, mock trial, academic decathlon, school sponsored activities and trips, or any other activity in which students represent the Riverside School District.

To be eligible for an activity, students participating must:

- Be enrolled or dual-enrolled in school
- If not passing all classes at the end of a grading period, student is ineligible for the first period of 30 consecutive days in the interscholastic athletic event in which the student is a bona fide contestant.
- Be earning passing grades in at least four full time classes in the current semester and is eligible in accordance with all Riverside Academic Standards.
- For students in athletics, music, or speech activities, be less than 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, 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.
- Have met all transfer requirements, if the student is a transfer student, or is eligible under state law and regulations if the student is an open enrollment student.

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

To retain eligibility for participation in Riverside School District school-sponsored activities the following guidelines will be followed/assessed:
A disciplinary team will convene to discuss the eligibility consequences on a case-by-case basis. This policy is in effect 365 days a year, everywhere in the universe, and applies to students in grades nine (9) through twelve (12). When the disciplinary team determines the student violated the Code of Conduct, the student is subject to loss of eligibility as specified below.

The period of eligibility will go into effect immediately upon the disciplinary team's determination of a violation. An ineligible student shall attend all practices or rehearsals but may not "suit up" or perform/participate. The coach will decide if the student will travel with team, however, the student MAY NOT wear any game or team uniforms in representation of Riverside Schools until they are eligible. If the student drops out of an activity prior to completion of the period of ineligibility, that penalty will be applied in its entirety to the next school sponsored activity in which the student chooses to participate.

FIRST OCCASION: The student will be ineligible for 20% of the current extra-curricular activities in which the student participates.

- If a student does not participate in an activity at the time of the infraction, the loss of eligibility will continue to the first activity the student participates in, if applicable.
- If a student participates in multiple activities, the penalty would apply to all activities occurring simultaneously.
- If the timing of the violation occurs so that the entire penalty cannot be met in that activity, the remainder of the penalty shall carry over to the next activity in which the student participates.

SECOND OCCASION: The student will be ineligible for 33% of all activities that the student chooses to participate in for an entire calendar year.

REDUCTION OF SECOND OCCASION CONSEQUENCES: By submitting proof of completion of an accredited twelve (12) hour substance abuse educational program paid for by the parent/guardian, the consequence can be reduced to 20% of all activities for an entire calendar year.

THIRD OCCASION: The student will be ineligible for all activities for two (2) calendar years. The student will also need to complete the twelve (12) hour substance abuse program mentioned above if they have not already done so. There would be NO reduction in penalty for the third offense. If a student is ineligible at the time of violation of the Code of Conduct, the penalty for the violation will not begin until the student regains eligibility.

Example 1: A student who is academically ineligible is found to be in possession of tobacco. When the student is again academically eligible, then the Code of Conduct penalty attaches.

Example 2: A student that is currently ineligible for 20% of the activities violates the Code of Conduct. The second penalty (33% of all activities for an entire year) attaches immediately when the first penalty is completed.

DETERMINATION OF CONSEQUENCES: The above consequences shall apply to ALL levels of participation (9th, JV,

and Varsity). The number of events for each activity will be determined by multiplying the appropriate % by the number of varsity contests scheduled for that season (all fractional parts will be rounded up to the next whole number). A date that may have multiple meets or games will be considered one (1) event. An event that is scheduled for more than one day will count as one (1) event per day (i.e.; tournaments, musical).

APPEALS: Any student who is found by the disciplinary team to have violated the Code of Conduct may appeal this determination to the superintendent by contacting the superintendent's office with FIVE (5) days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is still dissatisfied, he/she may appeal to the School Board by filing a written appeal with the Board Secretary at least three (3) working days prior to the next regularly scheduled Board meeting. The review by the Board will be in closed session unless the student's parents (or the student, if the student is 18) request an open session.

