

# RIVERMONT COLLEGIATE



Student – Parent Handbook  
2009-2010

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# INTRODUCTION

## Welcome

Welcome to Rivermont Collegiate! You are part of an educational community that has influenced the lives of students in the Quad Cities since 1884. Although the School has evolved and adapted over those years, it has remained committed to a strong college preparatory curriculum and the development of the character and creativity of its students. As a member of this community, you will be expected to take an active part in all aspects of school life – curricular and co-curricular. You will find many opportunities for involvement as well as many avenues for innovation. Students, faculty, and parents are encouraged to “bring of themselves” and thereby shape and color the community.

This handbook is designed to provide an overview of school policies, procedures, and perspectives. Each August of every school year, all current students and parents receive a copy of the Student-Parent Handbook. At the time of employment and every school year, Faculty and Staff with direct contact with students also receive a copy. During opening faculty/staff meetings every August, new policies are explained and Faculty and Staff are updated on key sanitation and health policies.

School life is governed by common sense and adherence to the core principles of Rivermont: Intellect, Character, and Creativity. We strive to provide students with opportunities to learn both in and out of the classroom and so a sense of trust and mutual respect is expected of everyone. Students are expected to live by both the letter and the spirit of this handbook. Many opportunities present themselves for students to demonstrate leadership and character both formally, as elected officers of clubs and coordinators of activities, and informally, as concerned and committed members of the school community who actively participate in creating and maintaining a nurturing, caring, and a safe school climate. As a PreSchool through Grade Twelve institution, we are in a unique position to develop a school community that spans a broad range of ages, needs, and interests. Students can learn from each other and demonstrate leadership at all levels.

Each member of this community plays a vital role in meeting the school’s mission. I encourage you to engage yourself completely, participate actively, and be proud to be a Rivermont Lion.



Headmaster

## Mission Statement

Rivermont Collegiate is dedicated to academic excellence and maximizing the potential of each student through a nurturing, stimulating, and structured environment that advances the individual's intellect, character and creativity while guiding the student on a path of life-long learning, prepared to engage fully in his or her local, national, and global communities.

*Adopted Spring 2007*

## Philosophy

Rivermont Collegiate, established in 1884, is a nondenominational, nonprofit, college preparatory day school for PreSchool through Grade Twelve. The School's passionate and engaged faculty and administration provide its students with a balance of knowledge and skills in critical thinking, while helping them to attain a healthy sense of self-esteem. This balance allows students to develop a genuine sense of self so they may go on to become successful students in college and graduate school, responsible adults in the community, and wise and compassionate citizens of the world.

Ethical values are an essential dimension of a well-educated young person. Rivermont teaches respect for others and instills a spirit of community service and civic responsibility in its students. Students learn to value the differences among individuals and appreciate the unique contributions each person adds to the Rivermont community. The School is committed to reflecting the social, cultural, and economic diversity of the Quad Cities and surrounding communities.

Rivermont believes that:

- High expectations and high standards set the tone for excellence and call students to do their best.
- Students thrive in an environment where the student to teacher ratio assures personal attention.
- The School works in partnership with parents to develop the potential in each child.
- Each student has special talents and aptitudes that need to be nurtured and developed.
- Participation in school activities and programs should be open to all students to explore and develop their talents and interests.
- Students progress through developmental stages that afford the School opportunities to develop skills, deepen knowledge, and nurture creativity.

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- Students develop authentic self-esteem and confidence through diligence, accountability, and personal responsibility for learning, behavior, and attitudes.
- Education is never complete. It is a life-long process that encompasses the mind, heart, and spirit in tangible experiences in scholarship, service, and performance both artistic and athletic.
- Students grow and learn from experiences with significant adults who model compassion, scholarship, conviction, and integrity.
- Diversity of thought and culture within the school community encourages real exchanges of perspectives, and mutual respect, and understanding.
- The future of a democratic society depends upon the intellect, participation, and character of its children.

**Commitment**

Rivermont students and graduates should:

- Be literate in the humanities, mathematics, science, technology, the arts, and languages.
- Demonstrate useful physical skills, cooperative and competitive team skills, sportsmanship, and a life-long interest in fitness and health.
- Demonstrate creative, critical, and generative thinking.
- Embody integrity, compassion, tolerance, responsibility, discernment, and optimism.

**Honor Code**

**Lower School**

As a student in Lower School at Rivermont Collegiate, I pledge to be responsible for my words and seek to solve my problems peacefully.

I will respect myself and all others. I will not hurt others with my words or actions.

I will behave with honesty and expect others to be honest with me.

I will create a safe place for our community of learners.

I will take responsibility for my learning by submitting my best work neatly, completely, and on time.

I will listen attentively to teachers and students in class knowing that any behavior that interrupts my learning or the learning of others cannot be tolerated.

## Middle & Upper Schools

**I pledge** that I will behave in a manner that is honorable and reflects well on **Rivermont Collegiate** and me.

**I pledge** that all of the work I submit is my own.

**I pledge** that all of the ideas expressed in my work that are not cited are of my own thinking.

**I pledge** that the material that I cite will be presented in a manner that is consistent with current academic standards as outlined in the Student Handbook.

**I pledge** that I will not receive any assistance from nor collaborate with anyone else, unless permitted to do so from my instructor.

**I understand** that improperly giving or receiving assistance or information violates this code, and this may subject me to disciplinary action and/or loss of academic credit. Further, I understand that it is my responsibility to know and abide by this **Honor Code** and that ignorance of the **Honor Code** does not excuse my failure to abide by its principles.

## History of the School

1884 St. Katharine's School was founded.



“St. Katharine’s Hall was opened September 24, 1884—a school founded for the education of Christian women. ... It had long been the plan of Bishop William Stevens Perry (Episcopal Bishop of Iowa) to open a school for girls in his diocese of Iowa. When a sum of money was left to Griswold College in the will of Miss Sarah Burr of New York, the bishop was enabled to carry out the plan. The Trustees of Griswold College signed the papers by which Cambria Place, a large residence in eastern Davenport (10<sup>th</sup> and Tremont Street) became the property of the college, and thus was established for all time the girls’ school St. Katharine’s Hall. The Iowa Churchman of

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that time describes the newly acquired building as follows: ‘Cambria Place is, perhaps, the most palatial of our Iowa homes. Built by the late Hon. John L. Davies... with every care for beauty, solidity and perfectness of finish; designed by the celebrated Cochrane, of Chicago, the architect of the Illinois State Capitol and the building of the Chicago Board of Trade; situated on a noble bluff overlooking the three cities, and having a view of nearly a score of miles up and down the Mississippi with every possible convenience requisite for making this a house beautiful...this new school...will possess a building especially adapted for educational purposes.’”

First Headmistress: Emma Rice (Vassar graduate)  
First Board Chairman: J. J. Richardson

- 1885 Annex built behind St. Katharine’s Hall.
- 1888 Richardson Observatory was constructed.  
First Commencement was held (four years after founding).
- 1893 Enrollment: 50 boarders, 40 day students.
- 1900 Griswold College property was sold and the proceeds went to a fund to place St. Katharine’s on a sound financial basis.
- 1901 Fire destroyed the entire eastern part of Davenport and came right to the porch of St. Katharine’s Hall and stopped. Observatory was destroyed.
- 1902 The Episcopal Sisters of St. Mary assume the direction of St. Katharine’s.
- 1903 Completion and dedication of new gymnasium and St. Mary’s Chapel.
- 1909 St. Margaret’s Hall was opened.

“The school was beginning to be crowded. Although there were accommodations for fifty boarders and forty day students, the need was felt for more room—especially classrooms and studios. Adjoining the property was a handsome residence with several acres of land and a dignified entrance. This was the Renwick Place, vacant for a number of years, which gave the only means of expansion possible in the midst of the city. It is built of stone, the rooms are large and lofty and the woodwork exceptionally fine. There is a steep bank between the two houses and a connection was made by a covered way with continuous glass windows on either side, a delightful place especially in winter when the bright sunlight streams in. Both houses were built about the same time by old settlers and are solidly constructed, dignified, and handsome, with a very homelike atmosphere. The three storied stone house contained five porches, room for an infirmary with its own staircase, a studio, music room, and dormitory space for thirty more boarders.”

- 1915 Two white oak statues (hand carved by Kirchmier, one of the workers of Oberammergau) of St. Katharine and St. Margaret (presently in Milwaukee at St. Mary's Convent) were given by the class of 1915 in memory of the death of Sister Mary Thecla.
- 1917 J. J. Richardson died and bequeathed \$15,000 to St. Katharine's.
- 1918 Marion Crandell, Sorbonne educated, former teacher of French, is the first American woman to be killed at the front in World War I.
- 1920 Alumnae purchase the McClandless home, in her memory, for the teachers' home.
- 1923 Crandell Hall was built as a teachers' cottage in honor of Marion Crandell.
- 1925 A new tennis court was donated by the class of '25.
- 1926 May Fete began.
- 1934 The Sisters painted a series of beautiful oil paintings on the dining room walls illustrating a 14<sup>th</sup> century church calendar.
- 1935 Oneida Ravine was filled in by French and Hecht (donation) to widen the athletic field and allow a road through the campus from Oneida Street.
- 1943 The School was returned to lay administration. Sisters relinquished responsibility for St. Katharine's School to consolidate their work at Kemper Hall, Kenosha, Wisconsin.
- 1950 A new dormitory was constructed.
- 1968 The enrollment was 168. The boarding section was discontinued. The School became coeducational (boys were always admitted in the lower grades). "St. Mark" was added to the name for the boys' division. Religion classes and chapel services were no longer required.
- 1971 The first boys graduated from St. Katharine's St. Mark's School.
- 1973 The School moved to the Bettendorf Estate at 1821 Sunset Drive, Bettendorf. The five acres and two buildings—main mansion and carriage house—were purchased from the Marist Society for \$175,000 under a contract at 6% directly from the Fathers. The facility at 10<sup>th</sup> and Tremont Streets was sold and became a nursing home.
- 1974 Uniforms were discontinued and replaced by a dress code.
- 1975 A new gymnasium was constructed. Enrollment was 220.
- 1980 The School discontinued its affiliation with the Episcopal Diocese of Iowa in November.

## WHOM TO ASK

Academic concerns or questions .....	The classroom or subject teacher
Early School & Lower School .....	Sue Johnson, ext. 335
College Counseling .....	Bonnie Campbell, ext. 304
Graduation Requirements .....	Bonnie Campbell, ext. 304
Middle School & Upper School .....	The student's advisor
Middle School & Upper School .....	Rick St. Laurent, ext. 310
Administration .....	Rick St. Laurent, ext. 310
Admission .....	Cindy Murray, ext. 302
Annual Fund .....	Bonnie Campbell, ext. 304
Athletics .....	Ed Knupp, ext. 316
Attendance	
Report an absence	
Early School & Lower School .....	Tammi Burrell, ext. 337
Middle School & Upper School ...	Brittany Marietta, ext. 301
Request an unexcused absence	
Early School & Lower School .....	Sue Johnson, ext. 335
Middle School & Upper School .....	Rick St. Laurent, ext. 310
Billing (Tuition, textbook, lunch) .....	Marsha Field, ext. 309
Rentals .....	Jenny Nicol, ext. 315
Student Concerns .....	The classroom or subject teacher or advisor
Early School & Lower School .....	Sue Johnson, ext. 335
Middle & Upper School .....	Ed Knupp, ext. 316 or Monica Weeks, ext. 418
Tuition Assistance .....	Jenny Nicol, ext. 315
Transportation	
Daily Bus Route .....	Sue Johnson, ext. 335
Driver & Bus Records, Billing .....	Marsha Field, ext. 309
Volunteering .....	Parents' Council

anywhere on campus when they are not in class, but they are expected to maintain a study-like aspect. Failure to do so will result in the loss of the Open Study privilege. Any student with Open Study first period of the day is expected to check-in with the Director of Student Services.

Open Study is a privilege and may be revoked at any time for disciplinary reasons.

### Co-Curricular Activities & Special Events

A number of co-curricular activities and events are offered for Rivermont students. These vary from year to year based on student interest. A representative list is shown below:

Math Bee  
 Math Counts  
 Pan-Asian Club  
 French Club  
 National Honor Society  
 Chess Club  
 Dances and Parties  
 Yearbook  
 MS Girls Volleyball  
 Boys Basketball  
 Model U.N.  
 Music Programs  
 Book Fair  
 Imp/Tiger Competitions  
 Geography Bee  
 National Jr. Honor Society  
 Theatre Productions  
 Thespian Society  
 Latin Club  
 Coed Middle School Soccer  
 Cheerleading  
 Coed Middle School Track

For students with a particular athletic or other extracurricular interest not available at Rivermont, there is the opportunity to compete or participate in programs at local public high school.

A new library and two classrooms were constructed in the ballroom. The art studios were renovated.

- 1981 A stage and boys' and girls' locker and shower rooms were added to the gymnasium. The Edwin Bettendorf home was purchased for high school classes.
- 1984 School celebrates Centennial with gala reunion.
- 1986 Program for 3 year olds added; AP courses added.
- 1996 Diploma with Honors made available to highly qualified graduating seniors.
- 2001 New Lower School building, Becherer Hall was opened for the start of fall classes. High school classes were moved to the Mansion.
- 2002 The name of the School was changed to RIVERMONT COLLEGIATE.

### School Heads

1.	1884-1899	Miss Emma Rice	5 years
2.	1899-1902	Miss Mary Frances Buffington	3 years
3.	1902-1932	Sister Esther	30 years
4.	1932-1940	Sister Ethel Mary	8 years
5.	1940-1943	Sister Noel	3 years
6.	1943-1947	Miss Ophelia Smith Todd Carr	4 years
7.	1947-1949	Mrs. Doris Thompson	2 years
8.	1949-1955	Miss Katherine Zierleyn	6 years
9.	1955-1957	Mr. T. C. Hinckley	2 years
10.	1957-1961	Mr. Walter H. Lemley	4 years
11.	1961-1962	Mr. Glenn L. Hostetter	1 year
12.	1962-1963	Mr. H. Sturgis Hodgedon	1 year
13.	1963-1968	Dr. Donald G. Reuter	5 years
14.	1968-1971	Mrs. Mary (Polly) Nichols Arp	3 years
15.	1971-1975	Mr. Gerald R. Thompson	4 years
16.	1975-1982	Mr. John P. Deniston	7 years
17.	1982-1983	Mr. Rockwell Stowell (interim)	1 year
18.	1983-1998	Dr. Michael A. Novello	15 years
19.	1998-2005	Mr. David B. Stephens	7 years
20.	2005-present	Mr. Richard St. Laurent	

### Bettendorf Mansion

#### **One of Bettendorf's most distinctive buildings – built to last 1,000 years**

Joseph W. Bettendorf, head of the Bettendorf Company, built his English manor style home on a bluff overlooking the Mississippi River in 1915. He hired noted architect Arthur H. Ebeling to design and build his dream home for his family and to entertain railroad magnates from the east. Mr. Bettendorf maintained a

close eye on all aspects of design and construction. Hasselgren Studios of Chicago was hired as the overall decorator. The foyer and breakfast room ceilings were painted in their studios and shipped by rail to the mansion. Some rugs were specially ordered by Mr. Bettendorf and took over two years to complete in the Orient. Construction of the exterior was done by plant employees with all bricks on the mansion measured to be exactly the same size with uniform grout lines. Italian and German craftsmen were brought to the mansion to carve the woodwork and inlays on-site.

The 28 room mansion is 150 feet in length and has three floors and a full basement, for a total of 21,000 square feet of finished space. In addition to the mansion, the original estate, which covered 24 acres, consisted of a large greenhouse, a carriage house, a bath house and pool, a large guesthouse, and numerous formal gardens. The building was ahead of its time in many ways: base electrical outlets, metal lathe when wood was standard, slate roof with copper gutters, steel I-beams throughout the house for extra support, heating and plumbing enclosed in the walls, and a central vacuum system. The mansion remained a residence of the Bettendorf family until it was sold to Marist Society in 1959 when it was used as a seminary. In 1973, St. Katharine's-St. Mark's School purchased the mansion and carriage house and moved the School from Davenport. The school built a gymnasium in 1975 and Becherer Hall in 2001. In 1981, the School purchased the former guest residence to house the Upper School. In 2002, the School was renamed Rivermont Collegiate since the School was no longer affiliated with any religious organization. Today only the mansion, carriage house and guest house remain on 8.57 acres of the original estate. In 1984 the Bettendorf mansion was recognized for its historical significance to the people of Iowa and was entered in the National Register of Historic Places.

