

RIDGE VIEW

MIDDLE SCHOOL STUDENT-PARENT HANDBOOK

2016-2017

The Schaller-Crestland and Galva-Holstein Schools will not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, 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 Programs Contact: Jarod Mozer, 300 S Berwick, Schaller, IA 51053, 712-275-4267, jmozer@rvraptors.org or Employment Contact: Bret Warnke, 519 E Maple Holstein, IA 51025, 712-368-4353, bwarnke@rvraptors.org

Ridge View
Middle School

2016-2017

310 W. Main St.
Early, IA 50535
Phone:712-273-5185
Fax: 712-273-5120
Mr. Jarod Mozer, Principal
e-mail: jmozer@rvraptors.org

Basic Expectations:

1. Do Your Best
(Be Committed To Action)
2. Do What Is Right
3. Treat Others The Way You Want To Be Treated

Welcome to the 2016-2017 school year! We are excited about the enriching learning opportunities that are set to occur throughout the course of the year. As always, the foundation for supporting student achievement will be high expectations, ongoing collaboration, open lines of communication and safe learning environments.

Ridge View Middle School is continuing to grow and develop to provide each student with the best education possible. However, we know this can only truly happen when all members of the learning community – school staff, parents, students, administration, etc. – work together to help every student succeed. Collectively, we can make a difference and promote the intellectual, social, emotional, and behavioral growth of all students in the building.

This handbook is meant to offer students and their families essential information about our expectations for student behavior, and define the steps we will take when issues arise. In addition, the handbook provides basic information about the building's staff, schedule and beliefs related to student learning. Please note considerable time and effort has been invested to ensure the behavioral and discipline policies outlined in this handbook are in the best interest of student learning and wellbeing.

The character of the school is determined by its members, so we must all work together to continue to build a tradition of excellence at Ridge View Middle School. In order to assist in this effort, please take time to review this handbook as a family and discuss the purpose of school, the value of education, and the importance of positive behavior. Also, we ask that you and your child sign the attached Home School Partnership Policy and return it to your the middle school office before Labor Day. We know you share our commitment to fostering this positive growth. If you have any questions related to this handbook, please feel free to contact us. Again, we are looking forward to working with all of you, and wish every student a successful year at Ridge View Middle School.

Sincerely,

The Middle School Administration, Faculty & Staff

Ridge View Middle School Staff:	
Caleb Christensen – Social Studies	Doug Davidson – Science
Melissa Dean – Art	Lindsay DeHaan – Language Arts/Inst. Coach
Dennis Freking – Vocal Music/Band	Jeff Kohn – Math
Sue Loggins – Library Aide	Mitch Lyons – Physical Education/Life Skills
Jarod Mozer – Principal	Mary Nehring – Librarian
Darren Nuckolls - Custodian/Trans. Director	Denise Pickhinke – Language Arts/Life Skills
Jane Schomaker – Secretary	Lindsey Stille – Technology
Amber Teague – Counselor/Life Skills/TAG	Tricia Vohs – Special Education
Jon Wiebers - Superintendent	Kelly Wiener – Language Arts

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MISSION:

Our mission is to enable students to reach their greatest potential intellectually, socially, emotionally and physically, thus becoming unique lifelong learners.

Ridge View Shared School District Belief Statements:

Individuals in the Ridge View School District will reflect these core values.

We Believe:

1. Our primary focus is on the student.
2. All students are lifelong learners.
3. All students are unique.
4. All students can learn and have success.
5. All students are responsible for and must be held accountable for the educational process.
6. All student expectations must be high.
7. Everyone should be treated with respect.
8. Everyone is a role model.
9. Everyone in the educational process should feel and be safe in the school environment.
10. Everyone should adhere to the highest possible ethical and moral standards.
11. All need to know they are cared about.
12. Each individual has the potential to control their response to the day.
13. Kindness and compassion should be evident every day.
14. All need to take an active interest in the school.
15. All communication needs to be meaningful and open.
16. We should nurture and expect intellectual, physical, emotional and social growth and maturity.
17. Everyone needs support.
18. All co-curricular activities are an integral part of the educational process.

Middle School Schedule:

1 st Period	8:20 - 8:59
2 nd Period	9:02 - 9:41
3 rd Period	9:44 - 10:23
4 th Period	10:26 - 11:05
5 th Period (Band/Vocal/Lunch/ABB)	11:05 - 12:25
6 th Period	12:25 - 1:04
7 th Period	1:07 - 1:46
8 th Period	1:49 - 2:28
9 th Period	2:31 - 3:10
Study Back	3:10 - 3:23

Ridge View Grading Scale:

A	4.00	100-94
A-	3.667	93-90
B+	3.337	89-87
B	3.00	86-83
B-	2.667	82-80
C+	2.337	79-77
C	2.00	76-73
C-	1.667	72-70
D+	1.337	69-67
D	1.00	66-63
D-	0.667	62-60
F	0.00	below 60

Late Start & Early Out Schedules for The Middle School

<u>1 Hour Early Dismissal:</u>	<u>2 Hour Late Start Due To In-Service:</u>	<u>2 Hour Late Start Due To Weather:</u>
1st - 5th periods as normal	10:25-10:47 - 1st or 3rd Period	10:25-10:47 - 1st or 3rd Period
12:17-12:41 - 6th Period	10:50-11:12 - 2nd or 4th Period	10:50-11:12 - 2nd or 4th Period
12:44-1:08 - 7th Period	5th - 9th Periods as Normal	5th-9th Periods as Normal
1:11-1:35 8th Period	<i>Aug. 31 – Periods 1 & 2</i> <i>Sept. 14 – Periods 3 & 4</i> <i>Oct. 19 – Study Backs</i> <i>Nov. 2 – Periods 1 & 2</i> <i>Nov. 16 – Periods 3 & 4</i> <i>Dec. 7 – Study Backs</i> <i>Jan. 11 – Study Back (all groups)</i> <i>Jan. 25 – Periods 1 & 2</i> <i>Feb. 8 – Periods 3 & 4</i> <i>Mar. 8 – Periods 1 & 2</i> <i>Mar. 22 – Periods 3 & 4</i> <i>Apr. 5 – Study Backs</i> <i>Apr. 19 – Periods 1 & 2</i> <i>May 3 – Periods 3 & 4</i>	
1:38-2:02 - 9th Period		