The grounds of the appeal to the School Board are limited to the following:

1. The student did not violate the Code of Conduct;
2. The student was given inadequate due process;
3. The penalty is in violation of the handbook or Board policy

The penalty will remain in effect pending the outcome of the meeting with the Board. If the superintendent or School Board reverses the decision of the disciplinary team, the student shall be immediately eligible, and shall have any record of the ineligibility period and violation deleted from the student's record.

Transportation To and From Away Activities-Board Policy-712.3

Students participating in school-related activities shall report to the school at the time designated by the advisor/coach. Students must use the school provided transportation to and from events. A student may ride home with parents or another designated parent of the Riverside school district provided the parent calls the office or contacts the sponsor and provides a written note at the time they take the students. A signed, handwritten note from the parent, or the parent personally speaking to the sponsor at the event, is required or the student must ride the school provided transportation home from away activities. For the protection of our students:

1. The notes may be verified by the office.
2. It is required that the sponsor or activities director personally release the student to the parent or designee. (Reference Iowa Codes 256.4 and 285.1-.4 and 321)

XVII. General School Policies and Procedures

Illegal Items Found in School or in Student's Possession-Board Policy-503.1

According to board policy and the school code of conduct, students are prohibited from:

1. bringing or possessing weapons, look-alikes, or other instruments used to produce bodily harm.
2. distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-likes; and possessing or using tobacco, tobacco products or tobacco look-a-like products or substances.

Detention

The curriculum course work has priority over all activities; therefore, students are responsible for being on time to school, all classes and study halls for which they are scheduled. However, it may become necessary for an instructor to assign a student detention for misconduct, classroom assignments, tardies to class, etc. Students who are involved in athletics or other activities will report to detention before attending any activity or athletic practice or event.
It will be the responsibility of the teacher to notify the parents or guardians if the assigned detention time is not served as scheduled.

It will be the responsibility of the student and his or her parents or guardians to provide transportation home after the detention. If a student does not attend the assigned detention, they will be assigned a one-half day in-school detention for the next day that they are in attendance. The activity bus cannot be used for students serving detention.
Office detentions will be assigned by the administration. Continued or serious infractions may result in out of school suspension. Students who continue to behave in such a manner that it disrupts the school environment or endangers others may be recommended for expulsion and alternative educational opportunities.

Bus Policy-Board Policy-712, 712.2, 712.10

Riverside Community School District provides bus transportation to and from school for those students who qualify and wish to use it. The bus drivers will have rules which students are expected to follow. Failure to do so may result in disciplinary action. When a student loses his/her bus privileges, this refers to all buses including activities buses or buses used for field trips, etc. (Reference Iowa Code 256B.4, 285, 321, 279.8).

Visitors-Board Policy 904.3

For safety purposes, all school buildings are locked at approximately 8:30 a.m. There is a doorbell at the main entrance of each building for you to use to gain entrance. Upon entering the building, all visitors are required to check in at the office immediately upon arrival.

Parents are invited and encouraged to visit their child's classroom. For your child's protection, visitors are required to check in at the office, get a visitor's badge, and remove all hats and hoods. Visitors other than parents must be pre-approved by the principal. If you are just stopping in to drop something off for your child, please leave it at the office. This helps minimize disruptions to your child's learning.

Students wishing to bring a friend or relative to visit during the school day must have permission from the building principal at least 24 hours in advance and be accompanied throughout the day by a parent or responsible adult.

Telephone Usage-Board Policy-508.3

The office staff will only deliver messages to students during the school day between classes, study hall or during the lunch period. Students will not be called out of class except in the case of an emergency.
Students are to use the phones only when absolutely necessary or in the case of an emergency. All long distant phone calls will be made collect to the party being called. (Reference Iowa Code 279.8 and 280.14)

School Announcements

School announcements will be read once a day, emailed, or posted in designated areas.