## ORGANIZATION

### Accreditation and Memberships

Rivermont Collegiate is accredited by the Independent Schools Association of the Central States (ISACS) and the North Central Association Commission on Accreditation and School Improvement (NCA CASI). The Rivermont Collegiate Early School is accredited by the National Association for the Education of Young Children (NAEYC). The School's program in grades 7-12 holds a Special Accreditation for College Preparatory Schools by the State of Iowa.

The School also holds memberships in:

- National Association of Independent Schools (NAIS)
- National Middle School Association (NMSA)

courses may not be dropped or added after the second week of the first semester. Semester classes may be added or dropped within the first two weeks of the given semester.

### **Homework & Testing**

Homework is an integral part of a student's progress. It is expected that all students will complete assignments-long and short range-to the satisfaction of their instructors. Assignments not completed within a reasonable time, as determined by the classroom teacher, will receive no credit.

Any test missed because of an absence must also be completed within a reasonable amount of time. Out of respect for the multi-cultural nature of our society and of Rivermont in particular, special attention is paid to avoid scheduling assessments and major projects or assignments for all students on major religious holidays. Although it is not possible, practical, or even desirable to refrain from instruction on such dates, it may place an undue burden on students and their families.

All high school level academic classes are required to have a final exam at the end of each semester. These exams may not be take-home exams or term papers.

### **Honor Rolls**

The School publishes an Honor Roll at the end of each academic quarter.

For grades 9-12, the Honor Roll consists of three levels-Headmaster's List (grade point average of 3.85 or higher), High Honors (3.5-3.84), and Honors (3.00-3.49).

The Honor Roll for grades 6-8 consists of two levels-High Honors (no grades below B+) and Honors (no grades below B-).

### **Tutoring & Study Halls**

All students in grades 6 through 12, except those qualifying for Open Study (as defined below), are assigned to supervised study halls when they are not in class. The study hall supervisor will maintain a quiet atmosphere and students are expected to read or study without disrupting others.

With a note from his or her classroom teacher, a student may be excused to work with a teacher or go to the library or computer lab. When the student is finished, he or she must report back to the study hall proctor.

### **Open Study**

Students in grades 9-12 who earn a GPA of 3.5 or higher for a quarter and with no grade lower than a C will, with parental permission, receive Open Study for the next quarter. Students with Open Study are allowed the freedom to study

Foreign Language	3
Computer	1
Performing & Fine Arts	2
Electives	3
Health	1 course
Physical Education	3 years (or equivalent)
<b><u>TOTAL CREDITS</u></b>	<b><u>24</u></b>

To receive an **Honors Diploma**, a student must complete the following additional requirements:

- All requirements for a regular diploma
- Earn a cumulative GPA of 3.33 or higher
- Additional credit in: Math, Science, Social Studies
- Performing & Fine Arts credits must include two disciplines
- Completion of Foreign Language through Conversation & Composition.
- **Total credits = 27**

### **Senior Project**

Each senior, in order to graduate from Rivermont Collegiate, is required to complete a senior project. Programs like The Senior Project are common at independent schools around the country. There are four parts to the project: a research paper, the two-week project or internship itself, a journal documenting the project, and a presentation to the faculty, which is given the morning of commencement.

### **Junior Project**

In conjunction with Academic Fair in February, each junior is required to complete a service project of their own design. Working with a faculty advisor, each student plans and implements a volunteer project requiring fifteen hours of community service.

### **Academic Fair**

The Academic Fair is the culmination of months of research and preparation. All Middle and Upper School students, through grade eleven, prepare research-based projects in a number of different academic areas. Students are required to prepare a written, oral, and visual presentation of their research. Judges meet with the students and review their work. In the evening, everyone, (students, parents and faculty) gathers to view projects, hear presentations, and learn the results of those projects entered in competition.

### **Drop/Add Policy**

A student in grades 6 through 12 may drop or add a course with the approval of his or her teacher, parents (or guardian), and Upper School Director. Full year

College Board  
 Council for Advancement and Support of Education (CASE)  
 National Association for Gifted Children [www.nagc.org](http://www.nagc.org)  
 Iowa Talented and Gifted Association [www.iowatag.org](http://www.iowatag.org)  
 National Honor Society  
 National Junior Honor Society  
 National Association of School Councils  
 National Association of Secondary School Principals  
 Association for Supervision and Curriculum Development  
 Iowa High School Music Association  
 Iowa High School Athletic Association  
 Iowa Girls High School Athletic Union  
 Iowa Basketball Coaches Association  
 Iowa Cheerleading Coaches Association  
 Illinois Quad City Chamber of Commerce  
 Davenport One  
 Bettendorf Chamber of Commerce  
 Bettendorf Rotary  
 and numerous professional academic associations.

### **Governance**

#### **Board of Trustees**

The School is governed by a self-perpetuating board of trustees who volunteer their time, treasure, and talent for the overall good and health of Rivermont Collegiate. These dedicated individuals represent current families, alumni, alumni parents, and members of the civic and business community. Their principal goals are two-fold: first, to ensure the fiscal and institutional health of the School and its programs, and second, to hire and support the Head of School. The Board customarily concerns itself with the mission of the School and general policies while the Head of School is responsible for personnel and the day-to-day operation of the School.

Rivermont Collegiate operates as a not-for-profit 501(c)(3) institution and is incorporated in the State of Iowa.

The Nominating Committee of the Board of Trustees prepares a list of potential trustees for the consideration of the full board. Participation in school committees and activities provides individuals with a deeper understanding and appreciation of the mission and goals of the School and may set the stage for further involvement.

### **Student Councils (StuCo)**

Rivermont Collegiate has three separate student councils elected by the student body – Lower School (K-5), Middle School (6-8), and Upper School (9-12). Each student council consists of a slate of officers and class representatives.

### **Business Office**

The Business Office is responsible for all financial matters related to the organization of the School. The School prides itself in its business professionalism.

### **Tuition and Fees**

Every family is obligated to pay a student’s full tuition and fees regardless of the reasons for a student’s withdrawal. Any account thirty (30) or more days in arrears is charged a 1.5% per month or 18% per annum finance charge on all outstanding amounts. For a severely delinquent account, the student may lose the privilege of attending classes, taking exams/tests, receiving report cards, and/or participating in activities. If a lunch account becomes severely past due, all student charging privileges may be immediately suspended.

### **Tuition Assistance**

Families requesting tuition assistance should inform the Admission Office in December to begin the process. All forms must be completed and submitted for review by the Tuition Assistance Committee. Information gathered in the process is kept in the strictest confidence.

### **Tuition Insurance**

Enrollment at Rivermont Collegiate is a commitment for the full academic year. Withdrawal is permitted with written notice to the School and forfeiture of the enrollment deposit before June 10. Thereafter, parents’ obligation to pay the full tuition and fees for the entire year is unconditional. No portion of any tuition or fees paid or outstanding will be refunded or cancelled by the School for any reason. Therefore, Rivermont Collegiate highly recommends the Tuition Protection Plan to defray part of the cost of tuition in the event of a student’s absence, withdrawal, or dismissal from the School for any reason.

The Plan is mandatory for those families who choose payment plan C or D, and for those families who receive financial assistance and choose payment plan B. Other families have the option to decline this insurance plan by so signifying on their Financial Agreement at the time of enrollment, but this decision should be carefully weighed in light of the above mentioned obligation. Once declined, the Plan is not available to you again during that academic year, and your financial obligation is unconditional.

11:30 a.m. – 12:30 p.m.	PS-12 Lunch & Supervision	\$8.00
11:30 a.m. – 12:30 p.m.	K-12 Supervision (bring own lunch)	\$5.80
12:30 – 6:00 p.m.	PS-12 Supervision	\$5.80 per hour

### **Course Load**

All students in the Middle School follow an established curriculum of: English, science, math, social studies, foreign language, fine and performing arts, health and physical education. Modifications to this curriculum must be approved by the Headmaster.

In the Upper School, students normally carry a course load of six credits per semester in addition to physical education. Students must be enrolled in a minimum of five academic classes to be considered in “good standing” and a full-time student. Seniors are required to be scheduled for five credits each semester. It is important for students and parents to note that minimum requirements are just that “minimum” and most selective colleges expect more. Although Rivermont awards credit for classes where a D is earned, it must be noted that many colleges do not accept coursework at the D level to meet their entrance requirements. However, earning a D in a sequential program could jeopardize the student’s progress to the next course in the sequence.

Students interested in pursuing an Honors Diploma and/or who are considering selective colleges or programs need to consider carrying a heavier load.

### **Diploma**

To receive a Rivermont diploma, a student must have attended four years in the Upper School or accredited high school, completed the Junior Service Project, and the Senior Project. Additionally, graduating seniors must be accepted to a four year college or university. The following coursework is required:

English	5 credits
- American Literature	
- World Literature	
- Exposition & Research	
Speech	1
Math	3
Science	3
- Conceptual Physics	
- Biology	
Social Studies	3
- U.S. History	
- World History	
- Government	
- Recent U.S. History	

also in effect when a school sponsored event, such as Back to School Night, requires parent attendance and homework/study might be difficult to supervise.

### **Academic Fair**

Each student in second through fifth grade is required to complete an academic fair project. There are three parts to each project: a research paper, three sided display board, and oral presentation. Project subjects are determined by grade:

Second grade:	Inventions
Third grade:	American Indian Cultures
Fourth grade:	State Reports
Fifth grade:	Family Genealogy

### **Lost and Found**

A Lost and Found cabinet is located adjacent to the Lower School office in Becherer Hall. Parents may check the cabinet to find lost articles.

## **Middle & Upper Schools – Grades 6 through 12**

### **The School Day**

The Middle and Upper School Day begins at 8:20 a.m. with a morning meeting in the Mansion Reading Room. Students arriving late must check in with the Administrative Assistant before attending morning meeting or class. Students who arrive before 7:45 a.m. are to wait in Central Hall. At 7:45, they may proceed to the Mansion. After school, students who have not been picked up must be in Homework Club. No student is to remain on campus without the direct supervision of an adult.

Note: The after-school Homework Club is supervised and directed homework and study, led by a Rivermont faculty member. Homework Club replaces the after-school study hall previously offered for students in grades 4-12. Homework Club provides increased individual attention and focus on organization and subject-specific topics. The program runs from 3:30-5:30 p.m.

### **Homework Club**

\$5.80 per hour for drop-in  
\$320 – 1 day per week\*  
\$640 – 2 days per week\*  
\$885 – 3 days per week\*  
\$1,130 – 4 days per week\*  
\$1,370 – 5 days per week\*

\*Prices apply only to full school days. When classes are dismissed early, these programs are not available. However, the following alternate services will be offered:

The cost to participate in the Tuition Protection Plan is 5% of the annual tuition charge, due with your first tuition payment. Families who receive financial assistance will pay 5% of their net tuition figure.

In the event of a medical withdrawal (complete and involuntary severance from classes as certified in writing by a medical practitioner not related to the student), the Plan will forgive 75% of the prorated balance of tuition for the remaining portion of the school year which the student does not attend.

In the event of dismissal of the student by the school administration for scholastic or disciplinary reasons, the Plan will forgive 75% of the prorated balance of tuition for the remaining portion of the school year which the student does not attend.

In the event of a withdrawal for other reasons, such as family relocation, the Plan will forgive (at the School's discretion) 60% of the prorated balance of tuition for the remaining portion of the school year which the student does not attend.

### **Re-enrollment**

Re-enrollment contracts are sent home in the early spring. The contracts are conditional on the student's satisfactory completion of the current year. No *write-in* changes may be made on a re-enrollment contract.

## **Parent Involvement**

Parents are the first and primary educators of their children. Rivermont Collegiate seeks to work in partnership with parents as their children progress through formal schooling. Studies show that students experience greater academic success and personal satisfaction when their parents are active participants in their education. Reading to your child, showing an interest in schoolwork, fostering good work habits, and demonstrating a commitment to life-long learning shows your child that you are committed to and value education. Parents are encouraged to become involved in the life of the School through volunteerism and philanthropy.

Rivermont Collegiate expects its students, faculty, staff, and administrators to follow the rules and regulations of the School both in spirit and in word. The School also expects parents to recognize and respect them as well. Courtesy and civility are a vital to the development and maintenance of a healthy school community. Parents have a contractual relationship with School, but more importantly they set an example to our students. Rivermont therefore places great emphasis on comportment of all the members of the school community, including parents and families.

Parents and independent schools work together to create and sustain effective partnerships. Rivermont endorses the following principles of good practice as promoted by the National Association of Independent Schools (NAIS).

- Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
- Parents are familiar with and support the school's policies and procedures.
- Parents provide a home environment that supports the development of positive learning attitudes and habits.
- Parents involve themselves in the life of the school.
- Parents seek and value the school's perspectives on the students.
- When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
- Parents share with the school any religious, cultural, medical, or personal information that the school may need to best serve the student.

### **Parents' Council**

All parents and guardians of Rivermont Collegiate students are members of the Parents' Council. The Parents' Council, which meets on a regularly scheduled basis, plans events, raises money, and generally supports the Rivermont academic program. Volunteer opportunities are always available. Parents' Council officers are listed in the Directory.

### **Admission Ambassadors**

Parents are important ambassadors for the School in the Quad City community. Rivermont parents' interactions with friends, neighbors, and co-workers are unique and significant opportunities to promote the School and its programs. Parents are encouraged to take each opportunity they can to invite other families to visit the School, attend functions, and meet with the Admission Office. Parents can also assist the Admission Office directly by agreeing to meet prospective families to share their experiences. Please contact the Parents' Council and/or the Admission Office to see how you can help.

### **Interscholastic Athletics**

Athletic contests are excellent opportunities for parents to interact with other parents while supporting their children and their friends. Athletic schedules are distributed at the beginning of each season and games are listed in the Calendar section of HEADlines. Parents are also invited to support the athletic program at

Classroom teachers are responsible for instruction in reading, language arts, social studies, mathematics, and health (K-4). Single discipline teachers instruct in art, music, physical education, foreign language, science, media and technology.

### **Lower School Assessment**

Students in Grades 4 through 12 are issued a quarterly report card with grades and comments for all classes in which the student was enrolled that quarter. Letter grades are given for all academic courses using a traditional A through F scale, with plusses and minuses assigned at the discretion of the classroom teacher. (Rivermont does not use the grade A+.)

For students in grades K-3, a report card is issued evaluating the student in areas such as reading, mathematics, spelling, social studies, language arts, foreign language, handwriting, science/health, music, art, physical education, and study habits using the grading scale shown below.

H High Achievement

S Satisfactory Achievement

N Needs to Improve

### **Homework**

Daily homework is an important aspect of learning at Rivermont. Young learners need time to reflect on concepts presented in the day's lessons and time to build skills. Students complete homework independently except for a request to have a parent double-check an assignment. Rivermont seeks to develop self-motivated, well-organized, independent workers. In addition, undue parent involvement in a student's assignment makes it very difficult to gauge the student's academic progress, strengths, and needs. If a student is experiencing difficulty with the workload, it is important for parents to notify the teacher so that modifications can be made to suit the special needs of the individual. Education is a partnership between parents and teachers who work together to insure that the best possible balance between homework and student capacity is achieved.

On average, the typical homework times for a student in each grade are:

Grades 1 & 2:	20 minutes
Grade 3:	40 minutes
Grades 4 & 5:	60 to 90 minutes

Out of respect for the multi-cultural nature of our society and of Rivermont in particular, special attention is paid to avoid scheduling assessments and major projects or assignments for all students on major religious holidays. Although it is not possible, practical, or even desirable to refrain from instruction on such dates, it places an undue burden on students and their families. This courtesy is

- Hold a current state of Iowa teaching certificate and show proof of folder number.