Inclement Weather:

When school is cancelled because of inclement weather prior to the start of the school day, students and parents are notified over **KAYL 990 AM, KAYL 101.7 FM, KCHE 92.1 radios stations.**

Other stations carrying reports are **KTLB 105.9 FM and KKIA 92.9 FM.** The missed day may have to be made up at a later date. Local television will be contacted if possible.

When school begins two hours late because of weather, breakfast will not be served. If school is dismissed because of inclement weather after the school day has begun, radio and television stations will be notified as well as the information being posted on the website.

The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the

students at the student's school.

Extracurricular activities or practices scheduled for the day or evening of a day when school is cancelled or dismissed early are generally canceled and re-scheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

Welcome to Our School:

This handbook, school district policies, and administrative rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities.

Jurisdictional Statement:

The handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures.

Lines of Communication:

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

- 1) **The Teacher-** If your concern involves a teacher or your child's progress in school, request a meeting with the teacher.
- 2) **The Principal-** If you feel the teacher was unable to help you, talk to the MS Principal.
- 3) **The Superintendent-** If your problem is not handled to your satisfaction by the above persons, you may call and request a conference with the Superintendent.
- 4) **The Board of Directors-** Parents/Guardians may request to address the School Board by submitting a written request to the Superintendent stating the problem and details.

School Contact Information:

School Contact Information:			
Building:	Grades:	Phone Number:	Address:
Middle School	6th-8th Grade	712-273-5185	310 W. Main St. Early, IA 50535

High School	9th-12th Grade	712-368-4353	519 East Maple St. Holstein, IA 51025
Holstein Elementary	Pre-2nd Grade	712-368-4353	519 East Maple St. Holstein, IA 51025
Galva Elementary	3rd-5th Grade	712-282-4213	207 Noll St. Galva, IA 51020
Schaller Elementary	Pre-5th Grade	712-275-4266	300 S. Berwick Schaller, IA 51053

School Hours:

The school day begins with students arriving between 8:00 a.m. and 8:15 a.m. and the school day ending at 3:25. **Town students that are not riding the bus should not arrive at school prior to 7:45 a.m.** Staff are not available to supervise students on school grounds until 7:45 a.m. or after the school day ends. Therefore, we appreciate parent cooperation in sending or receiving your children from school during the respected times. Only when they are under the supervision of an employee or an extracurricular activity sponsor, should these times differ. If school is dismissed early, students are expected to leave the school grounds as soon as possible.

Attendance:

(Reference to Board Policy 501)

Whenever it is not possible for a student to be in attendance, the school needs to be notified of the absence, along with the reason, before 8:30 a.m. The office telephone number is 712-273-5185 or email jschomaker@rvraptors.org. The reason for the absence must be reported within one day of the absence to be considered excused. Students should bring a written excuse from the parents/guardians giving the reason for the absence the day after the occurrence. The office will then validate that absence. Absences will be categorized as either excused or unexcused at that time.

Acceptable reasons for a student’s excused absences may be for illness, funerals, school activities, special business transactions and medical/dental visits. (Working for your parents/guardians will be considered as an excused absence as long as the privilege is not abused).

Examples of unexcused absences are vacations, oversleeping, haircuts, hunting or fishing, driver’s license exam, and shopping. There is no way to list all types of absences; therefore, the administration may have to make decisions when necessary.

Any student missing three consecutive days due to illness should have a slip from the doctor. (This can be faxed to the school at 712-273-5120 and will be given to the nurse to file.) Students who are or will be absent for a portion of a school day are to report to the office upon return to school with a written note as well. A student wishing to be dismissed early must bring a signed excuse from his/her parent/guardian. (Parent/guardian may also call ahead of time if their child needs to be gone for a portion of the day or must leave early.)

If a student knows in advance that they will be missing, they will be expected to bring notification

from home and complete the work before leaving. Students who miss school because of school-sponsored activities must make up their work in advance. A "field trip" permit must be secured, signed by parent/guardian, and the work made up prior to being allowed to attend the activity.

If a student exceeds a total of 4 absences in a trimester, he/she may make up the time missed by attending Academic Buy Back if the assignments aren't completed. All additional absences will result in one Academic Buy Back per day missed. Exceptions include a long-term illness excused by a physician for those days missed or bereavement reasons. Only the principal can grant exceptions.

Not arriving at school by 10:00 a.m. or leaving before 2:00 p.m. will result in a ½ day count on the student absence report.

Once a student has accumulated 4 absences the following procedures will be used:

4 absences - parents notified by mail/email

7 absences - parents notified by mail/email and a conference between the parent, counselor, and principal may be requested.

10 absences - The county district attorney may be contacted.

Tardiness:

You are expected to be in the classroom and prepared for class at the start of each period. Tardiness for each class will be monitored by the classroom teachers. When the student has accumulated the fourth tardy for the same class, the student will be assigned a detention to make up the work they have missed. Additional tardies for the same class will result in additional detentions/reteaching sessions to enable students to make up work they have missed. Tardies rest every trimester.

