

RIVERMONT COLLEGIATE

Student-Parent Handbook



The Quad Cities' only Private College Prep
School for Preschool through 12th Grade

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Welcome

Welcome to Rivermont Collegiate! Whether a new student or parent you are joining a unique educational community that has helped guide and develop generations of students in the Quad Cities since 1884. While the School has evolved since its inception, it remains steadfast to its fundamental roots of providing a strong college preparatory curriculum designed to develop the Intellect, Character, and Creativity of each child.



As a member of the Rivermont Family, you are expected to take an active part in all aspects of school life, both curricular and co-curricular. You will find many opportunities for involvement! Students, faculty, and parents are encouraged to “bring of themselves” in contributing to the culture and spirit of the entire Rivermont Community.

This handbook is designed to provide an overview of Rivermont Collegiate policies and procedures. Please familiarize yourself with the contents as it will answer many of your questions about academics, school safety and security, discipline, athletics and a wide range of other topics. While this handbook provides valuable information in terms of school policy, it cannot address every conceivable situation that might arise. As such in all cases, school administrative decisions will always be made in the best interest of the students and School.

School life is governed by Rivermont’s core principles: Intellect, Character, and Creativity. We strive to provide students with opportunities to learn - both in and out of the classroom - and a sense of trust and mutual respect is expected. As a Preschool through 12th Grade institution, Rivermont is a unique school community that spans a broad range of ages, needs, and interests. Students learn from each other and demonstrate leadership at all levels.

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

Mission Statement

Intellect, Character, and Creativity

Rivermont Collegiate’s mission is to empower academically driven students by cultivating their intellect, character, and creativity.

Three Pillars

- Intellect: given challenge, guidance, and time becomes wisdom
- Character: demonstrated through a strong sense of personal and social responsibility
- Creativity: cultivates innovative thinkers who respond inventively to unknown challenges, unhindered by conventional frameworks

Creativity, combined with Intellect and Character, calls Rivermont Lions to serve others and the world at large.

Philosophy

Rivermont Collegiate, established in 1884, is a nondenominational, nonprofit, college preparatory day school for Preschool through 12th Grade. Passionate and engaged faculty and administration provide students with a balance of knowledge and skills in critical thinking, while helping them attain healthy self-esteem. This balance allows students to develop a genuine sense of self and 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 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.

Rivermont believes that:

- High academic and character standards instill excellence and challenge students to do their best.
- Students thrive in a culture of learning where the student to teacher ratio assures personal attention.
- A committed partnership with parents is paramount to student success.
- Each student is unique with special talents and aptitudes to be nurtured and developed.
- School activities and programs are open to all students to explore.
- Students develop and harness self-esteem and confidence through diligence, accountability, and personal responsibility for learning, behavior, and attitudes.
- Education is a life-long passion that enriches 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 Rivermont Community encourages real exchange of perspectives, mutual respect, and understanding.
- The future of a democratic society depends upon the intellect, participation, and character of its children.

Rivermont is committed to the belief that its students and graduates:

- Excel 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.

Student Honor Code

As a Rivermont Collegiate student, I pledge:

- To be responsible for my words and seek to solve my problems peacefully.
- To respect myself and all others. I will not hurt others with my words or actions.
- To behave honestly and expect others to be honest with me.
- To create a safe and supportive school for our community of learners.
- To take responsibility for my learning in submitting my best work on time.
- To listen attentively to teachers and fellow students, knowing that any behavior that interrupts my learning or the learning of others will not be tolerated.
- That stealing, lying and cheating are unacceptable within the Rivermont Community.
 - Stealing involves taking something that belongs to another without his knowledge and prior explicit permission
 - Lying is the intentional misrepresentation of facts for personal gain, or in order to protect the interests of others
 - Cheating is any form of academic dishonesty. It occurs when one uses and takes credit for the work of another person, whether the material is directly copied or superficially disguised (plagiarism). Cheating also includes the divulgence of the contents of a graded evaluation

School History

History of the School

1884 St. Katharine’s School was founded.

St. Katharine’s Hall was opened September 24, 1884; dedicated to the education of Christian women. Bishop William Stevens Perry, the Episcopal Bishop of Iowa, sought to open a school for girls in his diocese. When a sum of money was left to Griswold College in the will of Miss Sarah Burr of New York, the Bishop Perry strove toward his dream.



The Trustees of Griswold College signed the papers by which Cambria Place, a large residence in eastern Davenport (10th and Tremont Street) became the property of the college, and thus was established the girls’ school St. Katharine’s Hall. The Iowa Churchman of that time describes the newly acquired building: “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. The 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 14th 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 10th 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. 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 The 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. Upper School classes were moved to the Mansion.
- 2002 The name of the School was changed to RIVERMONT COLLEGIATE.
- 2016 Rivermont Collegiate launched an international Homestay program for students in grades 7 and 8.
- 2017 The Carriage House was restored and renovated into a dormitory with room for 16 students, 2 faculty apartments, a pottery studio and an art room. Rivermont re-opened its boarding program. The Bettendorf family's guest cottage – the Wallace House – was

demolished, making space for the new science, technology, engineering, arts and mathematics (STEAM building).