#### Early School Teacher

- Must have at least a baccalaureate degree in Early Childhood Education or hold a baccalaureate degree in Elementary Education with documentation of 6 credits in child development or early childhood related courses.
- Hold a current state of Iowa teaching certificate and show proof of folder number.

#### Teacher Aide

- Must be a high school graduate and at least 18 years of age.
- Have an associate degree in Early Childhood, hold a CDA in Early Childhood, or have reasonable experience in Early Childhood Education.

#### Senior Paraeducator

- Must be a high school graduate and at least 18 years of age.
- Have earned an associate degree in Early Childhood Education, hold a CDA in Early Childhood Education or possess significant experience in Early Childhood Education.

#### **Program Improvement Plan**

Rivermont Collegiate seeks to provide an Early School program with an atmosphere of continuous improvement. In the spring of each year, teachers and classroom aides complete a self-evaluation and meet with the Director to write individual professional development goals. The administration seeks input from parents and teachers through a confidential satisfaction survey sent to families each semester. The information gathered is used to develop a comprehensive improvement plan and subsequent action plan for the upcoming school year. Parents are encouraged to share any concerns or ideas with the administration at any time and should not feel the need to wait for a formal survey.

#### **Lower School – Kindergarten through Grade 5**

##### **The School Day**

The Lower School Day begins at 8:20 a.m. with a morning meeting in Central Hall. Students arriving late must check in with the Administrative Assistant before attending morning meeting or class. Students arriving early, between 8:00 and 8:20, must report to the Media Center. The Lower School Day ends at 3:30 p.m. At 3:45, all students whose rides are late should report to the daycare room. No student is permitted to remain on campus without the direct supervision of an adult.

Rivermont by selling concessions, selling tickets, and sometimes even as coaching assistants. Please contact the Athletic Director to discuss opportunities to volunteer.

Rivermont students may participate in interscholastic athletics beginning in 5<sup>th</sup> grade. Rivermont is a member of the Quad City Conference for middle school sports and fields teams in girls volleyball, boys & girls basketball, and boys & girls track. Middle school students may also participate in cross country, golf and soccer. Contact the Athletic Director for more information.

Upper School students at Rivermont have the opportunity to participate in all interscholastic sports offered by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union. Rivermont has fielded teams in basketball, cross country, golf, and cheerleading. Rivermont students have competed in a number of programs through our cooperative agreement with the local public high school.

All students who participate in interscholastic sports must have a current physical on file at Rivermont and be in good academic standing in accordance with guidelines set forth by Rivermont, the state athletic associations, and the Iowa Board of Education.

## **THE LEARNING ENVIRONMENT**

### **Parent Communication**

#### **Newsletters**

*HEADlines*, the all-school newsletter, contains current items of interest and importance to the entire school community. It is distributed electronically every Friday to all parents who have provided the School with an e-mail address. A hard copy is given to each Early and Lower School student, and copies are available to Middle and Upper School students. The newsletter is also posted on the school's website.

In Early School and Lower School, classroom teachers write a weekly letter to parents. This letter includes information about curriculum, upcoming events, and special notes. In the Middle and Upper Schools periodic letters, notices, and emails are used to keep families and students informed of upcoming events and issues.

#### **Scheduled Conferences**

Individual parent conference days are scheduled in the fall and spring. Parents and guardians are urged to attend so that teachers and parents have an

opportunity to exchange information to aid the growth and development of the student.

### **Additional Conferences**

Parents/guardians, teachers, and advisors are encouraged to communicate with each other frequently. If a parent wishes to have a conference with a teacher, he or she should contact the School or the teacher to arrange an appointment.

### **Classroom Visits**

If a parent or guardian wishes to visit a classroom, he or she may call the Division Director for an appointment. Drop-in visits are discouraged, as they tend to disrupt the normal learning process.

### **Phone calls and email**

Faculty and staff each have voicemail and email. Emails should be used for brief communications that involved the exchange of information. Some communications are better suited to a phone call or a face-to-face meeting. Faculty and staff make every attempt to respond to voicemail and email within 24 hours while school is in session.

### **Bulletin Boards**

There are bulletin boards located around campus. Students should check daily for routine announcements and notices of special events and schedules.

### **Birthdays**

Unless the entire class is invited, please do not send birthday invitations to the classrooms. This can create a sensitive situation for children and teachers. Also, be sensitive to picking up only a small group of children for a party after school. If you have any questions, contact the teacher.

### **Confidential Student Information Policy**

Before sharing information on a student to a requesting party, the School requires written permission from the parent or a written request from the agency or physician including a signed release. The requesting body, whether a school, physician, psychologist or psychologist group, must send the request for information and a signed release form by FAX or mail. This form must include the parent's signature.

### **Advising/Counseling**

#### **Academic Advising**

Homeroom teachers in Kindergarten through 5<sup>th</sup> grade serve as student advisors. Each student in grades 6 through 12 has an assigned faculty advisor. The advisor plays an important role in the life of each Middle and Upper School student at Rivermont Collegiate. The advisor facilitates communication between the

Teachers closely supervise play with plastic or play foods to prevent shared mouthing of these toys. Machine washable cloth toys are used by one individual only until these toys are laundered.

### **Classroom Sanitation**

1. Upon arrival to the classroom, a staff member must prepare daily bleach solution and soapy water solution in separate spray bottles:
  - a. Mix a solution of 1 quart water with 2 tablespoons chlorine bleach in a spray bottle.
  - b. Mix a solution of 1 quart water with two drops dish soap in a spray bottle.
2. Clean tables by following this standard procedure:
  - a. Spray table generously with soapy solution. Wipe dry with paper towel.
  - b. Fully saturate table with bleach solution. Let set 2 full minutes. Wipe dry with clean paper towel.
3. Tables and countertops must be sanitized at the start of the school day, after crafts and table work, and before and after snacks or food service.
4. Tables and countertops must be sanitized after contamination with bodily fluids or when soiled.
5. Toilets and bathroom countertops are cleaned daily. If soiled during the day, however, teachers will need to sanitize.

### **Supervision Policy**

Teachers directly supervise children by sight and hearing at all times, even when the children are in sleeping areas. Teachers regularly count children when leaving one area and arriving at another. Staff ratios are met during all hours of operation including indoor and outdoor play and field trips:

PreSchool: one staff member to every 8 children

Junior Kindergarten: one staff member to every 10 children

During nap time, at least one staff is present in the napping room. Staff ratio requirements may be reduced to one staff per room when children are resting for a period of time not to exceed one hour, provided staff ratio coverage can be maintained. Staff periodically scans the classroom or outdoor area to confirm the safety of the students. PreSchool and Junior Kindergarten students may use toilet facilities without direct supervision. Staff supervise by hearing any student in the restroom and reminding the child to wash his/her hands upon reentry to the classroom.

### **Educational Qualifications**

Program Administrator

- Must have at least a baccalaureate degree in Elementary or Early Childhood Education.
- Evidence of courses in child development.

- Safety pin
- Cold pack

A first aid kit shall be taken by the teacher when students play outside or leave campus.

### **Supplies**

Early School students are asked to bring the following supplies: A box of facial tissues, one package of 8 washable markers, a box of 24 crayons, a small supply box, a disposable camera, a change of clothes, and a backpack.

### **Backpacks**

Early School students need a backpack or bag large enough so that important work and information can be sent home in it.

### **Calendar**

A monthly calendar is included in the school newsletter sent home weekly with each child. Most field trips, early dismissals, and special programs will be noted on the calendar along with notice of all-school functions.

### **Lost and Found**

A Lost and Found cabinet is located adjacent to the Lower School office in Becherer Hall. Parents may check the cabinet to find lost articles.

### **Classroom Pets**

Pets permitted in the classroom include fish, gerbils, and hamsters. Rodents are kept in a glass aquarium with appropriate bedding and a screen lid fastened to the top. Dogs, cats, and rabbits are not permitted.

### **Toys**

Students may not bring toys to school. Toys from home can be easily misplaced or broken. Items that add to the educational experience and pertain to the current classroom topic are acceptable such as books, records, rocks, interesting shells, etc.

### **Sanitation of Toys**

Toys such as play food, Legos, blocks, puzzles, and all items handled by students are sanitized weekly. Toys that cannot be cleaned and sanitized are not permitted in classrooms. Toys that children have placed in their mouths or that are otherwise contaminated by body secretion or excretion are set aside where children cannot access them until these toys are washed with water and detergent, rinsed, sanitized, and air-dried.

student, family, teachers, and the school's administration by meeting with each advisee on a weekly basis to review the student's progress and performance. Middle and Upper School parents will receive an update from the student's advisor at each mid-quarter point describing the student's progress.

### **Counseling**

The advisor is someone a student can approach with problems or concerns which arise in the normal course of school life; however, students are encouraged to seek out any faculty or staff member with whom they feel comfortable.

It is important that a student feel free to discuss private issues with his or her advisor. However, the advisor also has a responsibility to communicate to parents and/or school administrators knowledge of any situation in which there is a threat to the well-being of the advisee, another person, or the School.

Whether it is academic, social, or personal counseling that is needed, someone at Rivermont is willing and available to help. The School also consults with psychologists from the AEA and through agreement with Genesis Medical Center. Free counseling is available to Rivermont Collegiate students and parents by calling 386-4004 or 800-475-1641.

### **College Counseling**

It is our goal to find the right college or university for each Rivermont graduate. The college counseling process begins in the 9<sup>th</sup> grade when students first create a list of accomplishments. Standardized testing begins in 10<sup>th</sup> grade with the PLAN test. During the junior year, each student is asked to generate a preliminary list of colleges based on a set of criteria, including geographic location, size, school atmosphere, and academic majors. That list is reworked until the best choices emerge. This personalized attention continues through the senior year and results in 100% four-year college placement for Rivermont graduating seniors.

### **Discipline**

It is expected that at all times, both on campus and off, Rivermont Collegiate students will conduct themselves in accordance with the accepted practices of good taste and proper behavior. However, it is recognized that from time to time students may use poor judgment with regard to their behavior. On those occasions, the School exercises what it considers to be prudent disciplinary action, consistent with the offense, in order neither to condone the misbehavior nor to impugn the integrity of the institution. With this in mind, the School follows an orderly set of guidelines. It should be noted that disciplinary action takes precedence over the personal schedules of students or their families.

## Major School Rules and Expectations

Rivermont's school rules can be summed in three simple statements.

- Respect the learning process.
- Respect yourself and others.
- Respect property.

The following general guidelines constitute the Major School Rules of the School and, as such, provide the framework for other more specific regulations. Violations of these rules will be dealt with by the appropriate Division Director, Dean and/or the Headmaster and may be grounds for a student's dismissal from Rivermont Collegiate, even for a *first offense*.

- In a community with differing interests, backgrounds, cultures, and personalities, it is imperative that each respects and appreciates these differences. Therefore, instances of harassment, bullying, verbal abuse, and hazing are totally unacceptable.
- It is expected that students will be honest in all aspects of school life. Therefore, lying, cheating, stealing, and plagiarism are unacceptable.
- Property belonging to other people and the School must be treated with respect. Theft and vandalism are considered serious offenses.
- The possession of a weapon of any kind is strictly prohibited.
- Students are under the supervision of Rivermont Collegiate during the school day and school-sponsored events. Students are expected to be in assigned places and may not leave campus without permission from the appropriate administrator. Leaving campus or missing scheduled or announced activities without permission are serious offenses.
- The purchase, sale, possession, or use of illegal drugs, drug paraphernalia, or the misuse of other drugs or substances is prohibited. Alcohol is considered a drug under this policy. Additionally, being under the influence of drugs or alcohol while on campus or during school-sponsored events, regardless of where the substance was consumed, is considered a major rule violation and may be cause for dismissal.
- Students are expected always to conduct themselves in a responsible and becoming manner. The School reserves the right to take disciplinary action for conduct injurious or dangerous to the student, to others, or to the good name of the School even if this conduct occurs

Occasionally, a parent may forget to send a snack. Emergency supplies are available, but we ask you to send a replacement to be kept as a shelf snack. It should be sealed and have a shelf life of several months.

## Oral Health

Rivermont Collegiate seeks to promote oral health among its students by encouraging all students in Preschool and Junior Kindergarten to have a dental exam by a dentist prior to admission to the School. Parents provide the School with proof of dental exam and name and address of the dentist. Students are offered an opportunity to rinse their mouth after snack and lunch times. Students also participate in a dental health education unit. Topics stressed include dental care, healthy eating and dental visits. Rivermont invites a dentist and/or his/her assistant to present a dental health program every February.

## Clothing

Parents are asked to clothe their child simply so that he/she can dress and toilet easily and feel comfortable in all activities such as painting, water play, and outdoor play.

Parents shall provide a change of clothes including pants, shirt, socks, and underwear in the event of accidents or spills. Each item should be marked with the child's name and placed in a Ziploc bag.

Children play outside daily, weather permitting. Each child should bring weather appropriate outerwear including coats, boot, hats, gloves, and snow pants during the winter season.

## Labeling Personal Items

All articles of clothing or other personal items that your child brings to school should be clearly labeled with his/her first and last name.

## First Aid Kits

First Aid kits are located in each Early School classroom, PreSchool and both Junior Kindergarten rooms, in the Early School entry to the playground, in the Division Director's office, and in the AED cabinet in Central Hall.

Kits contain the following:

- Adhesive Band-Aids
- Disposable nonporous gloves
- Small scissors
- Tweezers
- Temperature strip
- Bandage tape
- Sterile gauze pad
- Rolled bandage

### Early School Meal Protocol

1. Rivermont Collegiate shall serve each child a full, nutritionally balanced meal or snack as defined by the USDA Child and Adult Care Food Program (CACFP).
2. Children who are cared for more than 2 hours a day must receive a meal or snack every two or three hours.
3. Menus are planned at least one month in advance, made available to parents, and kept on file at the School.
4. A parent may provide food from home for a child's lunch. The staff shall evaluate the food according to CACFP standards and add any missing nutrients.
5. Food from home shall be refrigerated to avoid spoilage.
6. Snacks that do not meet CACFP guidelines may be brought to celebrate a child's birthday or holiday.
7. Sanitary and safe methods in food preparation, serving and storage sufficient to prevent the transmission of disease, infestation of insects rodents and spoilage of food.
8. Staff serving food shall have clean hands or wear protective gloves.
9. Vegetables and dishes without meat are cooked to 120 degrees. Dishes with meat or dairy are cooked from 140-165 degrees depending on the type of meat.
10. Children younger than four shall not be served foods that are round, hard, small, thick and/or sticky.  
**No hotdogs, raw carrot, hard pretzels, chips, peanuts, popcorn, marshmallows, peanut butter, and chunks of meat larger than can be swallowed will be served to students younger than 4.**
11. After washing hands, Early School teachers escort youngsters to the dining room at 11:50 A.M.
12. Students sit with escorting teachers at pre-designated tables.
13. Lunch is served family style at the table.
14. Teachers record a description of child's lunch to share with parents.
15. After everyone is finished eating, students and teachers clear the table and wash hands.

### Snacks

Early School students provide a nutritious snack for the class on their designated snack day. Parents receive a monthly calendar indicating their child's snack day. Please send enough for each child and the teachers in the classroom. Rivermont will provide milk, napkins, and cups. Special emphasis is placed on healthy, nutritious food. Foods that contain large amounts of sugar and artificial coloring or food substitutes should be avoided. Each child celebrating a birthday or half birthday may bring a party snack for a treat on his or her special day. **For the safety of all the children, parents are asked to refrain from sharing any foods containing peanuts, any tree nuts, or nut products.**

off campus. This code of conduct will be in effect so long as the student is enrolled at Rivermont Collegiate, whether school is in session or not.