Media Center Guidelines-Board Policy 506.4

The media center is available for research or reference materials and/or obtaining books for recreational reading. All books taken from the media center must be checked out properly and all items must be returned when due. Failure to do so will result in appropriate disciplinary measures. (Reference Iowa Codes 22, 622.10)

Lost/Overdue Library Books

It is the policy of the Riverside Elementary Library to work with students and teachers to find missing or overdue library books. If, after six (6) weeks, the book has not been found, the student will be asked to pay for the book. The cost for the book is listed in the Alexandria library system. If the lost book is not paid for, the fine will be placed on their registration costs the following school year.

Student Scholastic

Riverside Jr/Sr High and Intermediate School Grading Scale

95-100	A
93-94	A-
91-92	B+
87-90	B
85-86	B-
83-84	C+

79-82	C
77-78	C-
75-76	D+
71-74	D
69-70	D-
68 and below	F

Riverside Elementary School Grading Scale

E - Exceeds (above grade level)
S - Satisfactory (at grade level)
P - Progressing (working toward grade goal)
N - Needs Improvement (below grade level)

Report Cards-Board Policy 505.2

Report cards will be issued at the end of each nine weeks. Semester grades will reflect the average of the 1st and 2nd quarter grading periods. Report cards will be handed out, mailed out or emailed at the end of each quarter. (Reference Iowa Code 256.11, 256.11A, 280)

Parents of Divorce/Separation

If you would like copies of your child's report cards and other information from the school to be sent to more than one address, please notify the school. You can call either school or email the school's secretary. Please let us know at the start of each new school year if you would like to continue receiving this information. All address or phone number changes should be reported to the office immediately.

Child Custody

In most cases, when parents are divorced, both mom and dad have equal rights where the children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please supply the school with that document. Otherwise, we will provide each parent with equal access to the school.

Promotion and Retention Policy

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 before the first week of May. It shall be within the discretion of the board or superintendent to retain students in their current grade level.

Promotion/Retention K-5

The philosophy of the Riverside Community School District is to meet the academic/intellectual, social and emotional needs of each child. The district will make a continuous effort to provide an educational experience appropriate to the abilities of each student. The decision to promote or retain students shall be based on the following considerations:

- Maturity (social, emotional, physical)
- Input of the counselor, school psychologist, parents/guardians, teachers, principal
- Standardized achievement test scores relative to present placement
- Current level or academic achievement according to ability
- Truancy and attendance

Implementation of Promotion/Retention

- The classroom teacher is primarily responsible for the academic evaluation of the student's progress. However, other assessment strategies may be utilized in order to determine rate or progress.
- Early identification of students not making adequate progress is crucial. Teachers will notify the parents and principal when they have determined that certain students are not making satisfactory progress according to their abilities no later than the end of the second quarter.
- In collaboration with parents/guardians and the SAT (student assistance team), achievement goals for each student will be determined and plans formulated to assist each child in reaching those goals in order that he/she might be promoted.
- At the end of the third quarter, a conference with the principal, teacher and family will be held to review the child's progress. If the goals established are not being met, retention may be a possibility.
- A student whose performance is adversely affected due to illness or other extenuating circumstances may be granted an incomplete (I). The building principal will be responsible for determining make-up time for each incomplete grade.
- The final decision regarding promotion or retention rests with the school board.

Discipline Guidelines

Forms of disciplinary action—types of misconduct

Disciplinary action is warranted when a student's actions become inconsistent with the educational objectives of the classroom and the school. The vast majority of discipline situations begins and ends in the classroom. Many of the behaviors such as disruptive conduct, arriving to class without required materials, and cheating should be handled primarily in the classroom through various means such as verbal reprimands, parent contact, or detention after school. In some cases, when the undesirable behavior continues and the classroom teacher considers the action out of his/her control, the instructor is to complete a referral explaining the interventions attempted, and the student may be sent to the principal's office for disciplinary action.