If a student is tardy in arriving at school, they must report to the office for a pass to class. Five unexcused tardies will count as a half-day absence and result in a detention/reteaching with Mr. Mozer.

Detentions:

Students will serve detentions with the teacher who assigned it. Detentions are to be served within two days of being assigned, unless other arrangements are made with the classroom teacher. Students who miss a detention will serve two, and parents will be contacted by the teacher. Detentions from Mr. Mozer will be served within two days and may be served during either of the two designated times 7:00-7:45 AM or 3:10-4:00 PM. Detentions may also be served during Academic Buy Back sessions after school.

Leaving School Early:

A student wishing to be dismissed early must bring a signed excuse from his/her parent/guardian. (Parent/guardian may also call.) Students must sign out when they leave. Improper sign out procedures will result in disciplinary action. If a student is leaving because of illness, the school nurse or secretary will telephone the parents/guardians before he/she signs out.

Truancy:

(Reference to Board Policy 501)

Truancy is defined as having an unexcused absence from school. An excessive unexcused absence is any unexcused absence beyond 3 days. Parents may be asked to come to a meeting to discuss absenteeism. Student attendance may be turned over to the district attorney (truant officer). Steps to avoid truancy for any Ridge View Middle student are outlined in our attendance section.

Failure to Do Assignments: **FDAs - Student Responsibility Program**

The Failure to Do Assignments (or FDA as referred to hereafter) represent a concerted effort on the part of the Ridge View Middle School staff to help students in grades 6-8 realize the need for responsible behavior to their school work and education in general. The system is meant to be a guide for specific outcomes and consequences for failing to do assignments. The ultimate goal is to have students who are proud of their education and accomplishments.

If an assignment is not complete to the instructor's satisfaction, physical education clothes are forgotten, a musical instrument left at home on the day of practice, or improper materials are brought to the class, they will receive an FDA. The teacher will issue a three-part NCR form to the student who will fill out the requested information and seek approval from the teacher. The student will retain a copy for him/herself, the instructor will retain a copy and one copy will go to the homeroom advisor. At the beginning of each trimester, the FDA count will begin over.

When a student has accumulated **two FDAs** on record, the advisor will photocopy those and forward them via mail to the parents for their review. If the parent has questions or concerns they are to call the homeroom teacher listed on the bottom of the letter. (Phone calls should be made preferably before or after school.)

When a student reaches the **fourth FDA**, a phone call will be made to the parent requesting the student attend Academic Buy Back (ABB).

The **sixth FDA** will result in attending Academic Buy Back (ABB) for 2 consecutive days.

If a student reaches their **eighth FDA**, this will result in attending Academic Buy Back (ABB) for 3 consecutive days and possible restriction from activities.

FDAs reaching 10 in a trimester will result in the formation of an individualized plan to guide students toward specific outcomes. This plan will be created at a meeting with the student, parent(s), homeroom advisor, and principal present.

Any student who is required to attend ABB and fails to do so will be required to stay one additional night of ABB per occurrence. Family emergencies or conflicts must be approved and waived only through the principal.

1. Students must be in attendance beginning at 3:30 p.m. and may leave at 5:30 p.m. Students will be expected to come prepared and must use the two hours to complete homework. (Students may also work ahead if all other work has been completed.)

2. Failure to follow rule #1 will result in an additional Academic Buy Back.

NOTE: The school does offer a shuttle from Early to Schaller, Galva, Nemaha, and Holstein. All other transportation needs to be arranged without the involvement of the school.

Progress will be monitored with the student throughout the school year. The study back advisors will work with the students in trying to avoid major school homework and organizational problems. At the beginning of each trimester all students will start over at zero. We want to encourage all parents to get to know their student's advisors and teachers so they can work together on the student's behalf to make them be responsible and successful.

Anti-Bullying/Harassment Policy:

Code No.: 104.0

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

The board prohibits harassment, bullying hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: Age, Color, Creed, National Origin, Race, Religion, Marital Status, Sex, Sexual Orientation, Gender Identity, Physical Attributes, Physical or Mental Ability, Ancestry, Political Party Preference, Political Belief, Socio-Economic Status, Familial Status. Harassment against employees based upon 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 actual or perceived is also prohibited.

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

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

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

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or

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

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

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical, or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one’s grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student’s performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

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

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

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

action.

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The investigator or designee will be responsible for handling all complaints by students alleging bullying or harassment. The investigator or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It is also the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

The superintendent is also responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

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; and
- A copy shall be made to any person at the central administrative office at 300 S. Berwick, Schaller.

Cafeteria:

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase breakfast and/or lunch. Each child has their own account. This account number is to be kept private and not shared. If a student uses another student's account this is considered theft and will be turned over to administration.

We currently use the Power School computerized system for lunch accounting. It is a computerized system which credits and debits each student's account. Students should bring their lunch money to the office.. Every time a student purchases breakfast or lunch, their account is debited. Account balances may be seen by parents on a daily basis after receiving a password for Power School. Please contact the school if you need assistance.

All students must have money in their own account or cash to pay for their food. If a child has a negative balance, the student will be served an alternate lunch consisting of a sandwich, fruit, and milk until their account is in good standing. This meal maintains USDA standards and will be charged to the student's account. If an account reaches a negative \$10.00, a phone call or letter will be sent by our Food Service Director and after a negative \$25.00 our Principal will call to discuss further options for payment.

Prices are as follows: Breakfast - \$1.50
Middle School Lunch -\$2.40
Reduced Breakfast -\$.30
Reduced Lunch - \$.40
Adult Lunch -\$3.50
Additional carton of milk - \$.35
A la carte item - \$1.00

Care of School Property:

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have deliberately destroyed or otherwise harmed school property will be required to reimburse the school district at replacement cost or this will be reported to law enforcement officials.