- Rivermont Collegiate is a tobacco-free campus. Therefore, the use or possession of tobacco products in any form is prohibited.
- Students are not permitted to use electronic games, portable music devices (mp3, CD, tape players, or similar devices), pagers, or cell phones during the school day. Upper School students in Open Study may be afforded certain privileges in this area.
- Students are not allowed to chew gum on campus, whether school is in session or not.
- Students are expected to follow directives given by faculty and staff in a courteous and respectful manner.
- Rivermont is fortunate to have both historic and modern facilities. Students should value, respect, and care for the campus buildings and their furnishings. Students are expected to maintain order and cleanliness in classrooms, school lockers, and public areas where they congregate. Students must respect not only the property of the School, but also the property of fellow students and teachers.

### Possible Disciplinary Responses

If a student misbehaves or fails to follow procedures, the School will respond, and actions including those described below may be taken.

In the Lower School, the matter will be discussed with the student. A student and his/her parent may also receive an anecdotal note describing the nature of the infraction. Further, the student may be denied recess time, be given special tasks to do, or be assigned detention. Conferences with parents, teachers, and students will be held to resolve frequent or serious problems.

In the Middle and Upper School:

- Verbal Warning - Incidents of minor student misconduct may result in a reprimand by a teacher, a Division Director, a Dean of Students, and/or the Headmaster. These incidents include tardiness, repeated incomplete or missing assignments, and lack of respect toward others or property.
- Detention - More serious offenses, or repeated minor offenses, may warrant a detention be assigned. Detention will be served at 7:30 am

on designated mornings. The student will report to the Dean of Students for the detention.

All School:

- Letter of Warning - This is a formal expression of concern on the part of the School which requires a family conference with the Division Director or Dean of Students. It follows the breach of a major rule or the accumulation of several infractions. Suggested action strategies may also be offered.
- Disciplinary Probation - This is a formal expression by the School that the student's actions have placed his or her continued attendance at the School in jeopardy. A conference with the student and parent will be held and a letter placed in the student's file outlining the terms of the probation. In some cases referrals may be made to community and professional resources.
- Suspension - Suspension from school can result from a serious breach of conduct. The length of the suspension will range in duration depending on the severity of the infraction. Work missed while a student is suspended is expected to be completed and turned in within 24 hours of his/her return to school. This holds whether it is an in-school or out-of-school suspension. Depending on the situation, conditions may be imposed before the student may return to school.
- Dismissal - A student may be dismissed from Rivermont Collegiate for serious misconduct or for violating a school rule while on disciplinary probation. Further, the administration of Rivermont Collegiate reserves the right to demand the withdrawal of any student at any time for violating or attempting to violate school rules, unsatisfactory academic achievement, behavioral concerns, failure to meet probationary expectations, or parental/guardian failure to keep accounts current in the Business Office.

It should be noted that violations of school rules become part of a student's disciplinary record and may be communicated to appropriate third parties.

#### **Discipline Committee**

When deemed necessary, the Headmaster and/or Assistant Headmaster may assemble an ad hoc disciplinary committee, composed of three members of the faculty and (if appropriate) one student representative, to suggest appropriate disciplinary responses.

#### **Communication**

Early School teachers are in daily contact with parents at arrival and dismissal times. When daily contact is not possible, but necessary, teachers will write a short note and place it in the child's backpack or contact the parent. Parents receive a written student evaluation twice yearly in December and June and attend formal parent conferences twice yearly in October and March.

#### **Field Trips**

Junior Kindergarten and PreSchool students take at least one field trip each month. Parents who do not wish to have their child participate may make alternative childcare arrangements for the child on the day of the field trip.

Parents may volunteer to accompany any trip and supervise a small group of students by signing the posted sign-up sheets on the classroom door. This is an excellent opportunity for parents to be involved in their child's education. Students must dress appropriately for the weather. Field trips are frequently outside in cold, hot, muddy, and windy conditions.

When children are transported in a vehicle other than a school bus, a child is transported only if the child is fastened in an approved developmentally appropriate safety seat, seat belt or harness appropriate to the child's weight and the restraint is installed and used in accordance with the manufacturers' instruction for the car seat and motor vehicle. Each child has an individual seat belt and is positioned in the vehicle in accordance with the requirements for safe use of air bags in the back seat. A child under the age of 4 is transported only if the child is securely fastened in a developmentally appropriate child passenger restraint system that meets the federal motor vehicle safety standards. If small buses or vans have safety restraints installed, children weighing over 40 pounds have access to belt positioning booster seats with lap and shoulder belts. Children weighing less than 40 pounds use car safety seats.

#### **Early School Transportation Policy**

It is the policy of Rivermont Collegiate to transport Early School children on field trips in a regulation 20-passenger school bus.

Current research indicates that children are safer on a school bus than in motor vehicles of any other type. The Rivermont school bus provides protection because of its size and weight. Further, the vehicle meets Federal motor vehicle safety standards (FMVSSs) mandating compartmentalized seating, improved emergency exits, stronger roof structures and fuel systems, and better bus body joint strength.

The Rivermont bus driver is an experienced, fully licensed school bus driver of over 18 years experience. With his impeccable safety record and compliance to mandated coursework, we believe that youngsters are safer in his care than in a car with a parent driver.

- \* Encouraging children to work together to solve problems.
- \* Encouraging children to use their words to solve problems or to elicit peer cooperation.
- \* Providing logical and natural consequences for children's actions.
- \* Removing children from the situation until they are able to discuss the problem and calm down.
- \* Conflict resolution (for older preschoolers and school-age children).

### **Parent Access**

Parents are their child's first teachers and are encouraged to take an active role. Parents are asked to contact their child's teacher if they want to join us in a planned activity or field trip.

Parents are always welcome to visit classrooms at any time, however, the teacher is not always able to interrupt the schedule to greet you; classroom activities must continue. Parents are asked to be sensitive to the needs of our students. Frequent parental visits may disrupt the learning environment. Parents may schedule a classroom observation by contacting Director of Early & Lower School.

Parents may drop in, however, if another parent is visiting, parents are asked to make it another day. Adults in the classroom can divert attention away from learning activities and we want our children to continue learning. Parent visits will not interrupt instruction if they avoid taking the teacher's time to discuss the programs and activities while the children are in the classroom. Parents with questions may make an appointment for a later day if they wish to discuss their observations.

### **Parent Requests for a Specific Teacher**

The School seeks to create classrooms with as much as possible an equal number of boys and girls, with a range of ability levels and balanced ethnicity. Students are placed in classrooms to provide the best possible learning environment for everyone. In making placement decisions, the School considers the needs of each child and the ways he/she relates to classmates and various teaching styles. Because we seek to provide the best education for all students, it is not possible to honor parent requests for a specific teacher.

### **Pick-up Authorization**

From time to time, it may be necessary for someone other than a parent to pick up a child. Each parent must provide written notification to the child's teacher if there is a change in driver. No child will be released to anyone who is not authorized to pick up your child.

### **Good Standing**

Students are considered to be in *Good Standing* when their behavior and attitude is consistent with the mission, philosophy, expectations, and standards, both written and implied, of Rivermont Collegiate. It is assumed that all students are in good standing; however, there may be times when this comes into question. Such circumstances include, but are not limited to: social and/or academic warning or probation, suspension, and administrative or faculty concerns. Students not in good standing may be prohibited from participating in school activities and events.

### **Academic Warning/Probation**

A student receiving three or more grades of C- or below at the end of any semester may be placed on Academic Warning. If, in the following semester, the student's performance does not improve, the student may be placed on Academic Probation. Continued lack of improvement could lead to the student's dismissal from Rivermont Collegiate.

### **Academic Honesty/Plagiarism**

If education is to be worthwhile, you must be honest with yourself and with other people about your work. If you write an essay using someone else's words; if you allow someone else to do your homework for you; if you take a test and copy someone else's answers or use notes you are not supposed to have with you, you learn little. Equally important, you are hurting other students whose grades may suffer when this work is compared with something you have borrowed from an outside source. If you ask another student to help you cheat, you are asking him or her to be as dishonest as you plan to be.

Plagiarism means using another person's words, ideas, or organization of thought and facts in a paper, project, or assignment without identifying where these came from. Your teachers will help you learn to research and use footnotes in order to meet the standards of written work set by colleges and universities.

The academic penalty for cheating or plagiarism is a zero on the work involved. All cases are reported to the administration and the student's family. In general, the work must be redone for no credit and additional disciplinary action may be imposed by the Division Director or Headmaster. Repeated incidents of cheating or plagiarism will result in a hearing before a faculty disciplinary committee with the possibility of suspension or dismissal from school.

### **Student Attendance**

Parents/guardians are responsible for insuring that students attend school when school is in session. Students are expected to fulfill all their school obligations including attending classes, labs, appointments, assemblies, rehearsals, and practices. Students are responsible for all academic assignments even on those

occasions when school-sponsored activities may interfere with class attendance, i.e. athletic contests, field trips, etc. Absences fall into two categories, excused or unexcused. Students absent from class without reasonable excuse, as determined by the Division Director, will have that absence considered unexcused. The student will be subject to disciplinary sanctions and may, because of excessive absences, be subject to school disciplinary action up to and including the loss of credit for courses. The only excused absences that will be considered are student illnesses, family emergencies, medical or business appointments which cannot be arranged outside the school day, recognized religious holidays, or other compelling reasons which may be approved by the Division Director.

The School believes there is no substitute for the regular attendance of all students in all classes. In order to help support the faculty in their endeavors to educate your child, the faculty and staff ask you to make regular, prompt, and active attendance at school a priority for your child. Parents can help by scheduling appointments involving students outside the school day and avoiding, whenever possible, having students miss school for non-emergency situations, especially vacations or family trips.

Please inform the School – by phone or in person – of a student’s absence by 8:30 a.m. Absences should be reported to the receptionist (Early and Lower School – Tammi Burrell ext. 337; Middle and Upper School – Brittany Marietta ext. 301) or left on the School’s general voicemail box.

### **School Hours**

Early Bird Daycare	7:30 am. – 8:15 a.m.
Early & Lower School	8:20 a.m. – 3:30 p.m.
Middle & Upper School	8:20 a.m. – 3:30 p.m.
Homework Club (grades 4-12)	3:30 p.m. – 5:30 p.m.
Daycare (PS-grade 3)	3:30 p.m. - 6:00 p.m.

### **Attendance Policy**

Attendance in academic classes, physical education classes, study halls, and school functions is mandatory and promptness is expected. While realizing that there are times when it is necessary for a student to be absent, it is Rivermont policy that the student is responsible for completing all missed assignments and class work in a timely manner upon returning to school. Students arriving at school after 10 a.m. or leaving before 12 p.m. will be considered absent that day and may be restricted from participation in co-curricular or extra-curricular activities that day.

Any student who misses a total of 10 classes in any given course per semester may lose credit for the year and forfeit the right to return in the fall or in the case of a senior, be denied the right to graduate. Any student reaching these

of their behaviors; therefore, they need to be encouraged to make good choices and to be prevented from harming themselves and/or others. This can best be accomplished through close supervision, gentle guidance, and most importantly, redirection.

It is our task as adults to provide an atmosphere in the classroom that prevents potential problems. Teachers are actively involved with students, walking around, working with small groups on the floor or at tables. Most importantly, adult attention is focused on the children. When a problem does arise, it can often be solved by a teacher appearing on the scene- such as sitting by the child. Handholding or a hug can quickly dissolve an angry temper.

Young children are learning the concept of sharing and taking turns. Rivermont teachers lend guidance through redirection to other activities when conflict situations occur.

Rivermont teachers help Early School students learn to identify and express their feelings. Teachers model phrasing that helps a child verbalize his/her feelings. I feel \_\_\_\_\_when you do \_\_\_\_\_,and I want you to \_\_\_\_\_. In this way, we hope to prevent one child from hurting another and at the same time help that child to learn to identify feelings as well as verbalize needs and desires.

Teachers model conflict resolution when two or more youngsters are involved in a disagreement. Each child expresses his/her feelings and describes the event. The teacher facilitates understanding during this give and take conversation.

Occasionally, children may tantrum or behave in a manner that is harmful to others. In this instance, a time away from the activity is required. The associate teacher will sit with the child in an area of the room apart from the activity. As the child relaxes, the teacher will begin talking a child through the situation. Usually after a period of 2-3 minutes, the child is ready to rejoin the activity. At that time, he/she is asked if they are ready to follow the rules and join the group. When inappropriate behavior continues and none of these actions seem to be effective, the parent is consulted and a plan of action is mutually agreed upon.

With older preschoolers and school-age children, the emphasis shifts toward teaching children how to solve their own problems and conflict resolution.

### **Discipline Strategies Used by Rivermont Collegiate Faculty and Staff**

- \* Maintaining realistic expectations of children.
- \* Providing clear and simple limits.
- \* Planning an environment that facilitates a caring atmosphere.
- \* Keeping children busy to prevent problems from occurring in the first place.
- \* Modeling appropriate behaviors.
- \* Redirecting inappropriate behaviors toward desired outcomes.

- Basing our work with children on knowledge of child development.
- Appreciating and supporting the close ties between the child and family.
- Recognizing that children are best understood and supported the context of family, culture, community, and society.

### **Early School Student Assessment Plan**

The Rivermont assessment of skills includes a checklist of academic and social emotional development to quantify student progress. Early School students are evaluated in September and March, and individual learning goals are developed and an intervention plan for remediation is created if necessary. A child completes tasks in each of several areas: Large Muscle Skills, Small Muscle Skills, Cognitive Thinking, Expressive Language Skills, Social/Emotional, and Self-Help Skills. The assessing teacher notes progress from first person observations of the child. Results are shared with parents at the fall and spring conference days. Written reports describing a child's developmental progress are sent to parents in December and June.

If teacher or parent observations indicate areas of concern, the Early School director is consulted and referrals may be made to Mississippi Bend Area Education Agency Early Childhood Developmental specialists. This Early Childhood Center provides a wide variety of developmental assessments for youngsters ages 3-5.

Results of the Early School assessments are kept in the child's cumulative folder located in his/her Early School classroom. Access to these files is limited to the child's teacher and Early School Director. After the Junior Kindergarten year the cumulative folder is included in a child's cumulative (K-12) education record.

In addition, teachers collect a portfolio of student work and anecdotal documentation of a child's comments, interests, play and work behaviors, and relationships to determine developmental progress. Within the first month of school learning goals for each child are recorded and used in developing curriculum content. Learning goals are shared with each parent at the fall conference.

The Early School Director uses the Gesell Institute Developmental Assessment in determining Kindergarten readiness of youngsters not currently enrolled in Early School who seek acceptance to Kindergarten.

### **Early School Discipline Policy**

Rivermont Collegiate faculty and staff view discipline in the Early School as a learning process. Young children may not understand the ramifications of many

maximums may submit a request for a waiver of this policy, along with supporting documentation to the appropriate Division Director. The request will be reviewed, in consultation with the Headmaster and the family informed of what action will be taken.

### **Tardiness Policy**

Students are required to be on campus by 8:20, at which time they check-in with their advisor or teacher. Students arriving late should check-in with the receptionist. Oversleeping is not an acceptable excuse for lateness. Excessive tardiness will result in a meeting with the appropriate division director. Further incidents of lateness will be dealt with as a disciplinary issue. Tardiness for individual classes is handled by the classroom teacher. Generally, a detention is assigned after the third tardiness of a quarter. Tardiness of 20 minutes or more for a class will generally be treated as an absence.

### **Unexcused Absences**

The School does not support absences due to extensions of vacations or family trips when school is in session. The same is true for absences during the school day. Teachers are under no obligation to extend deadlines, re-teach material, or re-schedule tests and/or quizzes under these circumstances. Students will, however, be allowed to make up the work missed and will not be penalized in the grading.

Parents should speak directly to the Division Director concerning student absences caused by family events, travel, or special circumstances. The Division Director will determine if an absence is deemed excused or unexcused.

A student who is absent from school is barred from attending or participating in any Rivermont after-school or evening activity, including athletic events, music or theatrical performances, dances, or parties on that particular day. Any exception to this policy must be approved by the appropriate division director.

Skipping class is unacceptable and disciplinary action will be taken. No credit will be given for work missed due to skipping class.