The disciplinary actions are listed in a range of decisions from the least to the most severe consequence. In determining the appropriate consequence, a teacher and/or administrator will generally begin with least severe penalty and/or combination of penalties and consider more severe penalties based upon the age and maturity of the child as well as the frequency and severity of the violation. Upon the discretion of the administration, law enforcement may be contacted. (Reference Board Policies 503.1, 503.2 and Iowa Codes 21.5, 124, 279.8, 279.9, 282.3, 282.4, 282.5, 453A, 502.8 and 502.9)

Level 1 and 2 Suspensions

Suspension from school or classes will generally fall into two categories. Temporary, a period of three days or less, will be administered by a building administrator. Suspension, for more than three days but not to exceed 10 days, will be administered by a building administrator or the Board of Education. Students being suspended from school will not be released until proper notification of parents or guardians and an informal hearing held with the student(s) involved. If the suspension is to be three days or less, the parents or guardian may contact the school to determine when the student may return. If the suspension is to be for more than three days, an "incident report" letter must accompany the student along with a Right to Appeal notice. One copy of each will be sent to the Superintendent of Schools.
Schoolwork missed while a student is serving in or out-of-school suspension will be made up. Due dates for these assignments will be determined by the instructor.

Expulsion

An expulsion will be administered by the Board of Education if a student's action presents a serious and/or continued violation of conduct as listed under reasons for suspension or expulsion. The Superintendent of Schools or duly authorized designee may recommend to the Board of Education that the student be expelled for the remainder of the semester in which the violation leading to expulsion took place, or the student may be expelled for the remainder of that semester plus the following semester. Any student expelled from school by the Board of Education may be readmitted only by the Board.

VIOLATION	*DISCIPLINARY ACTION*
Arriving to class without required materials	**1st offense:** verbal reprimand, detention, parent contact, **Subsequent offenses:** in-school suspension
Assault	**1st offense:** out-of-school suspension over 3 days, law enforcement may be contacted **2nd offense:** expulsion (board approved) , law enforcement may be contacted
Cheating on any test, copying of book reports, term papers and school work	**1st offense:** verbal reprimand, detention, parent contact, in-school suspension **2nd offense:** out-of-school suspension up to 3 days **3rd offense:** out-of-school suspension over 3 days **Subsequent offenses:** In-School or out-of-school suspension up to 10 days or expulsion (board approved)
Cumulative Misconduct:	In-School or out-of-school suspension up to 10 days or expulsion (board approved)
Defacing school property (student will be expected to make restitution)	**1st offense:** verbal reprimand, detention, parent contact, in-school suspension, law enforcement may be contacted **2nd offense:** out-of-school suspension up to 3 days, law enforcement may be contacted **3rd offense:** out-of-school suspension over 3 days, law enforcement may be contacted **Subsequent offenses:** In-School or out-of-school suspension up to 10 days or expulsion (board approved)
Deliberate and open verbal or physical defiance of authority including school rules or policies	**1st offense:** verbal reprimand, detention, parent contact, in-school suspension **2nd offense:** out-of-school suspension up to 3 days **3rd offense:** out-of-school suspension over 3 days **Subsequent offenses:** In-School or out-of-school suspension up to 10 days or expulsion (board approved)
Disrespectful speech or behavior toward a teacher, staff member or other student	**1st offense:** verbal reprimand, detention, parent contact, in-school suspension **Subsequent offenses:** out-of-school suspension up to 3 days
Disruptive conduct: behaviors which interfere with student learning in the classroom	**1st offense:** verbal reprimand, detention, parent contact, in-school suspension **2nd offense:** out-of-school suspension up to 3 days **3rd offense:** out-of-school suspension over 3 days **Subsequent offenses:** In-School or out-of-school suspension up to 10 days or expulsion (board approved)
Use of devices in school which are a distraction to the learning environment, which includes any scheduled class or study hall. (Cell Phones, I-pods, MP3 Players, Personal Gaming Systems, beepers, etc.)	**1st offense:** confiscated – student may retrieve from office at end of school day **2nd offense:** confiscated – student may pick up at the end of the school day and must bring to the office at the beginning of the next day, for one (1) calendar week **3rd offense:** confiscated – student may pick up at the end of the school day and must bring to the office at the beginning of the next

	day, for one (1) calendar month **Subsequent offenses:** confiscated – student may pick up at the end of the school day and must bring to the office at the beginning of the next day, for the a school year
Falsifying notes	**1st offense:** Verbal reprimand, detention, parent contact, **2nd offense:** in-school suspension