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. Middle School lockers have built-in locks; no personal locks may be added.

A student's locker can be searched whenever an administrator or teacher has reasonable suspicion that a violation has occurred. School officials may conduct locker inspections (without prior notification) with reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation. This search will be reasonable in relation to the suspicion. Items in violation that are found in student lockers will be confiscated. Illegal items will be turned over to law enforcement officials.

Gum and candy are an interference to the classroom and generally become a maintenance problem in the school. Gum and candy should not be brought to school. The staff will enforce its nonuse. Students who pose a disruption with gum and candy will be disciplined.

All school purchased books and materials are expected to be returned at year's end. Books not returned or damaged books in excess of normal wear will be assessed repair/replacement fees.

Cheating:

Students are expected to do their own schoolwork. Cheating by looking at another student's school work, copying others' work, copying from other sources or similar cheating is not tolerated. The following consequences will be used when cheating occurs/is suspected.

Substantiated:

Cheating on an exam

- Lose credit for exam
- Student will still take the exam

Cheating on an assignment

- Redo assignment or substitute for partial credit
- Lose credit for assignment

Plagiarism

- Rework assignment replacing plagiarized material for partial credit
- Lose credit for assignment

Suspected:

Cheating on exam

- General warning to the class
- Pointed warning to the individual(s) in question
- Change seating
- Require student(s) to retake exam

Cheating on assignment

- Verbal warning
- Rework the assignment or a substitute assignment

Plagiarism

- Rework, paraphrasing suspect material

Wednesday Night:

Wednesday night is designated as family night in the communities. Middle School and evening activities are usually suspended on family night.

Computer/Network Use Guidelines:

Students and parents will be required to sign and agree to the District's Network Use Policy before any student will be allowed to use the school's computers, network systems, internet, or student email account set by the school. Students using a non-school account, using Messenger or a similar program, or downloading unauthorized programs, etc., will be asked to immediately log off and will lose network privileges. Continued violations will result in the extended loss of computer privileges. The use of the network is a privilege and may be taken away for violation of board policy or regulations. Students may be subject to additional disciplinary measures.

Even if students have not been given access to and/or use of the Districts' computers, computer network systems, and the internet, they may still be exposed to information from the Districts' computers,

computer network systems, and/or the internet in guided curricular activities at the discretion of their teachers.

Discipline Referral and Tracking:

Discipline isn't always about punishment. We wish to view discipline as teaching. By teaching, we hope to train for correction, maturity and self-discipline. With discipline, we wish to instill a caring and stable environment for our children to learn.

All parents or guardians, as well as students, look for fairness and consistency. Our goal is to accomplish this with the following guidelines. Student expectations will be covered on a routine basis with classroom teachers and homeroom advisors.

As stated in our **Lines of Communication** section in the beginning of the handbook, we like to solve problems and discipline at the lowest level.

We use a discipline referral and tracking system, in which incidents of misconduct are recorded for purposes of behavior retraining, discipline action, and record keeping. One copy of the discipline slip is given to the office to be entered into our data system, one copy is sent to the classroom teacher, and the other is sent home to the parents.

It is up to the individual teachers to monitor each of their students and make contact with the parents and/or the principal when they feel that an unacceptable pattern or frequency of events is occurring. Severity of the situation is also taken into account. An immediate response to the safety of the misbehaving student or other students is taken into account with immediate parent contact when applicable.

These referrals are not exclusive to discipline. Absentees, tardiness, and truancy issues are also monitored by assigned staff members and the office. When absentee concerns present themselves, notices may be sent.

Parents are encouraged to call and discuss recorded events for clarification.

Jurisdiction:

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

Discipline Procedures:

The administration believes in using problem solving at the lowest level to approach discipline. The administration has the right to modify the consequence depending upon the situation. Consequences assigned by the staff can include (but is not limited to) re-teaching, detentions, assignment of additional work, conference with the student and parents, referral to the counselor, loss of free time, and loss of privileges. The principal can assign all of the previous consequences plus restitution, Academic Buy Back, in-school suspensions of up to ten days, out of school suspensions of up to ten days and in extreme cases, referral to the superintendent and school board for expulsion from school.

Suspension:

Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities, or a requirement to attend Academic Buy Back. An in-school suspension means the student

will attend school but will be temporarily isolated from one or more classes while under supervision. The student may not attend school activities or may not participate in a contest of extra-curricular activities. An in-school suspension will not exceed ten days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. When students are on suspensions, they must get their assignments from teachers, and have them completed by the time they return to their classes.

Dress or Appearance:

(Reference to Board Policy 502.1)

We take great pride in the appearance of our school and our students. Students will be allowed to choose their own styles and dress as long as it is appropriate for a learning environment.