### **Arrivals and Departures**

Students arriving before 8:00 must report to the following locations:  
 PreSchool & Junior Kindergarten - Day Care room (Becherer Hall lower level)  
 Grades K-5 - Becherer Hall Media Center  
 Grades 6-12 – Central Hall of Becherer Hall

Lower School students who arrive before 8:00, unless involved in a school activity, must report to the appropriate location above and parents will be billed at the standard Day Care rate.

Rivermont Collegiate provides Day Care (Monday through Friday) for younger students and Homework Club (Monday through Friday) for older students who are on campus after school.

Students in Kindergarten through 3<sup>rd</sup> grade must be in Day Care if they are on campus after 3:45. Students in grades 4-12 must attend the after-school Homework Club if they are on campus after 3:45.

Note: The after-school Homework Club is supervised and directed homework and study, led by a Rivermont faculty member. Homework Club replaces the after-school study hall previously offered for students in grades 4-12. Homework Club provides increased individual attention and focus on organization and subject-specific topics. The program runs from 3:30-5:30 p.m.

#### Homework Club

\$5.80 per hour for drop-in  
\$320 – 1 day per week\*  
\$640 – 2 days per week\*  
\$885 – 3 days per week\*  
\$1,130 – 4 days per week\*  
\$1,370 – 5 days per week\*

\*Prices apply only to full school days. When classes are dismissed early, these programs are not available. However, the following alternate services will be offered:

11:30 a.m. – 12:30 p.m.	PS-12 Lunch & Supervision	\$8.00
11:30 a.m. – 12:30 p.m.	K-12 Supervision (bring own lunch)	\$5.80
12:30 – 6:00 p.m.	PS-12 Supervision	\$5.80 per hour

#### **Traffic on Campus**

The safety of Rivermont students, parents, visitors, faculty, and staff should be our primary concern. While on the Rivermont campus PLEASE DRIVE SLOWLY and watch for pedestrians. Although everyone's time is valuable, it is essential to place the personal safety of pedestrians first.

during after school daycare. Additional fees will be assessed for students who remain after 6:00 p.m.

Parents initial the sign-in sheet in the classroom prior to leaving with their child. No student may go home with a carpool or individual other than his or her assigned driver without written parental permission.

To ensure the safety of our students, teachers keep a record of the names, addresses, and phone numbers of those persons authorized to pick up a child. Anyone picking up a child, other than a parent, must show proper identification, such as a driver's license before the child is released. If persons authorized to pickup a child changes, parents are asked to update the section on the Emergency Medical Consent Form that lists those persons authorized to pick up the child.

#### **Required Forms**

The following forms will be required for all students at the time of enrollment:

- 1) Tuition Agreement with deposit
- 2) Application for Admission with a one-time \$50 application and placement fee
- 3) Proof of Physical Exam
- 4) Parental Emergency Medical/Dental Consent Form
- 5) Field Trip Permission
- 6) Photography and Video Release
- 7) Immunization Card

#### **Early School Code of Ethics**

Rivermont Early School teachers recognize that standards of ethical behavior in early childhood care and education are based on commitment to core values that are deeply rooted in our beliefs and knowledge of child development. Further, we recognize that there is a difference between personal values and core values of a profession.

In making decisions that affect our students, families, and colleagues, we commit ourselves to:

- Respecting the dignity, worth and uniqueness of each individual (child, family, culture, community and society).
- Helping children and adults achieve their full potential in the context of relationships that are based on trust, respect, and positive regard.
- Appreciating childhood as a unique and valuable stage of the human life cycle.

Junior Kindergarten – A five-morning program designed for the four and five year old child who will attend Kindergarten the following fall; meets from 8:20 until 11:30 a.m. daily.

Afternoon Adventures – An engaging learning experience designed for the PreSchool and Junior Kindergarten youngster, focusing on a wide range of activities that promote social and academic learning; meets 12:30-3:15 daily.

**Early School Hours**

Early Bird Daycare	7:30 a.m. – 8:15 a.m.
Morning Classes	8:20 a.m. – 11:30 a.m.
Lunch Hour	11:30 a.m. – 12:30 p.m.
Afternoon Adventures	12:30 p.m. – 3:15 p.m.
Daycare	3:30 p.m. - 6:00 p.m.

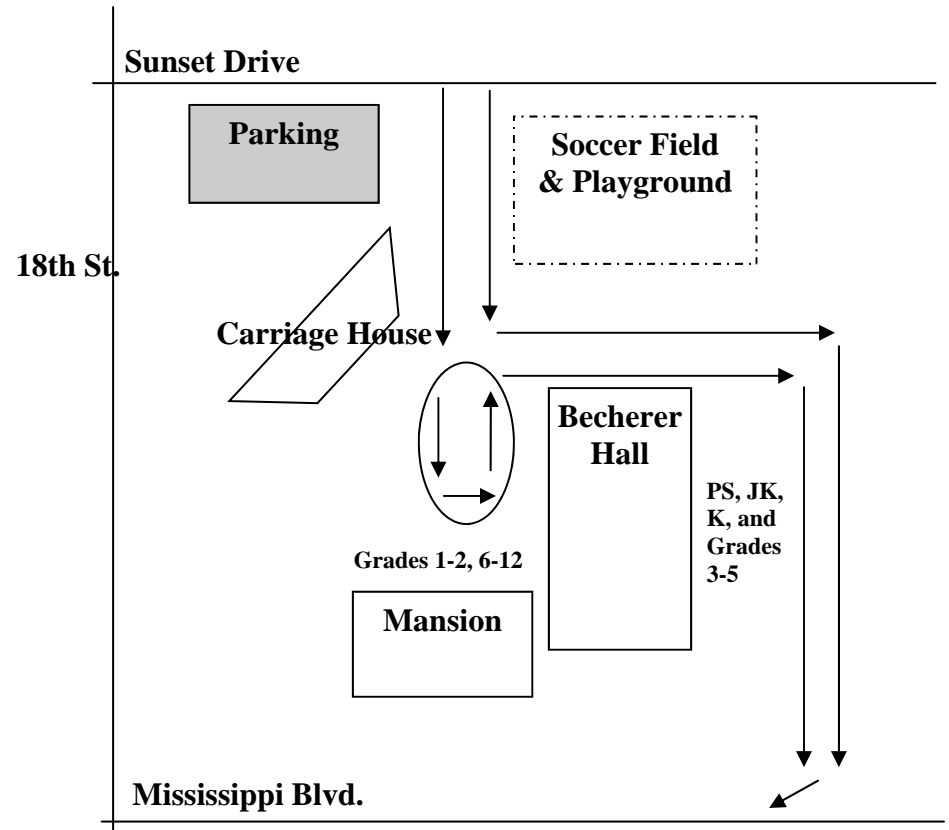
Arrival – Children in the Early School should arrive between 8:15 and 8:20 a.m. unless they are enrolled in the Early Bird Daycare program. Afternoon students arrive at 12:30 p.m. Following an initial transition period; parents of Junior Kindergarten students may allow their children to walk into the building unescorted. Parents escorting a child into the classroom must park in the designated parking spaces at the east side (rear) of the Lower School building. The driveway in front of the Lower School must remain clear.

Departure – The morning PreSchool and Junior Kindergarten children and teachers will be waiting for parents at the 11:30 A.M. dismissal time at the east entrance of the Lower School building. Teachers put each child in the car so there is no need for drivers to leave their vehicles. Afternoon Adventures dismisses at 3:15 P.M. Parents are asked to remain in the car in the pick up area. Drivers needing to leave a vehicle are asked to use the designated parking spaces.

Daycare: Early Bird Daycare is available to children who arrive before 8:20 a.m. It begins at 7:30 a.m. Parents may sign up on a yearly basis or as needed.

Lunchtime Daycare is available for those students who are not picked up by 11:45 a.m. A hot lunch is served daily. Parents who want to have their child drop-in occasionally must notify the teacher at arrival so that meals can be ordered. Rivermont Collegiate prefers that children eat the lunch provided and refrain from bringing in food. Late charges will apply after 12:30 for students not registered in an afternoon class.

After School Daycare – 3:30 until 6:00 p.m. Students who are not picked up by 3:45 will be sent to after school daycare. Students will have the opportunity to participate in scheduled daily activities, snack time, recess, and homework help



Traffic on the campus is ONE-WAY ONLY with 2 lanes of traffic.

Upon entering from Sunset Drive, vehicles should stay in the right lane for drop-off or pick-up along the Main Circle (Grades 1, 2, 6-12). Vehicles should follow the left lane, being very careful at the intersection with the Main Circle, for the lower parking lot, gym and for drop-off and pick-up from the Lower Lobby of Becherer Hall (PS, JK, K, Grades 3-5).

It is important to keep traffic moving and lanes clear during drop-off and pick-up times. If you need to enter the building, please park in one of the parking lots. Only cars with drivers in the driver’s seat may stop along any sidewalks and must move when cars need to exit. Parking Lot entrances and exits should be kept clear at all times.

Right Lane traffic on campus is for drop-off and pick-up while Left Lane is for passing. Please drive slowly and be careful as you change lanes.

Remember to observe the STOP sign at the exit on Mississippi Blvd. Proceed with caution onto the street.

### **School Bus**

Students riding the bus are to report immediately to their bus after school. The bus will leave promptly at 3:35 p.m. Regular riders who will not be riding the bus should notify the Assistant Head and/or the driver in advance. If, for any reason, a regular bus rider needs to cancel his or her services the Business Office must be notified immediately. Any regular bus student with a change of address or a non-bus student who is to use the bus on a specific occasion must bring a note from home explaining the situation and take the note to the Assistant Head.

### **Visitor Parking**

Visitors to campus are asked to park in the lot at the north end of campus, the designated visitor parking spots in front of the Carriage House, or the parking lot east of Becherer Hall. Please avoid spaces designated as *faculty only*.

### **Student Drivers**

Upper School students who drive to school may not use their cars during the school day (except seniors with approved lunchtime permission). Students are to park in the parking lot on the north side of the Carriage House. Reckless driving or unauthorized use of an automobile will result in removal of the privilege of driving to school. Cars are not lockers or lounges. Students may not go back and forth to their cars during the school day. Should a student need access to his or her car during the school day, the student must sign out and back in at the mansion sign out desk.

### **Leaving Campus**

Rivermont Collegiate is a closed campus. Except for seniors in good standing – who may sign out and leave campus at lunchtime with a signed permission form – students are not allowed to leave campus during the school day.

If it is necessary for a student to leave campus, students in grades 1 through 5 should present a signed note from a parent/guardian to the classroom teacher. Parents of students in grades 6 through 12 should call the Receptionist, Director of Student Services, or send a signed note.

### **Recess and Nonscheduled Time**

All students in PreSchool through fifth grade have a daily outdoor recess (weather permitting). Please make sure that your child is dressed appropriately for cold weather conditions – including hats, mittens, and boots. Students not wearing boots during wet or muddy weather conditions must remain on the pavement. All students will go outside for recess unless they have a note from home.

### **Procedures**

1. A licensed exterminator provides monthly applications to prevent infestations.
2. Employees should report evidence of pest infestation to the maintenance department, who then takes action.
  - a. Baited traps are set after students leave the building to catch mice.
  - b. Traps are checked the following morning and removed.
3. The maintenance department informs Division Heads of routine pest control applications.
4. Rivermont Collegiate practices careful use of pesticides to control pests. The School seeks to reduce student and faculty exposure to pesticides in the school environment. Pest control treatments are done after school hours when few students are on campus.
5. When it is necessary to use a pesticide, the least hazardous pesticide will be chosen. The application of such pesticides must be done according to its label directions. No application of a pesticide will be made in any building during regular school hours when students are present.
6. Employees, students or parents may contact the Division Head to review pesticide information including:
  - a. Product's common or trade name
  - b. Name of the active ingredient of the pesticide(s) being applied
  - c. EPA Registration Number as listed on the pesticide label
  - d. Pest(s) to be controlled
  - e. Specific location(s) where the pesticide is to be applied
  - f. Date of the application.

## **DIVISION SPECIFIC INFORMATION**

### **Early School - PreSchool and Junior Kindergarten**

#### **Rivermont Collegiate Early School**

Two-Day PreSchool – Two mornings designed for three-year-olds; meets Tuesday and Thursday from 8:20 until 11:30 a.m.

Three-Day PreSchool – Three mornings designed for three-year-olds; meets Monday, Wednesday, and Friday's from 8:20 until 11:30 a.m.

### **Cleaning and Sanitizing Food Surfaces**

All surfaces that come in contact with food, including tables and countertops, as well as floors and shelving in the food preparation area, are kept in good repair, free of cracks or crevices, and are made of smooth, nonporous material that is kept clean and sanitized. All kitchen equipment is maintained in operable condition according to the manufacturer's guidelines for maintenance and operation. The School maintains an inventory of food service equipment that includes date of purchase, warranty date, and a history of repairs.

### **Structural Safety**

#### **ADA Compliance**

Visitors, parents, and students arriving at Rivermont Collegiate may use one of two ADA compliant entrances. Parking is conveniently located adjacent to each entrance. The northeast entrance of Becherer Hall adjacent to the Early School is ADA compatible. A wheel chair may proceed up the sidewalk and enter at the NE entrance with zero grade. After proceeding through the double doors the visitor is in the Early School classroom hall.

The second ADA compatible entrance is at the second floor entrance to Becherer Hall adjacent to the mansion. The entrance provides convenient access to Central Hall, the auditorium, cafeteria, as well as Lower and Early School classrooms.

Visitors seeking offices and classrooms in the mansion may proceed through the gymnasium to the Mansion elevator.

#### **Asbestos Management Plan**

In compliance with State and Federal legislation requiring that all public and non-public schools inspect and report asbestos-containing materials. Rivermont Collegiate has developed a plan for the regular surveillance and reinspection of suspected materials. A copy of the school's asbestos management plan is available on school days from 9:00-3:00 in the Business Office.

#### **Pesticide Management Policy**

It is the policy of Rivermont Collegiate to control pests in the School environment. Pests such as cockroaches, fleas, fire ants, stinging wasps, termites, and rodents are bothersome and can disrupt the learning environment. Pests are known to bite, sting, or transmit diseases, and may also cause allergic responses.

Rivermont Collegiate relies on current information to determine the least intrusive method of pest control. The School seeks to prevent unacceptable levels of pest activity and damage while providing the safest environment for students and adults.

During recess and lunch, students are expected to stay in assigned, visible areas and not leave campus. All students are expected to follow the direction of the playground supervisor. When weather permits, students may play on the soccer field and the playground. Parents of Lower School students dressed inadequately for recess may be called to bring appropriate additional clothing.

Students may not play in or near any building or near any parked cars. Students may play in the gym with permission from the playground supervisor.

The playground supervisor will use a whistle to signal students on the playground. Students should, therefore, be familiar with the signals that follow:

One whistle – stop immediately.

Two whistles – stop, there is a car approaching.

Three whistles – line up in a single line and be quiet.

Students who act improperly on the playground will be reported to Director of Lower School for possible disciplinary action.

The following activities are specifically forbidden on the playground: foul language, snowball throwing, tackling (including tackle football), and other forms of aggressive behavior.

#### **School Delays and Closings**

Rivermont students come from numerous cities and towns in the area. The decision concerning school closing or delay is normally based on accessibility to the campus and is most often made by 6:15 a.m. Parents should judge for themselves whether travel is safe from their particular locale.

Notice of school closing or delay is made in the following areas. It is wise to consult 2 or more of the areas as some venues experience technical problems in delivering information.