Fighting (other than pushing, shoving, etc. in which both parties are equally involved regardless of who "threw the first punch".)	**1st offense:** verbal reprimand, detention, parent contact, in-school suspension **2nd offense:** out-of-school suspension up to 3 days **3rd offense:** out-of-school suspension over 3 days **4th offense:** expulsion (board approved)
Gambling	**1st offense:** verbal reprimand, detention, parent contact, in-school suspension **2nd offense:** out-of-school suspension up to 3 days **3rd offense:** out-of-school suspension over 3 days **Subsequent offenses:** In-School or out-of-school suspension up to 10 days or expulsion (board approved).
Harassment/Bullying	**1st offense:** verbal reprimand, detention, parent contact, in-school suspension, law enforcement may be contacted **2nd offense:** out-of-school suspension up to 3 days, law enforcement may be contacted **3rd offense:** out-of-school suspension over 3 days, law enforcement may be contacted **4th offense:** expulsion (board approved), law enforcement may be contacted.
Inciting others to violence or disobedience	**1st offense:** verbal reprimand, detention, parent contact, in-school suspension **2nd offense:** out-of-school suspension up to 3 days **3rd offense:** out-of-school suspension over 3 days **Subsequent offenses:** In-School or out-of-school suspension up to 10 days or expulsion (board approved).
Minor pushing, shoving kicking or chasing	**1st offense:** Verbal reprimand, detention, parent contact, **Subsequent offenses:** in-school suspension
Possession of any weapon, look alike or instrument which would cause bodily harm.	**1st offense:** out-of-school suspension over 3 days, law enforcement may be contacted **2nd offense:** expulsion (board approved) , law enforcement may be contacted
Profanity—obscenity *Including possession of pornographic material	**1st offense:** verbal reprimand, detention, parent contact, in-school suspension **2nd offense:** out-of-school suspension up to 3 days **3rd offense:** out-of-school suspension over 3 days **Subsequent offenses:** In-School or out-of-school suspension up to 10 days or expulsion (board approved).

Skipping school (one who willfully absents him/herself from one or more regularly scheduled classes, study halls, or lunch periods)	**1st offense:** verbal reprimand, detention, parent contact, in-school suspension **2nd offense:** in-school suspension up to 3 days **3rd offense:** in-school suspension over 3 days **Subsequent offenses:** in-school suspension up to 10 days
Stealing/possession of stolen property	**1st offense:** out-of-school suspension over 3 days, law enforcement may be contacted **Subsequent offenses:** In-School or out-of-school suspension up to 10 days or expulsion (board approved).
Tardies to class (referral by instructor)	**1st offense:** Verbal reprimand, detention, parent contact, in-school suspension or Saturday school detention
Threat of physical assault or intimidation of others	**1st offense:** verbal reprimand, detention, parent contact, in-school or out-of-school suspension up to 3 days **2nd offense:** out-of-school suspension over 3 days **3rd offense:** expulsion (board approved
Use of any instrument, weapon or look alike to produce bodily harm (a report will be given to the local or county authorities)	Expulsion (board approved) , law enforcement may be contacted
Use or possession of tobacco or look a-like products on school property (smoking, chewing, vaping, etc.)	**1st offense:** out-of-school suspension up to 3 days **2nd offense:** out-of-school suspension over 3 days **Subsequent offenses:** In-School or out-of-school suspension up to 10 days or expulsion (board approved).
Using, furnishing, selling, possessing or being under the influence of narcotic, hallucinogenic or dangerous drugs or alcohol on school property or while attending any school sponsored activity.	In-School or out-of-school suspension up to 10 days or expulsion (board approved).
Vandalism	**1st offense:** out-of-school suspension over 3 days, law enforcement may be contacted-Pay Damages **Subsequent offenses:** In-School or out-of-school suspension up to 10 days or expulsion (board approved).-Pay damages