For reasons of both physical and mental health, students shall be clean in body and clothing. Dresses, shorts, shirts or skirts which are worn to school must not cause undue attention or cause disruptions in the instructional process. The school day is a student work day and attire should be suitable. *If a student's appearance causes undue attention or disruptions in the instructional process, there will be recommendations made as to change of attire. Ridge View faculty will be involved in the process of helping administration determine what attire is acceptable or unacceptable and the enforcement of the guidelines.*

Guidelines:

- Headgear (hat, bandanna, etc.) is not to be worn during the school day or at school sponsored activities and should be removed upon entering the building. The principal may grant exceptions on such an event as homecoming or religious purposes.
 - Clothing advertising alcoholic symbols, illegal substances, gang affiliation items, negative behavior phrases or obscene messages are not considered in good taste for a learning environment.
 - As a general rule, the area from shoulders to mid-thigh should be covered.
 - Any article of clothing which exposes a bare midriff is unsuitable classroom attire. If midriff is exposed when arms are raised, the shirt should not be worn.
 - Tank tops or spaghetti strap top should not be worn unless:
 - (1) a sleeved t-shirt is worn underneath;
 - (2) the straps are about 2 inches in width.
 - Halter style tops are not suitable school attire.
 - Shorts of acceptable length will be allowed. Shorts (dresses/skirts) of acceptable length must reach the middle of the thigh.
 - Any undergarment that shows from the outer garment is unacceptable.
- ***Students may be sent home to change into appropriate clothing, turn the shirt inside out or asked to put on alternative clothing, which may be provided by the office.***

Due Process:

Students are entitled to a hearing or legal assistance in case of suspension from school or from an extra-curricular school activity.

Dual Enrollment Students:

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building principal.

Educational Records:

Student records containing personally identifiable information, except for directory information, are confidential. Only persons who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may also file a complaint with the Superintendent or the United States Department of Education if they feel their rights regarding their child's records has been deliberately violated.

Emergency Drills:

Periodically the school will hold fire, tornado and other emergency drills. At the beginning of each trimester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Fire drills are designated with a continuous blast of the alarm. The tornado siren emits an intermittent blast of the same alarm.

Each room has signs designating the proper exit or shelter for each emergency.

Hearing impaired or physically disabled children will have an adult designee responsible for their safety in each instance.

The school has an emergency plan that takes into account different emergency scenarios. All staff will use these as their guide when confronted with emergency situations.

Good Conduct Policy:

(Reference to Board Policy 503.4)

Participation in school-sponsored activities is a privilege. Students who participate in extracurricular activities serve as ambassadors of the Ridge View Community School District and should conduct themselves in a manner that reflects on their school district in a positive way. Students who fail to conduct themselves in a positive manner may find themselves subject to disciplinary measures.

General Eligibility: (Co-Curricular Activities)

1. Students must attend at least the last half of the day in order to participate in a school activity. Any exceptions must be cleared with the principal.
2. The student must be in school all day in order to practice after school. Any exceptions must be cleared with the principal.

Specific Eligibility

The building principal has the responsibility of enforcing the Good Conduct Policy. Anytime a suspected violation of the Good Conduct Policy occurs, the building principal will meet with the student.

The student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side. If the building principal determines that the student has violated the school's Good Conduct Policy, then the student will be deemed ineligible for a period of time as described below. A student may lose eligibility under the Good Conduct Policy for any of the following behaviors:

- Academics;
- Possession, use or purchase of tobacco products, alcoholic beverages, or attempted sale/purchase of illegal drugs;
- Possession, use, purchase use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system;
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct.

Penalties:

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

- **First Offense:** Three (3) weeks of ineligibility (any school sponsored events that is not for course credit)
- **Second Offense:** Two (2) calendar months of ineligibility (any school sponsored events that is not for course credit)
- **Third Offense:** Six (6) calendar months of ineligibility (any school sponsored events that is not for course credit)
- **Fourth and Subsequent Offense:** One (1) calendar year of ineligibility (any school sponsored events that is not for course credit)
- **Drugs:** First offense of the illegal use, possession, or selling of controlled substance will result in dismissal from activities for one calendar year

Field Trips:

Field trips and excursions are taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. Students are expected to attend these educational field trips and excursions. If students are not in attendance they will be counted absent. Prior to attending a field trip, students must return the permission form with a parent signature.

Counseling Program:

The school counselor is available during normal school hours for guidance service. Counseling services include individual counseling, small group counseling, classroom guidance instruction, coordination of standardized testing, parent communications, and working with outside agencies. The focus is to enhance those things that increase the ability of the student to achieve.

Citizenship & Character:

As a citizen of the United States, of Iowa, and of the local school district community we feel it entitles students to special privileges and protections. We want all students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship, character and the role quality citizens play in their country, state and school district community.

Grades:

Students will receive progress reports in the form of report cards at the end of each 12-week period/trimester. Students who have concerns about their grades should talk to their teachers at any time to determine how they can improve their performance. Student's grades are put in our grade book on a weekly basis. Grades/assignments can be monitored by the parents through Power School. Access will be given to parents by calling the school.

Honor Roll and Academic Honors:

The school district honors students who excel academically. Students in grades 6-8 are eligible for the Middle School honor roll. Each grade in each course is based on the A-F grading scale.. Each course is weighted by the number of days a week the course meets. All cumulative grades, which are at least 3.0 and above, are recognized during an awards ceremony and listed in the local papers after each grading period. Students who received a P (passing) for any grade are ineligible for honor roll status.

Incompletes:

Incomplete work is extended only to those students showing extenuating circumstances or prolonged absences. Teachers will grant incomplete grades and turn final grades into the office upon completion. An extension may be granted by the teacher with the permission of the principal. Failure to finish an incomplete within 10 school days may result in a failing grade and loss of credit.

Make-up Work:

When an absence is not anticipated, students shall be given the number of days missed plus one day to complete make-up work. Students shall receive full credit for assignments completed within the make-up time frame. However, a student could receive partial credit, or no credit, depending upon the amount and quality of work completed.

Failing Grades/Summer School:

Middle school students who are failing at mid-term will be offered extra assistance after school in order to improve their grade before the end of the trimester. If a student receives a failing grade in a core area at the end of a trimester, an intensive assistance program will be required. All other failing grades will result in summer school assistance. Students must successfully complete required course work before moving to the next grade level.