1. **Call the school 563-359-1366.** The automated attendant is updated to announce if the School is closed or there is a delay.
2. **TV:** KWQC-TV6, WQAD-TV8, WHBF-TV4, KLJB-TV18
3. **Radio**
  - a. QC Radio Group: WOC-AM 1420, WLLR-FM 103.7, KCQQ-FM 106.5, KUUL-FM 101.3, KMXG-FM 96.1
  - b. Cumulus Radio Group: KBOB-FM, KORB-FM 93.5, KQLI-FM, WXLN-FM 97, KJOC-AM 1170
4. **Web**
  - a. <http://www.kwqc.net/news/school.html>
  - b. <http://www.wqad.com/Global/link.asp?L=217102>

## **Student Dress Code**

Rivermont Collegiate expects its students to dress in a manner that is both appropriate to the activity at hand and demonstrates respect for self and the community. It is recognized that not all students have the same taste in clothing; however, the School expects students, with the help of their parents, will use good judgment and common sense in choosing school attire. The School will enforce guidelines to maintain an atmosphere of appropriateness and mutual respect. Certain activities call for different codes of attire and the School will expect students to dress accordingly. In all cases, however, students are expected to be well-groomed and wear clothing that is clean, in good repair (no holes, frayed hems, or overly worn fabric), and fits correctly. The administration reserves the right to determine the appropriateness of a student's attire, particularly when the clothing selection is questionable. A student deemed to be out of dress code will not be allowed to attend class and may be required to call home for a change of clothing.

In the Early School through Grade Two it is important for students to be able to care for themselves and therefore students should dress accordingly.

In Grades Three through Twelve students may wear pants, jeans, dresses, skirts, and walking shorts (mid-thigh to knee) with a sleeved shirt or top. All pants are to be worn at the natural waistline at all times and should not be designed to be worn significantly below; undergarments or bare midriff should never be visible. Designs or styles may not relate to illegal or illicit themes. This includes but is not limited to: alcohol, drugs, violence, hate, paramilitary, and/or suggestive images or designs. Athletic or workout pants and shorts are not acceptable regular school dress.

All students are expected to wear shoes with an enclosed heel or heel strap. Due to the many stairs on the campus and the School's hands-on/laboratory science program this safety precaution must be enforced.

Hats are not to be worn inside buildings. This includes any head covering not of a primarily religious or medical nature.

### **Field Trip Dress and Special Dress Days**

Certain days will be designated as *Special Dress* days and students will be expected to dress more formally than on a regular school day.

Rivermont Collegiate often takes advantage of venues outside of school to enhance its programs. When students participate in field trips, they represent Rivermont Collegiate to the general public. It is in the best interest of the School and the student to make a positive impression and students are expected to dress more formally than they would for a regular school day. The teacher leading the

3. Employee shall then inform an administrative assistant who will contact the maintenance department for a thorough clean up.
4. Maintenance employee cleaning the area shall wear gloves and apply a clean up kit, then place residue in a sealed garbage bag.
5. Maintenance employee shall wash thoroughly with disinfectant soap.

### *Exposure*

In the event of an exposure to bodily fluids such as a splash or spray to eyes, nose, mouth, or broken skin, the staff member or student should immediately cleanse the exposed skin with soap and water, or flush contaminated mucous membranes or eyes with water. A report of exposure shall be given to the business office.

### **Handwashing Policy**

All staff, volunteers, and students shall follow the procedure for hand washing at the following times:

1. Upon arrival for the day or when moving from one classroom to another
2. Before and after eating, handling food or feeding a child
3. Before and after giving medication
4. Before and after playing in water
5. After toileting or helping a child use a toilet
6. After handling bodily fluid (mucus, blood, vomit) from sneezing, sipping and blowing noses, from mouths or from sores
7. After handling uncooked food, especially raw meat and poultry
8. After handling pets and other animals
9. After playing in sandboxes
10. After cleaning or handling the garbage

Students and staff members shall wash their hands using the following method:

1. Check to be sure a clean, disposable paper towel is available.
2. Turn on warm water to a comfortable temperature no less than 60 degrees and no more than 120 degrees F.
3. Moisten hands with water and apply liquid soap to hands.
4. Rub hands together vigorously until a soapy lather appears, and continue for at least 10 seconds. Rub between fingers, around nail beds, under fingernails, jewelry and back of hands.
5. Rinse hands under running water, no less than 60 degrees and no more than 120 degrees F, until they are free of soap and dirt. Leave the water running while drying hands.
6. Dry hands with the clean, disposable paper towel.
7. Turn off the water with the paper towel.
8. Throw the disposable paper towel into a lined trash container.

All complaints of sexual harassment or discriminatory behavior will be investigated promptly, fairly, and completely. The facts shall determine the response to each complaint. Each situation will be handled as discreetly as possible. Resolution of complaints can include, but is not necessarily limited to, an apology, transfer, direction to stop the offensive behavior, counseling or training, verbal, or written warning, suspension with or without pay, termination, or expulsion. In the event that offensive behavior reoccurs, it should immediately be reported to a Division Director or the Head of School.

Staff members and students should understand that this policy applies to each and every employee and student at Rivermont Collegiate, including the administration and trustees. No retaliation or intimidation directed toward anyone who makes a complaint will be tolerated.

### **Policy of Non-Discrimination**

The School shall admit students of any race, color, religion, gender, age, national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the School. It shall not discriminate on the basis of race, color, religion, gender, age, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

*Adopted June 23, 1994.*

## **Sanitation Policies**

### **Universal Precautions Exposure Control Plan**

Rivermont Collegiate provides the necessary equipment and procedures to protect staff and students from contact and/or exposure to blood, bodily fluids, or other potentially infectious materials as a result of performing first aid.

Universal Precautions is the practice of assuming that all bodily fluids that a staff member and/or student is exposed to are infectious. Faculty and staff complete annual training which includes information on blood borne pathogens and their transmission, review of PPE (Personal Protective Equipment) and procedures for how and when to use PPE.

### **Procedures**

1. Treat all situations involving potential contact with blood, body fluids, or medical waste with caution. Staff members wear protective gloves during first aid response or when the possibility of encountering bodily fluids is likely. Gloves are changed as soon as practical when contaminated or torn.
2. In the event of a spill or vomit that requires clean up, the teacher or nearest employee shall sprinkle the area with Voban.

field trip will inform students of any modifications of the following dress code that might be dictated by a particular locale or activity.

Students should wear dresses, dress slacks or skirts, with collared and sleeved shirts or tops. Students may not wear jeans, shorts, tee shirts, sweatshirts, hats, or other casual clothing. School polo shirts with dress slacks or skirts are preferred.

### **Physical Education and Athletics**

Students are expected to follow the guidelines for appropriate dress established by the teacher and Athletic Director. Cooler weather will require suitably warm attire when activities are conducted outside.

## **Library and Media Resources**

### **Media Center**

Books, tapes, magazines, and selected reference materials are available in the Media Center, located in Becherer Hall, for checkout on a two-week basis. Students who have overdue materials will be unable to check out additional materials until all overdue materials are returned. Any library materials that are damaged must be repaired or replaced at the student's expense. Materials that are not returned within a reasonable time after the due date must be replaced at the expense of the person to whom the item was checked out.

### **Mississippi Bend Area Education Agency #9**

Mississippi Bend Area Education Agency #9 is a resource Rivermont teachers use for curriculum consultants, materials, textbooks, library books, and A/V supplies. Materials are delivered and returned weekly through the librarian. A/V and print catalogues are available in the teacher's workroom and the library.

### **Computer Network Acceptable Use Policy**

Internet access is available to all students and teachers at Rivermont Collegiate. We believe the Internet offers vast, diverse, and unique resources beneficial to both students and teachers. Our goal in providing this service is to promote further educational excellence at Rivermont by facilitating resource sharing, innovation, and communication.

With this access comes the availability of material that may not be considered appropriate in a school setting. Access to such material is actively discouraged; however, on a global network, it is impossible to control all materials and an industrious student may discover inappropriate information. We firmly believe that the valuable information and interaction available on the Internet far outweigh inherent risks. Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end

users who must adhere to strict guidelines. In general, this requires ethical and legal utilization of the network resources. If a Rivermont student violates any of these provisions, his or her access will be terminated and future access may be denied.

#### *Terms and Conditions*

Acceptable Use-The purpose of NSFNET, which is the backbone network of the Internet, is to support research and education in and among academic institutions in the United States by providing access to resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of Rivermont Collegiate. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes-but is not limited to-copyrighted material, defamatory, threatening, or obscene material, or material protected by a trade secret. Use for commercial activities generally is not acceptable. Use for product advertisement or political lobbying is also prohibited.

#### *Privileges*

The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator, Division Directors, and/or Headmaster will deem what is inappropriate and their judgment supersedes all prior oral or written agreements and understandings. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Iowa and the United States of America.

#### *Netiquette*

You are expected to abide by the generally accepted rules of network etiquette. These include-but are not limited to-the following:

- Be polite. Do not be abusive in your messages to others.
- Use appropriate language. Do not swear or use vulgarities.
- Do not reveal your address, phone number, or other personal information, or the personal information of other students or teachers.
- E-mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

Rivermont Collegiate makes no warranties of any kind, whether expressed or implied, for the service it is providing. Rivermont will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via computer

regulations as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or
- Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting that individual's employment or education, or
- Such conduct has the purpose or effect of unreasonably interfering with a staff member's or student's performance or creating an intimidating, hostile, or offensive working or learning environment.

Whether sexual conduct violates the law is determined on a case-by-case basis considering the record as a whole and the totality of the circumstances, including the nature of the sexual advances and the context in which the incidents occurred.

Sexual harassment is unlawful even when the alleged conduct has caused the individual no economic harm or loss of other tangible benefits.

The overriding factor in sexual harassment is that the behavior is uninvited and unwanted. Sexual harassment is not social or courting behavior. It is best seen as an assertion of power.

Sexual harassment may include, but is not limited to:

- Inappropriate personal questions or verbal abuse
- Sexual remarks about a person's clothing, body, or sexual activity
- Suggestive remarks
- Public display of sexually explicit, offensive, or demeaning photographs
- Requiring a person to wear sexually revealing clothing
- Leering, ogling at a person's body
- Unnecessary touching in any form
- Subtle pressure for sexual activity
- Demanding sexual favors, accompanied by promises, hints or threats concerning one's employment
- Coerced sexual relations
- Physical assault, including rape

Any person who feels he or she is being subjected to sexual harassment or discriminatory behavior of any kind should report the behavior to a Division Director or the Headmaster. Any Division Director who receives a complaint of sexual harassment or discriminatory behavior or who has reason to believe sexual harassment or discriminatory behavior is occurring should report these concerns to the Headmaster.

harassment complaints and any person who gives false statements in an investigation shall be subject to discipline.

#### *Compliant Procedure*

An individual who believes that the individual has been harassed or bullied will notify the Headmaster or Assistant Headmaster.

#### *Investigation Procedure*

The investigator (Headmaster or Assistant Headmaster) will reasonably and promptly research the complaint. The Headmaster will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

#### *Resolution of the Complaint*

Following the investigation, the Headmaster may identify additional steps that may include discipline.

Finally,

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

### **Sexual Harassment Policy**

Rivermont Collegiate is an equal opportunity employer with a tradition of dedication, high performance, personal development, and professional demeanor among its faculty and staff.

It is expected that every staff member and student will treat every other staff member and student with respect, supportiveness, and professionalism.

It is also expected that no staff member or student will interfere with another person's ability to learn or work. This includes, but is not limited to, inappropriate remarks about or conduct related to a staff member's or student's race, color, creed, religion, national origin, gender, disability, or age. Sexual harassment, physical abuse, and verbal abuse (which include making professionally damaging statements about a staff member) will not be tolerated. Behavior prohibited also includes requests to engage in illegal, immoral or unethical conduct or retaliation for making a complaint. Failure to meet this expectation is among the grounds for suspension or dismissal. Sexual harassment is a violation of laws against discrimination (state law and Title VII of the Civil Rights Act of 1964). Sexual harassment is defined in legal

communication is at your own risk. Rivermont Collegiate denies any responsibility for the accuracy of information obtained through its services. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify the computer coordinator or a division director. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Rivermont system.

Vandalism will result in cancellation of computer privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user. This includes the uploading, creation, or intentional downloading of computer viruses.

Using school computers for games, instant messaging, or participating in recreational "chat rooms" is a wasteful use of a valuable resource during times when others might want to use computers for educational purposes. Students are not allowed to have instant messaging software active when they are at the computer. If you do not know how to deactivate this software, please see the Director of Technology.

### **Lunch Program**

Hot Lunch – Each day, one main dish is served in addition to soup, fruit, yogurt, milk, and other snacks. Each item may be purchased separately. Students wishing to order the hot lunch entrée do so at the beginning of the school day with either their homeroom teacher (K-5) or first-period teacher (6-12).

The menu, with prices, is distributed to students monthly and posted on the webpage ([www.rivermontcollegiate.org](http://www.rivermontcollegiate.org)) so that choices may be made in advance. Students are asked to bring a sufficient amount of money to school daily to cover the cost of their selection or lunches may be paid for in advance (beginning with a minimum amount of \$50).

Sack Lunches – Students may bring a sack lunch. Items that need to be refrigerated may be placed in the designated refrigerator. Students may purchase milk, soup, fruit, or other items to supplement their lunch. Students in Kindergarten through Grade 5 keep their lunches in their classrooms; students in Grade 6 through 12 keep their lunches in their lockers.

Dining Room – Our dining area serves a variety of functions. Teachers assigned to lunchroom duties will require that students pick up after themselves in order to keep the dining room clean and orderly. Students are to be seated properly

and eat in an appropriate manner. No food is taken from the dining room except for supervised school functions or meetings.

Students will be excused at the end of the lunch period according to the directions of the supervising teachers. Tables and chairs are to be cleaned by the students after each lunch period.

Pop Machine – Pop Machines are not assessable to students during the school day. Students will still have access to juice and water and, at lunch, milk.

## **Traditions and Special Events**

Student Guests - Students are encouraged to bring their friends to the Admission Open Houses and Bring-A-Friend Day. No visitors will be allowed the first and last week of each semester. Students who wish to bring visitors at other times should see the Director Admission to make arrangements.

Back-to-School-Night and BBQ – This evening is designed for parents to learn about the academic goals for the current school year. It is an opportunity to meet your child's teachers, view their teaching materials, and ask questions.

Grandparents' and Special Friends' Day – This event takes place on the Wednesday before Thanksgiving. Names and addresses are gathered by the teachers and invitations are sent out from the School several weeks in advance of this special day. Grandparents and special adult friends of students arrive at school and participate in an abbreviated schedule of classes and enjoy a special program at the end of the morning. Dismissal follows the program at 11:30 a.m. If a grandparent is unable to attend, another relative or adult special to the child is welcome to attend instead.

Teacher Conferences – This is an opportunity to meet with your child's teachers to discuss academic progress made during the current grading period. Middle and Upper School students attend these conferences with their parents.

Academic Fair – This exciting day is the culmination of months of research and preparation. Students in Grades Two through Eleven prepare research-based projects in a number of different academic areas. Students are required to prepare a written, oral, and visual presentation of their research. Judges meet with the students and review their work. In the evening, everyone, (students, parents and faculty) gathers to view projects, hear presentations, and learn the results of those projects entered in competition. This is definitely a unique Rivermont event and a must see for everyone!

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined in accordance with disciplinary responses outlined in the Student and Parent Handbook. If after an investigation a school employee is found to be in violation of this policy, the Headmaster shall handle the response.

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 bullying* 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 or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false

young age. We want our students to understand the dangers inherent in the abuse of any drug and our educational programs address this need. All students and parents should be aware of the following responsibilities and guidelines.

- The use or possession of alcohol, drugs, or tobacco by a Rivermont student will lead to serious disciplinary action. A student involved in the selling or procuring of illegal substances will be dismissed from Rivermont.
- It is a privilege for a student to represent Rivermont in extra-curricular and co-curricular activities and school-sponsored trips. The use or possession of substances (alcohol, tobacco, non-prescription drugs, and et. al.) or serious forms of inappropriate school behavior will jeopardize an individual's privilege to represent the School.
- It is illegal for adults to serve alcoholic beverages to a minor, and serious legal liability issues arise where this fact is ignored.

### **Tobacco-Free Policy**

Rivermont Collegiate is a tobacco-free campus. Therefore, parents and visitors are asked to refrain from smoking either inside or outside of the buildings.

## **Harassment and Discrimination**

### **Policy against Harassment & Bullying**

Harassment and bullying of students and employees are against Rivermont Collegiate policy and are not tolerated. The School 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 School 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.