Offense Description	Disciplinary Action		
	1st Offense	2nd Offense	3rd Offense
Level 1 ***Internet Violations*** • Attempting to bypass filtering and/or security measures • Attempting to surf for inappropriate or non-academic items • Attempting to change filter settings • Accessing social media and networking that is non-academic • Playing games that do or do not bypass filtering ***Downloading Programs*** ***Production and Distribution of inappropriate material*** ***Privacy*** • Attempting to hide computer activities • Attempting to hide, delete, or alter files or file types not belonging to the student • Revealing and/or sharing of account information • Attempting to access or use someone else's computer account information or profile • Using school or other e-mail inappropriately	***Minimum Action*** Verbal Reprimand ***Maximum Action*** Detention/Loss of computer or Internet privileges	***Minimum Action*** Detention ***Maximum Action*** Loss of computer or Internet privileges	***Minimum Action*** Detention ***Maximum Action*** Extended loss of computer/Internet privileges and/or suspension
Level 2 ***Hardware*** • Destruction of property • Theft ***Software*** • Knowingly bringing in viruses • Installing, removing or using programs to subvert function or security • Improper use of computers to falsify documents or plagiarize • Bypassing security measures or access more privileged accounts • Attempting to alter or block the proper operation or performance of the network • Using school or other e-mail inappropriately ***Production and Distribution of inappropriate material*** ***Cyber Bullying*** ***Illegal Activities***	For each offense in Level 2, the minimum action taken will be a detention and the maximum action taken will be suspension or expulsion based on the severity of the offense. Citations or legal charges may be issued. *Given the nature of technology use and applications, the Technology Code of Conduct provisions are subject to change over the course of the school year. If such changes occur, students and parents will be notified via school publications and web postings.*		

Guidance

School Counselor

The school counselor is available to students, parents, and school personnel. The counselor will help students with career information, personal and school related problems, goal setting, anger management, and problem solving. Parents are encouraged to call or visit the counselor concerning their student's' academic progress or other related issues.
To see the counselor, students should stop by the guidance office or between classes to set up an appointment and secure a pass.
The following materials are available to all students: college catalogs and applications, career handbooks, information on the military and personal help guides.

School-Based Intervention Services

Riverside Community School District implements an intervention program for students who may be at-risk of not graduating from high school. The School Based Interventionist (SBI) is housed at the middle and high school levels to assist students, parents, and staff on the student's journey to a high school diploma. School Based Interventionists work primarily with counselors and administrators as a liaison between parents, students, and the school. The SBI is supervised by Steve McPhillips at Green Hills Area Education Agency. Please contact Steve with any concerns at smcphillips@ghaea.org or 712-366-0503.

XVIII. General School Information/Rules

After School Destinations

Sometimes it is necessary for a student to go somewhere other than their usual destination after school. When possible, these arrangements should be made before school. A note should be sent to school with the student to let us know about the change. If it is not possible to make the arrangements before school, please call the school as soon as you can in the morning. Please don't wait until 3:00 p.m.! Please send a note, or call, each time your child is going somewhere other than their usual place.

Unless we get a note or a phone call the student will be sent to their usual after-school destination. Students will not be allowed to make phone calls after 8:30 a.m., to arrange make arrangements to go home. Such plans must be made at home, in advance, with a note from the parent/guardian being sent to school.