Health Services and School Nurse:

The school nurse verifies health concerns, administers all prescription medications, assists in health programs, verifies attendance, files all accident reports, and administers first aid both in minor and emergency situations. The school nurse is available from 8:30 a.m. to 3:30 p.m. daily while students are in attendance during the school year.

Student Insurance:

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance.

Medicine:

Students may need to take prescription or non-prescription medication during school hours. The school must know the medication a student is taking in the event the student has a reaction or illness. Written instructions for medication, as well as parental authorization to administer the medication, must be presented to the nurse.

Medication is held in a locked cabinet and distributed by the nurse or a trained staff member. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

Health Screening:

Throughout the year, we do health screening for vision, hearing, and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening.

Immunizations:

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a Doctor stating that the student has received the immunizations required by law. Students without the proper certificate may not be allowed to attend school until they receive the immunizations or the student makes arrangements with the nurse. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who

have questions should contact the nurse.

The Iowa Department of Public Health is requiring the Tdap vaccine for all students entering, advancing, or transferring into the 7th grade. This will require a one-time booster does of tetanus, diphtheria, and acellular pertussis-containing vaccine for grades 7 and above, if born on or after September 15, 2000, regardless of the interval since the last tetanus/diphtheria-containing vaccine.

All students going into the 7th grade must have proof of having the Tdap booster shot unless the student has a Certificate of Immunization Exemption. Your child may have already received the vaccine and simply needs to provide proof to the school.

Physical Examinations:

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Sport physical forms can be picked up at either district building. Ridge View also requests all athletes complete a computerized impact test relating to concussions and injury before participation. Our school promotes this test be completed (whether an athlete or taking a physical education class) to ensure the highest level of awareness and safety for all students.

Illegal Items Found in School or in Student's Possession:

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes which must be approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Inspection of Educational Materials:

Parents and other members of the school district community may view the instructional materials used by students. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the Principal. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal.

Legal Status of Student:

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. Legal documentation must be provided by the parent and will be put in our cumulative file. The school district needs to know when these changes occur to ensure safety of your child and to maintain student records.

Lost and Found:

All personal items found at school, regardless of value, will be placed in a box in the main office. Any articles of value will be turned into the Principal's Office and may be claimed after proper identification can be made. Personal items, such as IPODs, cell phones, or other electronic devices that are lost or stolen are not the responsibility of the school. THE SCHOOL CANNOT BE RESPONSIBLE FOR THE CARE OR LOSS OF MONEY OR VALUABLES. Check valuables in the office if necessary for safekeeping.

Parent/Teacher Conferences:

(Reference to Board Policy 505.2)

Formal conferences occur in the fall and spring. These conference dates are listed on our school calendar. The parents or school personnel may schedule other conferences any time situations warrant better communications between home and the school.

Plagiarism:

Plagiarism is cheating and it is against the law. It involves using another person's thoughts, words, or ideas and claiming them as your own, whether intentionally or out of ignorance. Plagiarism includes, but is not limited to: downloading or copying works from the Internet; copying or paraphrasing professional works without citation; or copying another student's work. Students who are found guilty of this will have consequences. (Consequences can be found under the "cheating" section in this handbook.)

Problem Solving:

Child Study teams composed of classroom teachers, special education teachers, school principal, and AEA representatives are used to help teachers determine ways of increasing students' learning potential or to curb behavior problems. Our teams meet on an as-needed basis.

Public Displays of Affection:

Hand holding, kissing, and inappropriate touching are unacceptable for middle school.

Social Media:

When attending a school event, we are asking that if you take pictures to post to social media like Facebook and Instagram, you only include pictures of your own child. Parents sign a technology consent form which protects the students, their information, and their photos from being shared on the internet and in print. The district is responsible for complying with individual parental permission requests regarding each child's work, picture, or name.

Socials

The principal must approve school-sponsored socials and social events. School district policies, rules, and regulations apply to all participants at school socials. All participants violating school district policies, rules or regulations will be asked to leave with parent escort.

Standardized Tests:

Students are given standardized tests annually. These tests are used to determine academic

progress for individual students, for groups of students and for the school district. Results of these tests are shared with our parents and community

Student Activity Tickets:

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

Student Assemblies:

Students attend various assemblies throughout the course of the school year as part of their academic program.

Student Illness or Injury at School:

When a student becomes ill or injured at school, the school shall notify the parents according to the information on the emergency form. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form.

While the school district is not responsible for treating medical emergencies, the school may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

Student Photographs:

Student photos are usually taken in September. All students will have their photos taken. The photos are used on student cumulative records folders.

Students may (but are not required to) purchase photo packages offered by the photographer.

Student Promotion and Retention:

Promotion and retention practices in the Ridge View School Districts shall have as their objective the placing of the student in an environment where the student's maximum development will take place (within the scope of the resources available to the district). It shall be the policy of the Ridge View Schools to provide an education for each child that is commensurate with that child's abilities and needs.

Grade placement and promotion or retention shall be the responsibility of the principal based upon the recommendation submitted in writing by the classroom teacher and/or parent or guardian.

However, if the situation does arise that retention needs to be discussed Ridge View Schools will use the following set of guidelines.

Guidelines:

- Parents will be notified by the teacher that their child is having difficulties.
- Teacher must review data and information and give parents updates on the child's progress.
- If/When parents and or the teachers involved need further conversation about placement, a meeting will be lined up with the administration.
- After or during that meeting a recommendation may be made about retention.

- If retention is recommended, a parent will have until the end of the school year to finalize their decision.
- The parent will be requested to sign for the student file, a letter that either affirms or disagrees with the teacher's recommendation.
- The first time the school, on record, recommends retention, the parent will have the authority to deny that retention. They then must sign the denial of retention letter and it will be filed.
- The second time retention is recommended, on record, the school system will have the final word about promotion or retention.