Rivermont Collegiate 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, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment of employees based upon race, color, creed, gender, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on school property, in school-owned or school-operated vehicles, and attending or engaged in school-sponsored activities.

O.L.E. Day –Outdoor Learning Experience (O.L.E.) is a daylong opportunity, in a local park or nature preserve, for Lower School students to participate in activities designed to educate them about the environment in which they live.

Pancake Tuesday – This tradition dates back to the early days of the School and is held on Mardi Gras. Students and faculty enjoy a lunch of pancakes and sausages. Hidden in the pancakes are tokens that predict the fortune of the individual. Everyone delights in the *predictions* of their future. Many students *stack* the deck with several pancakes hoping for a more inclusive fortune.

International Week - A weeklong series of presentations and classes, gives students the opportunity to learn about other cultures and languages. International Week culminates with International Food Fest on Friday afternoon.

Musical Programs – Students in each of the School's divisions present musical programs that highlight the lessons and instruments they have been learning. These performances are scheduled at different times in the school year and are announced in classroom newsletters, HEADlines, and on the school website.

Lunch on the Lawn – Pack a picnic lunch, bring a blanket, and join your child(ren) for a meal at the usual lunch period. If you have several children attending Rivermont you may have a long lunch period that day in May.

SpringFest – This annual spring musical performance is accompanied by a display of student artwork.

Imp-Tiger Competitions – In Kindergarten, or upon the entrance to Rivermont, each student draws a card determining whether she or he is an Imp or Tiger. The student remains an Imp or Tiger forever. Several times during the school year, students participate in Olympic-style competitions, earning points for their respective teams. Students are encouraged to wear their team colors on these days (Imps-green, Tigers-orange). Parents are welcome and encouraged to attend.

Middle and Upper School Awards Assembly – Held near the end of the school year, this event honors the students for their accomplishments, both academic and athletic.

Lower School Promotion – This very special morning recognizes each student in the Lower School. Students are presented certificates of promotion and receive participation awards for contests and competitions. This morning is a celebration and recognition of the many achievements, contests, competitions and activities in the Lower School.

Middle and Upper School Trips – Chaperoned by several teachers, the students take an all-day trip to an amusement park or other location determined by the faculty and students. This event usually occurs the day before commencement.

Auction – Good food, good friends, good fun, and of course, a good cause all come together as faculty, staff, parents, friends, and alumni gather for this annual event. This major fund raising activity for the School provides numerous opportunities for parents to be involved. Auction items are secured at all price levels. Parents are encouraged to attend and bring guests.

Commencement – The final activity of the school year. All Upper School students are required to attend. Parents of Upper School students are needed to assist with this event honoring the graduates, their parents, and families.

## **School Awards**

### **Lower School**

Ken Ferris Citizenship Award – Presented to the 5<sup>th</sup> grader who best exemplifies the qualities of positive, loyal citizenship.

Presidential Award for Educational Excellence – The Headmaster, as an agent of the President of the United States, distributes certificates to 5<sup>th</sup> graders for academic achievement as evidenced by a cumulative A- or higher grade average and recent standardized test score in the 85<sup>th</sup> percentile or higher.

### **Middle & Upper School**

Bookidis Award – Annually awarded to the student in grades 6 through 12 who has achieved the highest cumulative quarterly grade point average during the school year.

Bishop's Prize – Presented, when merited, to that member of the senior class who has achieved the highest cumulative semester grade point average over grades 10, 11, and 12 at Rivermont.

Larned A. Waterman School Service Award – A prize given to that member of the senior class who has served the School, his or her fellow students, and/or the Quad City community in an exemplary fashion.

Daughters of the American Revolution Citizenship Award – Awarded annually to an 11<sup>th</sup>-12<sup>th</sup> grader who has demonstrated kindness, proper etiquette, and good citizenship.

VIII. In view of the concerns related to AIDS, the School has developed an educational program which will provide a plan for making information about AIDS available to students as a part of the health curriculum. The program will include in-service training for teachers, administrators, and non-teaching employees. The School will also provide information about AIDS to family members and the general public. In developing such programs, it is expected that information from sources such as the National Center for Disease Control will be utilized. One of the purposes of the educational program will be to help dispel fears based on erroneous or lack of information.

IX. The School has established routine procedures for handling blood and body fluids of children and employees, including the use of disposable gloves, towels and tissues.

### **Identifying and Reporting Child Abuse**

It is the policy of Rivermont Collegiate that any certified or licensed employee who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to the Headmaster, Assistant Head, and the Department of Human Services at (888) 270-3864 within twenty-four hours, and follow this verbal report with a written report on appropriate DHS forms. The reporting of suspected abuse of children by noncertified or nonlicensed employees is encouraged. It is expected that an employee who is a mandatory reporter will make a report as required by law. It is also Rivermont policy that reports of child abuse remain confidential, as required by law.

Rivermont Collegiate shall provide the training required by law in the identification and reporting of child abuse to all mandatory reporters employed by the School within six months of initial employment. The School shall also provide each new employee who is a mandatory reporter with the legal requirements of child abuse reporting within one month of initial employment.

The Rivermont administration and staff will cooperate fully with DHS personnel in conducting a child abuse investigation by providing confidential access to the child named in the report and to other children alleged to have relevant information for the purpose of interviews. Rivermont Collegiate recognizes no obligation to contact the parents or guardians of a child suspected to be a victim of abuse.

## **Alcohol, Tobacco, and Substance Abuse**

### **Alcohol and Substance Abuse Policy**

Substance abuse is one of the foremost health issues facing our nation. Statistics verify the fact that experimentation and abuse is taking place at an alarmingly

## **Contagious Disease Policy for Students**

(Adopted by the Board of Trustees January 26, 1989)

We recognize that contagious diseases such as tuberculosis, Acquired Immune Deficiency Syndrome (AIDS), and hepatitis pose significant medical, social, and legal problems. In response to these concerns, the Board of Trustees has adopted the following policy. The policy is consistent with policy recommendations made by the Center for Disease Control:

- I. The determination of whether a student diagnosed as having a contagious disease is to be permitted to attend regular classes or to participate in school activities shall be made by the Headmaster on a case-by-case basis in consultation with the student's treating physician, the student's parents or guardians, the student's teachers, and the designated school physician.
- II. In making such determination, the Headmaster shall consider:
  - a. the recommendation of the individuals identified in Section I;
  - b. the behavior, neurological development, and physical condition of the student;
  - c. the expected type of interaction with others in the school setting;
  - d. the impact on both the infected student and others in the setting.
- III. The student will be permitted to remain in a classroom setting unless it is determined that the student's presence poses an immediate threat of danger to the student or others
- IV. Unless the Headmaster (a) assigns the student to school under restricted conditions or (b) determines that the student is to be provided with an alternative educational setting, the student shall remain in the classroom unconditionally.
- V. A student who has been assigned to a restrictive or alternative setting may request a reconsideration of the assignment, provided such request is accompanied by medical evidence of a change in the student's health status.
- VI. The medical records of all students shall remain confidential, except for disclosure mandated by law.
- VII. The number of school personnel who are aware of the student's condition shall be kept at the minimum needed to assure proper care of the child and to detect situations where the potential for transmission of the disease may increase (e.g. bleeding injury to infected student).

Iowa State Bar Association Award – This prize may be awarded annually to a senior for exemplary character and service to community, school, and fellow students.

Presidential Award for Educational Excellence – The Headmaster, representing the President of the United States, distributes certificates to 8<sup>th</sup> and 12<sup>th</sup> graders for academic achievement as evidenced by a cumulative A- or higher grade average and recent standardized test score in the 85<sup>th</sup> percentile or higher.

President's Award for Educational Improvement – The purpose of this award is to recognize students in 8<sup>th</sup> and 12<sup>th</sup> grades who show outstanding educational growth, improvement, commitment, or intellectual development in their academic subjects. Chosen by faculty members, these students have worked hard and have given their best effort in school.

Senior Achievement Prize – Given from time to time by the Headmaster upon recommendation of the faculty for exceptional work by a senior.

Getz Drama Award – Donated by alumna Kaye Spelletich Getz ('35), this award is presented annually to a thespian for outstanding contributions to the Rivermont theater program.

Small English Prize – Named for a loyal Rivermont family, this award is given annually to a 9<sup>th</sup>-12<sup>th</sup> grade student for excellence in English language and literature.

Millar Athletic Award – Presented to the School by former trustee Gordon Millar, this plaque is awarded to a 9<sup>th</sup>-12<sup>th</sup> grade student who excels in one or more sports and exhibits the quality of exemplary sportsmanship.

Dorothy Strohm Mathematics Plaque – Upon her 25<sup>th</sup> anniversary as a Rivermont mentor, the faculty created this plaque in her honor to award annually to a 10<sup>th</sup>-12<sup>th</sup> grade student who shows high achievement and promise in mathematics.

Bausch & Lomb Science Medal – This nationally recognized medal is given annually to the 11<sup>th</sup> grade student who exhibits unusually high levels of scientific inquiry and mastery.

Art Prize – May be awarded annually by the Art Department to the outstanding artist in grades 11-12.

Foreign Language Prize – May be awarded annually by the Foreign Language Department to a student who has shown outstanding growth and achievement in a non-English language.

Journalism Award – May be presented annually by the School for journalistic accomplishments in grades 6 through 12.

History Award – May be given annually to the student in grades 6 through 12 who has shown outstanding interest and achievement in social studies.

George F. Neiley Award for Writing – Given in the name of long-time Board of Trustees President George F. Neiley for excellence in writing.

Music Award – May be given annually to the 6<sup>th</sup> through 12<sup>th</sup> grade student who has shown outstanding interest and achievement in music.

Dr. Michael A. Novello Technology Award – Presented annually to that Upper School student who demonstrates leadership in the integration of technology in his or her studies.

Computer Science Award – May be presented annually to the student making the greatest contribution to the School and showing the highest level of achievement in the field of computer science and technology.

Science Award – May be presented annually to the Upper or Middle School student who has demonstrated outstanding interest and achievement in the field of science.

### **Endowed Scholarships and Awards**

The JoAnn Tyler Memorial Scholarship – Herb and Maryann Tyler established this scholarship in memory of Mr. Tyler’s sister. Funds generated from this endowment help provide tuition assistance to deserving students in grades 1 through 12.

Edward E. Ford Foundation Scholars – Established in 1986, by matching funds from the Edward E. Ford Foundation (Providence, Rhode Island) and the Len R. Small family (Moline, Illinois), two students in grades 9 through 12 who qualify for financial aid and demonstrate significant academic merit are supported with partial scholarships from this endowed Rivermont fund.

The Cynthia Neiley Hyde (’62) Memorial Scholarship – This scholarship is presented annually to a qualified 6<sup>th</sup> through 12<sup>th</sup> grader. The fund was established in 1987 by Mrs. Hyde’s family and friends.

your child may safely return to school. The School reserves the right to ask for a note from the treating physician certifying that it is safe for the child to return before permitting the student to attend classes.

For instances of conjunctivitis and strep throat, the School may ask for a note from the treating physician stating that the disease is no longer communicable.

When a student needs to be excused from physical education for more than two (2) days, a written statement from a physician stating the reason for the excuse and its duration must be presented to the Athletic Director.

### **Assessment of Student Health**

The teacher or classroom aid shall greet each student upon arrival at school and assess his/her general health. If after assessing a child for signs of apparent illness the school employee believes the child should not stay for the school day, he/she will contact the parent and the child will be sent home.

### **Reporting Student Illness**

The Administrative Assistant to the Assistant Headmaster compiles daily attendance data from Early and Lower School teachers, the Administrative Assistant to the Headmaster compiles attendance data from Middle and Upper School teachers. Parents of students reported absent are contacted to determine the nature of the child’s illness. Data on the number of ill students and the nature of illness is compiled weekly and numbers of students with communicable diseases are sent every Friday by 12:00 p.m. to Kathy Andresen of the Scott County Health Department. Subsequently, these files are kept at the School for review. Signs are posted at appropriate school entrances to alert parents to head lice, pink eye, strep throat, or other serious health problems.

For the following conditions, the School shall ask parents to have the child evaluated by a health care provider:

- a. Fever, lethargy, irritability, persistent crying, difficulty breathing or other manifestation of possible severe illness
- b. Diarrhea with blood or mucus in the stool
- c. E. Coli, shigella, or salmonella infections
- d. Mouth sores
- e. Rash with fever or behavioral change
- f. Purulent conjunctivitis
- g. Tuberculosis
- h. Impetigo
- i. Streptococcal pharyngitis (strep throat)
- j. Pertussis (whooping cough)

### **Dispensation of Medication**

Occasionally, a parent may ask the School to dispense medication during the school day. **School staff may administer medication only if the properly completed authorization form, available at the main office, is on file.** This form must be updated yearly. Parents wanting a student in grade 2-12 to carry an asthma inhaler must complete the student permission form and provide the signature of the attending physician. Medications for dispensation must be given to one of the following staff members and stored in a secure location. The staff member will note the medication, student name, date, and dosage on the medication log.

Medication Certification Contacts:

Sue Johnson, Tammi Burrell, Bonnie Campbell, Marsha Field

### **Allergy Response Policy**

The School posts a food allergy response plan for each child with food allergies in each classroom. Plans are posted on the inside of the closet doors of each classroom. The plan includes information on food allergens, the child's most probable response, and emergency directions. Each child's allergy response is prescribed by his/her physician. An allergen free table is available in the dining room. Students with food allergies eat at this table. Care is taken to sanitize the allergen table prior to each lunch period. The supervising teacher further evaluates each child's lunch at the allergen table for offending allergens. The Early School and Lower School faculty participate in training every August on administration of the Epinephrine (Epi-pen) and signs of anaphylactic shock.

In general, the School's response to anaphylactic situations is:

- a. Call 911
- b. Administer Epinephrine (Epi-Pen) if prescribed
- c. Administer 2 tsp. Benadryl if prescribed
- d. Call parent

### **Student Illness**

A student should remain at home when ill. When the illness is communicable, the student is required to stay away for the safety of the other students. Parents are asked to call the School when the child has a communicable disease. For the well-being of your child and the other children, we recommend that you wait for a period of at least 24 hours before sending your child back to school if they have had fever, swollen glands, sore throat, vomiting, skin irritations or any other type of serious physical discomfort. As the School does not employ a nurse or maintain an infirmary, parents should be prepared to pick up a child who becomes ill during the school day.

In cases of communicable disease, the advice of your family physician coupled with your prudent judgment and the patient's recovery rate will determine when

The Elizabeth Kahl Figge Memorial Scholarship – The revenues from this trust, established in 1988 by V.O. Figge in loving memory of his wife Betty, annually help support a Kindergarten through 12<sup>th</sup> grade student of unusual academic promise.

The Kelly and Heather Sigler Memorial Scholarship – Named for two Rivermont students who tragically lost their lives in 1989, this fund was endowed by the family and friends of Kelly and Heather and is awarded annually to a student in grades 6 through 12.

The Davenport Kiwanis Club Scholarship – This award was established in 1991 to help support the tuition of a deserving PreSchool student.

The Arthur Haungs Scholarship Fund – The family and friends of Michael and Janice Novello established this scholarship in 1992 in memory of Mrs. Novello's father, Arthur Haungs. The scholarship is awarded annually to a student in Kindergarten through 12<sup>th</sup> grade.

The Conley A. Dooley Endowed Memorial Scholarship Fund – Students, family, and friends established this scholarship fund in his memory in May, 1993. Mr. Dooley taught English and was the Drama Director for two years. An annual stipend is awarded to a deserving K through 12 student who demonstrates need.

The Marcus L. Jarrett Endowed Memorial Scholarship Fund – Marked by his community involvement and commitment, family and friends established this scholarship fund in his memory in December, 1994. The scholarship is awarded annually to a student in Kindergarten through 12<sup>th</sup> grade.

### **Endowed Teaching Chair**

The Larned A. Waterman Chair of Distinguished Teaching – In memory of her husband Larned A. Waterman, a prominent Quad City leader and attorney, Mary Waterman endowed this chair in 1988. The chair is awarded annually by a committee of trustees (including the Headmaster) to a Rivermont faculty member for outstanding teaching. The annual proceeds from this endowment are then used to support the teacher's salary and to provide an additional stipend to be used for further professional growth activities. The teacher selected gives two public presentations on the results of his or her advanced study.