Change of Address, Phone Numbers, Contact Information

All persons changing residence or place of employment should inform the school *as soon as possible*. All parents/guardians should list an **emergency phone number** as well as their work number. All cell phone numbers should be kept updated. It is very important that we know how to reach you in case of an emergency. Unlisted numbers will be handled with confidentiality.

Preschool Information

Preschool will be all-day on Monday, Tuesday, Thursday and Friday (No Preschool on Wednesday) following the same schedule as the elementary school. If your preschooler will be absent from school, please call the office 712-482-6296 and the bus garage 712-482-6215 by 7:00 a.m.

School closings and delays for preschool:

One-hour or Two-Hour delay—all preschoolers will ride their regular bus routes. Preschool will begin at 9:30 a.m. or 10:30 a.m.

Preschoolers will be going outside daily. Please send clothing appropriate for the weather. This includes socks, boots, gloves, hats, and warm jackets.

Riverside Child Care (RCC)

RCC services are Monday through Friday at Riverside Elementary from 6:00 a.m. - 6:00 p.m. The cost is **$2.70**/hour.

Enrollment forms may be picked up at the elementary school. Please call 712-482-6296 for further questions.

School Pictures

Early in the academic year all students will have their picture taken at school. Payment for these pictures must be made in advance. Notification of picture day and price lists will be provided to parents/guardians and students well in advance of the date set for picture taking. Pictures will be taken of each student for the yearbook for Preschool--8th grade. Spring pictures are usually taken in March. A yearbook is available for purchase following the spring pictures.

Student Lockers

Student lockers are the property of the school district and may be periodically inspected by the building principal. Sometimes events dictate an immediate search. Student lockers may also be searched in compliance with board policy regulating search and seizure.

Telephone Use

Parents are expected to make plans with students before the start of a school day. The secretary will deliver messages to students that are an emergency only. Due to the large number of calls received from parents reporting absences, etc., students are not permitted to make outgoing phone calls unless an emergency arises. Calls for forgotten books or assignments are not emergencies. Students must have permission from their teacher to make any call. Students will not be allowed to call after the beginning of the day to ask for a destination change. That change must come from their family.

Booster Club Organization

Patrons are invited to become active in the Boosters, an organization formed to assist the school in a number of ways. It is a good way

Principal's Cabinet

This is like a P.T.O. (Parent-Teacher Organization). Teachers, staff members, parents and the principal meet once per month on Sunday evenings. The mission of the Riverside Principal's Cabinet is to have both parents and educators work together to better the educational, physical, emotional, and health needs of the students in the Riverside Community School. Please join us – it takes a village to raise a child. We need you!

Homework Policy

Each classroom teacher will inform students of their homework policy. Please become familiar with your child's homework expectations. Assignment books are provided and routinely used in the 5th and 6th grades to help with this process. Your help is needed to support and guide their learning at home. Determine the best time and location for homework at your home. By establishing a regular routine, your child will be more likely to complete work with success. Parents, it is very important that you communicate with the teacher when there is a problem. If your child is sick, let us know in the morning, and we can have homework assignments ready to pick up by afternoon. If your child has a sister/brother or friend that could collect the work and drop it by your house, let us know, and we will send the work home with them.

Money/Valuable Items

Students are only to bring money to school if it is to be turned into the teacher or office. Money should be placed in a sealed envelope with the student's name, grade and what the money is for (lunch, etc.) written on the outside of the envelope. Valuable items brought to school will be held in the office and are to be picked up at the end of the day. Items such as cell phones, electronic games, virtual pets, fidget spinners, roller blades, skateboards, yo-yos, cameras, trading cards, or MP3 players should not be brought to school. Additionally, we do not encourage students to bring items to school for the purpose of trading.

Toys

No toys should be brought to school unless the classroom teacher has a "sharing day" or a special day to bring a toy.

Pets

Everyone enjoys pets in their proper place; however, at school they can present problems. Please contact your child's teacher to arrange for a special time to bring any pets to school. Students are not to bring pets themselves at any time.