These guidelines are designed to help make decisions consistent for the teachers, students, and the parents of the district.

Since the middle school system operates on a trimester reporting system, it is recommended that all mandatory courses be accounted for.

Through the process of regular trimester report cards and mid-trimester reports the students, parents, teachers, counselors, and administration will be given a chance to review their progress. A meeting will be set up at the second or third trimester if retention (due to grades) is recommended.

Telephone/Cell Phone Use During the School Day:

(Reference to Board Policy 508.3)

Parents needing to contact their student during the school hours are welcome to call and leave a message with the office. The message will be given to the student during non-instructional time. Only in emergency situations are students notified to receive a telephone call.

Students who need to make phone calls during the school day must go to the office. The phones located in the classroom are not to be used by students. These phones are for teacher communications.

Cell phones **should be turned off while in the school. Cell phones may be used to call home – but only from the office. Electronic devices may only be used with the consent of the classroom teacher.** Students in violation of this policy may be subject to disciplinary action, including, but not limited to:

- 1st Offense: The cell phone/electronic device is confiscated – **turned into the office by the teacher** – the student may pick up the phone from the office at the end of the day.
- 2nd Offense: The cell phone/electronic device is confiscated – **turned into the office by the teacher** – the student's parent/guardian may pick up the phone from the office at the end of the school day. (parents/guardians may also call approving the phone goes home with student)
- 3rd Offense: The cell phone/electronic device will be confiscated – **turned into the office by the teacher** – the student's parent/guardian may pick up the phone from the office at the end of the school day. Further disciplinary action such as a detention and/or phone check-in system may be put in place to assist the student.

Threats of Violence:

All threats of violence to include (but not limited to): oral, written, symbolic, against students, staff or to school facilities are prohibited. All threats will be promptly investigated and assessed by

school administration or a counselor. Law enforcement may be contacted if needed. Any threats away from school may be grounds for disciplinary actions if it impacts any portion of the school day.

Students engaging in these behaviors will face disciplinary consequences such as (but not limited to): meeting with school officials and/or law enforcement, in-school suspension, required mental health evaluation, and possible expulsion.

Factors to be considered in determining disciplinary action towards a student for threatening behaviors:

- Background of student (including history or violence/threatening behavior)
- Student's access to weapons of any kind
- Mental/emotional maturity of the student
- Cooperation of student/parent (guardian) during investigation
- Student's discipline/juvenile/criminal history
- Degree of legitimate alarm/concern in the school and/or community created by threat
- Other relevant information administration may know/gather from credible sources

Any student portraying this type of behavior will be escorted by an adult to the office immediately. Any information relating to the type of behavior will be promptly given to the building principal.

Transfer Procedures for Students Who Wish to Transfer to Another School or School District:

The school district automatically transfers a student's records to a new school district upon receipt of an official written request.

Transportation:

Students who ride their bicycles to school must walk their bicycle when they enter upon school property. Bicycles should be parked in the designated areas or racks. All students are encouraged to wear protective headgear and or clothing. Roller blades and skateboards are not allowed on school sidewalks at any time. Heely shoes are not permitted in the school building.

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to listen to the driver while on the bus or in another school vehicle. The driver has the ability to discipline a student and will notify the parent of a student's inappropriate bus conduct through a bus discipline slip. Should problems continue after parents have been notified, assigned seats or suspension of riding privileges will occur. Suspension from riding the bus may be immediate if deemed necessary. We need parents/students cooperation to make the bus trips safe for everyone each and every day.

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away. A minimum number of riders may be required before the bus will be offered.

Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home. The district regular bus policy will be enforced on these trips.

Bus Safety Expectations Include (But are not limited to):

1. Students must be seated while on the bus.
2. Hands, arms, or head may not extend through the window.
3. Do not throw objects inside the bus or out the bus window.
4. Avoid playing on the road while waiting for the bus.
5. Cross the road according to instructions from the bus driver.
6. Emergency exits may only be used in case of emergency.

Bus Behavior Expectations Include (But are not limited to):

1. Students are under the authority of the bus driver.
2. Loud, vulgar language is prohibited.
3. Keep your feet off the seats.
4. Be on time. The bus will not wait.
5. Please deposit trash in the receptacle provided.

Use of School District Facilities by Student Organizations:

Student organizations wishing to use the school district facilities should have their sponsor fill out a facility use form located in the office. School district policies, rules and regulations are in effect.

Visitors/Guests:

Visitors, including parents, to the school grounds **must check in at the front office** to receive a visitor's pass. If a student wishes to bring a guest to school, the student must receive permission from the teacher in addition to the principal prior to the guest's visit.

Weapons:

(Reference to Board Policy 502.9)

The Ridge View School District believes weapons and other dangerous objects and look-a-likes in the school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. Students who choose to bring weapons or other dangerous objects and look-a-likes on school premises shall have the object confiscated and parent notified.

Students bringing firearms to school or knowingly possessing firearms at school shall be referred to law enforcement authorities and may be expelled for not less than one year.

The Schaller-Crestland and Galva-Holstein Schools will not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, 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 Programs Contact: Jarod Mozer, 300 S Berwick, Schaller, IA 51053, 712-275-4267, jmozer@rvraptors.org or Employment Contact: Bret Warnke, 519 E Maple Holstein, IA 51025, 712-368-4353, bwarnke@rvraptors.org

SUPPLEMENTARY INFORMATION

Included in the handbook are the following required school board policies and information that patrons of our school district need to be aware of.

Asbestos Management Plan Availability

(Reference to Board Policy 804.7)

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection revealed that all materials containing asbestos have been encapsulated or removed from all district facilities.