### **Department Fund**

The John M. Syverud, II Endowed Foreign Language Fund – This fund was established in March, 1993 following the death of Dr. and Mrs. John M. Syverud's youngest son. The fund supports educational material for the Rivermont Foreign Language department.

# HEALTH AND SAFETY

## Fire Emergency

### Becherer Hall

Faculty, staff, students, and visitors should follow the instructions posted on the emergency procedure cards located on the wall at the entrance to every classroom and major room on campus, including restrooms. These emergency procedure cards give directions for the fire procedure to follow for that specific location, as well as a map to illustrate the evacuation route. In the event the fire alarm sounds, all students should remain quiet, follow the teachers' directions, and proceed to the soccer field.

Auditorium, Central Hall, & Men's Restroom (Upper Level) – Exit through the southwest exit and report to the soccer field.

Classroom 1, 2, 3 – Exit the classroom and report to the soccer field.

Classroom 4, 5, & Lower Level Computer Lab – Exit classroom and proceed to the northeast exit, then report to the soccer field.

Men's & Women's Restroom (Lower Level) – Exit restroom and proceed out the southeast exit, then report to the soccer field.

Classroom 6 & 7, Women's Restroom (Upper Level) – Exit classroom down the southeast stairway to ground level. Exit through the southeast exit and report to the soccer field.

Classroom 8, 9, Media Center, & Faculty Workroom 11 – Exit classroom down the northeast stairway to ground level. Exit through northeast exit and report to the soccer field.

Kitchen 115 – Exit kitchen into corridor and use emergency exit (single door) in corridor. Report to the soccer field.

Stage – Exit stage/auditorium through stage exit, use the emergency exit straight ahead across corridor, and report to the soccer field.

## **Suicide or Death During School Day**

- Students are cleared from area
- Head of School or Division Head is notified
- Head of School contacts parent or nearest relative
- Head of School contacts authorities and develops crisis plan

## **Suicide or Death When School is not in Session**

- School Head implements calling tree to notify staff
- School Head, Division Heads develop a crisis plan

## Security

Rivermont Collegiate is concerned about the increased incidence of violence in society, which has filtered into many workplaces and schools throughout the United States. Accordingly, the School has taken steps to help prevent incidents of violence from occurring at our school. In this respect, it is the policy of the School to expressly prohibit, and not tolerate, any acts or threats of violence by any employee, former employee, student, parent, visitor, or other member of the Rivermont community on the school's premises at any time or while they are engaged in business with or on behalf of the School on or off the school's premises. Any reports of violence or threats will be promptly and thoroughly investigated and, where warranted, appropriate action will be taking, including disciplinary actions, up to and including suspension, and reports to local police authority if criminal laws have been violated. For more information, please see the "Emergency Lock-down Procedure" section of this handbook.

## **Campus Visitors**

It is extremely important – in order to maintain campus security – that we know who is on campus at all times. All guests are required to sign-in at the front desk in either the Mansion or Becherer Hall upon arrival. Unauthorized visitors will be asked to leave campus.

## Health Services

The School does not employ a full time nurse or physician. The Scott County Health Department's nurse visits the School on a weekly basis and is available to faculty and students if arrangements are made in advance.

Rivermont Collegiate requires an annual physical examination for students entering PreSchool, Junior Kindergarten, and Kindergarten, which is due on or before opening day of school. In addition, physical examinations are due on or before the opening day of school for any student in grades 4 -12 who will be involved in extracurricular sports.

Shut off all ventilation  
Tune in disaster radio alerts

### **Hazardous Materials/Serious Structural Damage Emergency**

In the event that a hazardous situation or structural damage occurs at the School, teachers in classrooms in the affected area will be notified by the Division Director, and students will be moved to a safe location on campus.

Should the entire Rivermont campus need to be evacuated, students will be taken to one of the designated evacuation sites – the soccer field, Asbury Methodist Church, Mississippi Bend AEA, or the former Neil Armstrong Elementary School gymnasium – and the office staff will contact parents.

### **Bomb Threat and Search**

**Note:** Do not use radios, fire alarm, turn lights on or off, or otherwise create static within the building which may set off the bomb. Use of the intercom is permissible. **THE USE OF A CELL PHONE IS PERMISSIBLE OUTSIDE.**

- Head or Division Head is notified
- Information is gathered on the caller (ex: time of call, gender/age of caller, exact words spoken, length of call, phone number called)
- Faculty/staff call 911
- Evacuate buildings via intercom system or room to room contact
- Gas is shut off

#### **Suspicious Object Procedure**

1. Object is NOT to be touched or moved
2. Head or Division Head is notified
3. Faculty/staff call 911
4. Building is evacuated

### **Suicide, Death of Student/Staff**

Threat of suicide in school - any note or verbal statement - is taken seriously.

- Division Head is notified
- Genesis support counselor is called
- Counselor
  - a. Evaluates the situation
  - b. Confers with Division Head
  - c. Requests services as needed
- Division Head contacts parent
- When appropriate it may be necessary for the Head/Division Head to contact child protective authorities.

### Mansion

Classrooms and offices without fire escapes follow the main staircase and exit through the student door. Then report to the soccer field.

Classrooms and offices with fire escapes exit out the south side of the building (fire exits) and gather on the south terrace. Then report to the soccer field by the safest route.

### Carriage House

Main floor classrooms use the north entrances and report to the soccer field.

Second floor classrooms use the east and west stairways and exit the south doors. Then report to the soccer field.

### Wallace House

Leave by the nearest exit and assemble on the east side of the parking lot, then report to the soccer field by the safest route.

Once all groups have evacuated their buildings to the designated sites, all groups will proceed to the soccer field. Roll will be taken on the soccer field to account for all students, faculty, staff, and visitors.

### **Evacuation Procedure**

- Always evacuate in the direction furthest from the threat using the safest route.
- Faculty and/or Staff call 911.
- Evacuations for fire are announced with the alarm.
- The intercom system or room to room contact is used for other evacuations.
- When announcing an evacuation, the reason is **not** stated, but directions are given to location. For example, “Student One to the tunnel.”

### **Predesignated Evacuation Sites**

1. Rivermont Soccer field East Side.  
Initial gathering at Rivermont Soccer field East Side.
2. Asbury Methodist Church 355-5218  
For building level problems students evacuate to Asbury Methodist Church. Church property abuts the school campus and even the youngest children can evacuate by walking to the church.
3. Mississippi Bend AEA 359-1371  
In the event of a HAZMET inside the building or a plane crash that necessitates an uphill evacuation, Mississippi Bend AEA 729, 21<sup>st</sup> St., Bettendorf is the evacuation site. This property is three blocks from the school building and 1 block from the East playground. Students in grades JK and are able to walk with their teachers to AEA. Students

age 3 and students with ambulatory problems will be driven to AEA by the Division Head in the white activity bus.

4. Trinity Hospital Terrace Park 742-5000

TEACHERS AND CENTRAL STAFF DOCUMENT STUDENT DEPARTURES FROM THE EVACUATION SITE.

**Weather Emergencies**

**Tornadoes**

Precautionary measures are taken when the School is notified by the Scott County Civil Defense Alerting System of a tornado warning or of a weather alert. Faculty, staff, students, and visitors should follow the instructions posted on the emergency procedure cards located on the wall at the entrance to every classroom and major room on campus, including restrooms. These emergency procedure cards give directions for the tornado procedure to follow for that specific location, as well as a map to illustrate the route to shelter. In case of a severe weather threat:

1. Announcement will be made over the PA system that drill will take place within 60 minutes.
2. No students will go to the Wallace House during that time. Wallace House teachers will relocate classes to Lower School classrooms or the Mansion.
3. Lower School students will remain in classrooms. Special teachers will go to student classrooms for class.
4. Drill alarm will sound.
5. Everyone will evacuate to their designated secure place (see below).
6. One teacher in each of the following areas will be responsible for taking roll using lists provided. (Becherer Hall, Mansion, and Carriage House)
7. The Headmaster (are on alternate) will begin with the Carriage House and collect attendance. The Assistant Headmaster (or alternate) will begin with Becherer Hall and both will move toward the Mansion for all-school check.
8. When all clear is sounded, everyone may return to classrooms and offices.

**Becherer Hall**

Alert signal is a strobe light and voice message. Teachers bring a working flashlight and exit as follows:

Auditorium, Stage, & Kitchen – Exit room and follow Central Hall corridor to stairway. Walk downstairs and line up in lower level hallway.

Classroom 1, 2, 3, 4, 5, Men’s & Women’s Restroom (Lower Level) & Lower Level Computer Lab – Exit the room to the interior hallway and line up along the wall.

	Student departure is documented
Bus Accident	Faculty/staff check for injuries, give first aid Faculty/staff call 911 Parents are contacted Student departure is documented
Aircraft crashes into bldg.	Faculty/staff call 911 Evacuate, up hill and up wind Faculty/staff provide first aid Gas and electricity are shut off
on school grounds	Faculty/staff call 911 Keep students/staff in building Anyone outside, return to building Do not evacuate unless threatened by explosion or fire.
No utilities	Mid American Energy is notified Iowa American Water is notified Any downed power lines are monitored
Gas Leak	<b>Do Not</b> turn anything on/off in the area <b>Do Not</b> use walkie talkies or cell phones Mid American Energy is notified Faculty/staff call 911 Evacuate if necessary Student departure is documented
HAZMET outside	Faculty/staff call 911 Students/staff kept inside Ventilation is shut off Windows & doors are closed Students & staff are moved to interior of bldg.
HAZMET inside	Faculty/staff call 911 Evacuate uphill or up wind
Nuclear Accident	Move students/staff to center and lowest part of the building: Mansion - gym tunnel Becherer Hall - teacher’s workroom Art cottage - tunnel Wallace House - basement hall

procedure cards give directions for the Emergency Lock-down procedure to follow for that specific location. The majority of locations need just lock the classroom door and move students as far from the doorway as possible. Classrooms or other rooms located near hallway entrances or main building entrances may have additional instructions to lock hallway or exterior doors in addition to their classroom door. Anyone in a restroom when Emergency Lock-down is announced shall report to the nearest classroom immediately.

<u>Threat</u>	<u>Threat Action</u>
Intruder	Faculty/staff assess situation Faculty/staff activate (E) procedure Student departure is documented
Abduction or Missing Student	Premises are searched Faculty/staff calls 911 Parents are notified Obtain clothing, description and photo
Violent (shots fired or weapons)	Faculty/staff call 911 Faculty/staff activate E Procedure
Non-violent Behavior	Faculty/staff assess situation Faculty/staff activate E procedure Faculty/staff call 911

**Security**  
**Open entrances**

Mansion - Main entrance, Student door, West entrance  
Becherer Hall - Southwest entrance, adjacent to Mansion  
Carriage House - East and West entries  
Wallace House – Main entrance

**Other Emergencies**

<u>Threat</u>	<u>Threat Action</u>
Structural Failure	Director Bldg/Grounds is notified Faculty/staff call 911 Evacuate Parents are contacted Student departure is documented
Car-Accident	Faculty/staff check for injuries, give first aid Faculty/staff call 911 Parents are contacted

Classroom 6, 7, & Men’s & Women’s Restrooms (Upper Level) – Exit room to the southeast stairway to the ground level. Line up along the wall of the interior lower level hallway.

Classroom 8, 9, Faculty Workroom 11, & Media Center – Exit room to the northeast stairway to ground level. Line up along the wall in the interior lower level hallway.

**Mansion**

Alert signal is a strobe light and voice message. Under the direction of teachers, the following evacuation plan will be implemented:

Classrooms and offices on the east half of the building follow the main staircase to the gym tunnel.

Classrooms and offices on the west half of the building, exit down the main staircase to the Carriage House tunnel.

**Carriage House**

Alert signal is a strobe light and voice message. Under the direction of teachers, the following evacuation plan will be implemented:

Use the west stairway to the Carriage House tunnel.

**Wallace House**

Alert signal is an alarm. Under the direction of teachers, the following evacuation plan will be implemented:

Use stairway and assemble in the basement hallway.

**Blizzards**

In case of a blizzard or severe storm during the school day, teachers are alerted and students remain in their classrooms and follow the planned daily schedule. Parents may contact the school office and arrange to pick-up their child at any time.

Students unable to get home at the end of the school day will be cared for by the day care supervisor and the Assistant Head in Becherer Hall. The supervising adults will remain with the students until all are released to their parents.

**Other Weather Threats**

During inclement weather, the school office monitors local radio stations for weather bulletins.

<u>Threat</u>	<u>Threat Action</u>
Damage to Bldg.	Faculty and/or Staff call 911 Evacuate, search & rescue, first aid Student departure is documented
Snowstorm	Parents may pick up their children any time Teachers document student departures Students waiting for rides after school is dismissed remain under the supervision of the Division Head
Earthquake	Stay inside, take cover under a desk, table, or inside room Kneel -back to interior wall and cover head Stay clear of book shelves
Labs	Extinguish burners and avoid chemical storage areas
Outside	Avoid buildings and power lines
Bus - auto	Stop! Avoid overpasses, power lines bridges, and buildings Faculty/staff call 911 Student departure is documented

### Medical Emergency

In the event of an emergency or serious illness, staff members evaluate the situation and either designate a nearby adult or student to get assistance from another school employee or call 911 immediately. Parents are then notified.

#### **Anaphylaxis – Acute Allergic Reaction**

Symptoms include hives, swelling (especially of the lips and face), difficulty breathing, vomiting, and/or diarrhea. In the event of an attack, policy is to:

1. Administer an Epi-pen injection – through clothing, even jeans
2. Call 911
3. Administer dosage of Benadryl if prescribed
4. Contact parent

#### **Heart Attack**

Symptoms include pressure, fullness, squeezing or pain in the center of the chest, pain that radiates to the shoulders, neck, arms, back, jaws or teeth, lightheaded feeling, fainting, nausea, sweating, and/or shortness of breath. In the event of an attack, policy is to:

1. Call 911

2. Administer CPR or use AED if trained
3. Contact Division Head
4. Contact parent and/or relative

*Faculty/staff certified in CPR and AED: Carey DeWitt, Sue Johnson, Gwen Pokora, Jeanette Pollard, Charles Rodriguez, Connie Wheeler, Sara Hauser, Marsha Field, Ed Knupp, Shalar Brown*

**AED LOCATED IN CABINET ABOVE WATER FOUNTAIN ADJACENT TO UPPER LEVEL WOMEN’S RESTROOM IN BECHERER HALL.**

#### **In Case of Poisoning**

In the event of poisoning, faculty or staff call 911 and the Poison Control Center located at University of Iowa Hospital: 1-800-272-6477.

#### **Dental Emergency**

In the event of a dental emergency, staff members evaluate the situation and follow these general procedures:

Broken Tooth - Gently clean dirt or debris from the injured area with warm water. Place cold compresses on the face nearest the area. Contact the parent to transport child to the dentist immediately.

Knocked Out Tooth - If the tooth is dirty, rinse it gently in running water. Do not scrub it. Gently insert and hold the tooth in its socket, if this is not possible, place the tooth in a container of milk or cold water. Contact parent to transport child to the dentist immediately.

### Emergency Lock-down Procedure

In the event of a threatening situation such as (but not limited to) an intruder, abduction, weapons present, or shots fired, a speaker on the intercom will give the direction “**Student One to your classroom.**” This direction instructs teachers and staff to follow lock-down procedures. Students not in a classroom should report to the nearest classroom or office. Teachers and classes enroute to their classroom should report to the nearest classroom or office. E procedure may be used in situations of verbal or physical threats. Lock-down procedure can be initiated by any employee who senses a threatening situation. In most cases, the employee will recognize the threatening person. It may be a parent, relative, former parent or current or former employee. Often times these are people who have behaved in a normal manner in the past.

Faculty, staff, students, and visitors should follow the instructions posted on emergency procedure cards located on the wall at the entrance to every classroom and major room on campus, including restrooms. These emergency