Treats and/or Party Invitations

If treats or party invitations are brought to school, such as on birthdays, they should include all students in that room. If you are not planning on inviting the entire class then please make other arrangements to invite your child's classmates to a party. Please arrange with your child's teacher for an appropriate time to deliver treats.

Hot Lunch/Breakfast Program

Students may participate in the hot lunch and/or breakfast programs available at the school. Well-balanced meals are prepared every day. Family meal accounts are accessed through the child's meal ticket, and parents will be notified when the account is in need of money. Parents are welcome to eat lunch with their child. Please call before 9:00 a.m. that day so extra lunches may be reserved. The cost of adult lunch is $3.55. Adult breakfast is $2.50. Student lunches are $2.55 and breakfast is $1.50. If you choose to send a sack lunch—please do not send soda. Please remember to check at the end of the year for any outstanding charges to their lunch account.

Milk Break

Milk breaks are provided for students in grades Pre-K-1. A cost of $.30/day (subject to change) will be deducted from your family meal account. If you do not want your child to participate in the milk break, please mark the appropriate box on the registration form. If you qualify for free/reduced lunch, you will still need to pay for milk break.

Income Guidelines

Students whose families meet the income guidelines for free and reduced-price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing 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 ReAnn Hildebrand, High School Guidance Secretary, 712-482-6464, for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Volunteers

We encourage and welcome parents and other community members to become active in our school. There are many important jobs in the classroom, library, or office. Some of the ways you could help would be to listen to children read, help teachers with classroom projects or field trips, tutor, or reinforce students. If you, or someone you know, would be interested in this exciting opportunity, please contact the office or your child's teacher. We would be happy to make arrangements for you.

Open Enrollment

Parents requesting open enrollment out of the school district for their student shall notify the school district and the Department of Education no later than March 1st in the year preceding the first year desired for open enrollment. Parents of children who will begin kindergarten in the school district must request open enrollment by the September 1st deadline.

Parents must make their notifications on forms provided by the Department of Education. The forms are available at the central administration office in Carson and online at www.iowa.gov/educate.

Teacher Request

Parents who wish to make a request for a particular teacher are asked to make that request in writing and submit it to the elementary principal no later than May 1st. You can deliver your request to the elementary building via email or mail it to the principal: Mr. Jason Crum 708 Glass St, PO Box 370, Oakland, Iowa 51560. The principal and staff do consider a number of variables when making room assignments including gender ratio, class size, and special learning needs of students. However, the principal will consider each and every request as part of that process.

Problem Process in the Classroom

If you have a problem or question about something that happened at school:

- 1st—Contact your child's teacher by phone (482-6296) or school email (addresses available at www.riversideschools.org). Most of the time, we find that some miscommunication has occurred and the situation can be resolved.
- 2nd—Contact the principal with the issue and the previous teacher contact.
- 3rd—Contact the superintendent.
- 4th—Contact the school board.

Special Education

Special Education is available to all students who qualify for services. We have two teachers who work with students in kindergarten through fourth grade to help provide quality services to students with special needs. If you would like more information about the services available, please contact the principal.

Title I

Title I reading services are available for students demonstrating difficulty with reading. The Title I teacher will work in conjunction with the first and second grade classroom teachers to plan and deliver services to identified students.

Appendix

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the ***Riverside Community School District***'s Intermediate and Elementary School Handbook available at www.riversideschools.org . I understand the student and parent handbook contains important information about the school and my role, responsibilities, and duties as a student or parent. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult ***Jason Crum, Grade PK-5 Principal*** with any questions I have about the contents of the student and parent handbook or any questions that I feel were not addressed.

I understand that the student and parent handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Intermediate and Elementary School Handbook is not intended and does not constitute a contract between the ***school*** and any one or all of its students or parents.

_____

Student Signature Date

_____

Parent Signature Date

TO BE PLACED IN STUDENT FILE – COPY PROVIDED TO PARENT