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

Child Abuse Reporting

(Reference to Board Policy 402.2)

The law requires certified employees to report to the State Department of Human Services within twenty-four hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the superintendent immediately. The superintendent or his designee shall be the investigator.

Equal Employment Opportunity

(Reference to Board Policy 401.2)

The Ridge View School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and Affirmative Action laws, directives and regulation of federal, state and local governing bodies and opportunity to all employees and applicants for employment including hiring, placement, upgrading, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and State Department of Education for the class or position for which they apply. In employing school district personnel, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, marital status, national origin, religion, age or disability. In keeping with the law, the board shall consider the veteran status of applicants.

This policy shall be reviewed by the administration at least one time per year. Employees shall be given notice of the policy annually.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action

Coordinator by writing to Affirmative Action Coordinator, Ridge View School District, 300 S. Berwick, Schaller, Iowa, 51053, or by telephoning at (712) 275-4267.

Inquiries by employees or applicants or employment regarding compliance with equal employment opportunity, including but not limited to complaints of discrimination, may also be directed, in writing, to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Such inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a grievance are available in the district's central administrative office and the administrative office in the district's attendance center.

Hazardous Chemicals

Various chemicals are used at school in the cleaning or sanitizing process. These chemicals are stored in safe areas and clearly marked so that children are not allowed in these designated areas.

Harassment, Hazing or Initiations

(Reference to Board Policy 403.7)

The school district does not tolerate physically or sexually abusing or harassing students or staff. Individuals who are physically or sexually abused or harassed should notify an adult of authority such as their parents, teacher, counselor, principal or another employee. The

district has a procedure for investigating allegation of physical or sexual abuse. That procedure requires the school district to designate an independent investigator to look into the allegations. Additional information is available by notifying the school administration

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees do not use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of other, to remove a disruptive student, to protect otherwise from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made whether implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's performance by creating an intimidating, hostile or offensive educational environment.

Harassment is the constant, continual teasing, name calling, or degrading of another individual by others. The district has a procedure that is to be followed. Students begin by telling the harasser to stop the unacceptable behavior. For additional information or clarification of district procedures, contact the school counselor. Harassment on the basis of race, color, religion, national origin, sex, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble a person.

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

Students who feel that they have been harassed should communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal for help. If the harassment does not stop, or the student does not feel comfortable, he/she should report the infractions to a teacher, counselor or principal. Write down exactly what happened including what, when and where it happened, who was involved, exactly what was said or what the harasser did, any witnesses to the harassment, what the student said or did either at the time or later, how the student felt, and how the harasser responded. Keep a copy and give another copy to the teacher, counselor or principal.

Health Education

(Reference to Board Policy 603.5)

Students in grade levels one (1) through twelve (12) shall receive, as part of their health education, instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, substance use and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body, human sexuality, self-esteem, stress management, and interpersonal relationships, emotional and social health, health resources, prevention and control of disease, including characteristics of communicable disease.

While the areas stated above should be included in health education, the instruction shall be adapted at each grade level to aid in understanding by the students. Beginning no later than in grade seven (7), characteristics of communicable disease shall include information about sexually transmitted diseases.

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

Multicultural Non-Sexist Policy

(Reference to Board Policy 603.4)

It is the policy of the Ridge View Schools not to discriminate on the basis of race, color, national origin, creed, age, marital status, sex, or disability in its educational program, activities, or employment policies as required by Title VI and VII of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

It is also the policy of the district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, non-sexist society.

Inquiries regarding compliance with Title IX, Section 504 and Title VI may be directed to Mr. Dave Kwikkel, the Superintendent of the Ridge View Schools (275-4267 or 273-5185) or the Director of Civil Rights, Department of Health Education and Welfare, Kansas City, Missouri.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's/guardian's request. Students wishing to open enroll to another school district must apply for open enrollment by March 1st of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

OPEN ENROLLMENT NOTIFICATION

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates:

March 01 - Last date for regular open enrollment requests for the following school year

Sept. 01 - Last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definitions for the following school year.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of cash stipend.

Parents should be aware that open enrollment may result in the loss of athletic eligibility.

RADON

The school district has been tested for RADON. No threat is present and we continue to monitor our facilities.

Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Ridge View Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Ridge View School District has the responsibilities under Section 504 which include the obligations to identify, evaluate and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent/guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records (the school may request copy fee); 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's right; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the building administrator or the Superintendent, Section 504 Contact Person, from the Ridge View School District at 712-275-4267.

Student Complaints

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within reasonable and prompt time of the incident
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within reasonable and prompt time of the employee's response to the incident.
- If unsatisfied with the principal's response, talk to the superintendent within reasonable and prompt time of the principal's response.
- If unsatisfied with the superintendent's response, students may request to speak to the board within reasonable and prompt time of the superintendent's response. The board determines whether it will address the complaint.

Student Records Access

(Reference to Board Policy 506.1)

The board recognizes the importance of maintaining student records and preserving their confidentiality. A student's parents/guardians may access the student's educational records. Other than the parents/guardians, only authorized certificated personnel, the student, authorized government officials from the U.S. Comptroller General, the Secretary of Health, Education and Welfare, the Commissioner and Director of the National Institute of Education, the Assistant Secretary for Education and State Education Department, and authorities in a health or safety emergency may access the student's educational records without the prior approval or the notification of the student's parents/guardians. Parents/guardians may not access records without the student's permission (unless the student still resides with parents) if the student has reached the age of majority or is attending a post-secondary educational institution. (If an approved party has accessed the

student's records, it shall be noted, in writing, when such access to the student's records occurred, why it occurred, and who accessed the records of the student.)