- 2018 Rivermont Collegiate opens its first international campus, in partnership with the prestigious Beijing Number 2 School, which was founded in 1721.
- 2019 Construction on the new STEAM Center began in January 2019 and was completed that fall in time to open for the 2019-2020 school year.
- 2021 Renovation of the Mansion 3rd Floor was completed.

Rivermont Headmasters

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.	2005-2012	Mr. Richard St. Laurent	7 years
21.	2013-2015	Mr. Todd M. Zachary	2 years
22.	2015-2016	Mr. Curtis Fee (interim)	1 year
23.	2016-	Mr. C. Max Roach	

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 the home for his family to entertain railroad magnates from the east. 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 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 the Marist Society in 1959 and used as a seminary. In 1973, St. Katharine's-St. Mark's School purchased the mansion and carriage house, moving 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 and in 2002, the School was renamed Rivermont Collegiate. Today only the mansion and carriage 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.

Rivermont Collegiate Administration & Organization

Accreditation and Memberships

Rivermont Collegiate is accredited by the Independent Schools Association of the Central States (ISACS), Cognia, and the State of Iowa. The Rivermont Early School is licensed by the Iowa Department of Human Services and accredited by ISACS.

With the passage of Iowa House Resolution 215 in July 2013, Rivermont Collegiate holds jointly full State Accreditation and Special Accreditation for College Preparatory Schools by the Iowa Department of Education.

The School also holds memberships in:

- National Association of Independent Schools (NAIS)
- Independent Schools Association of the Central States (ISACS)
- College Board
- National Association of College Admission Counseling (NACAC)
- Iowa Association for College Admission Counseling
- National Honor Society
- National Junior Honor Society
- Iowa Girls High School Athletic Union
- Bettendorf Rotary and numerous professional academic associations

Governance

Rivermont Collegiate is governed by a self-perpetuating Board of Trustees who volunteer their time, treasure, and talent to the School. 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 Headmaster. The Board customarily concerns itself with the mission of the School and general policies, while the Headmaster is responsible for personnel and day-to-day operations. Rivermont Collegiate operates as a not-for-profit 501(c) (3) institution and is incorporated with the State of Iowa. The Nominating Committee of the Board of Trustees prepares a list of potential trustees for consideration by the full board. Parent participation in Parent's Council and the variety of event committees and activities provides deeper understanding and appreciation of the School's mission and may set the stage for further Board involvement.

Advisory & Mentoring

Middle School Advisory:

Middle school students are grouped into grade-level advisories. Each grade has two faculty advisors. The co-advisors meet with the class for one period a week, addressing academic, social and emotional topics. Advisors also meet one-on-one with students to review academic and

behavioral progress. Advisors communicate with families frequently and write two “advisor reports” per year for each student.

Upper School Mentoring:

Each upper school student is assigned to a faculty mentor. Mentors may be teachers, administrators or any other members of the Rivermont staff. Mentors will meet one-on-one with mentees for at least 15 minutes, at least once every 2 weeks. During these regularly scheduled meetings, mentors will build relationships with their mentees. Mentors will discuss academic and social challenges, support the college application process, and aid with communication between the mentee’s family and teachers. Mentors will write a “mentor report” twice per year for each mentee.

Academic Counseling: While the student mentors or advisors can assist the student with problems that arise in the normal course of school life, students are encouraged to seek out any faculty or staff member with whom they feel comfortable with to assist them in any way. It is vitally important to everyone at Rivermont that students feel free to discuss private issues or concerns with any member of the faculty or staff. However, while these discussions are generally confidential, faculty and staff members are bound by law to communicate to parents and/or school administration knowledge of any situation in which there is a threat to the well-being of a student 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 our assigned Area Education Area (AEA) and through an agreement with Genesis Medical Center. Free counseling is available to Rivermont students and parents by calling (563) 386-4004 or 800-475-1641.

College Counseling: It is our goal to find the best fit college or university for each Rivermont graduate. The college counseling process begins in Grade 8 with PSAT testing and continues through Grades 9 and 10. 11th grade students take the PSAT/NMSQT and ACT/SAT in the the spring. 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 senior year and results in 100% four-year college placement for Rivermont graduates.

Student Councils

Rivermont has three student councils elected by the student body – Lower School (K-5th Grade), Middle School (6th-8th Grade), and Upper School (9th-12th Grade). Each student council consists of a slate of officers and class representatives, and each has their own faculty advisor.

School Business Office

The Business Office is responsible for the administration of school financial matters.

Tuition and Fees

As outlined within each student enrollment contract, families are obligated to a student's full tuition and fees regardless of the reasons for the 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. Re-enrollment for the following year will not be offered if a family account is not current. If a lunch account becomes severely past due, student charging privileges may be suspended. Please see your Enrollment Contract for specific items and charges.

Tuition Assistance

Families receiving Tuition Assistance need to complete the "Intent to Re-enroll and Apply for Financial Assistance" form as soon as possible. Families initially applying to Tuition Assistance should contact the Business Office in February for instructions on how to begin the process. All forms are completed and submitted for review by the Tuition Assistance Committee. Forms and information are available on the Rivermont website. All information gathered in the process is confidential. For families interested in Tuition Assistance, an application must be completed annually in FACTS.

Tuition Protection Plan

Enrollment at Rivermont is a commitment for the full academic year. Withdrawal is permitted before June 10, with written notice and forfeiture of the enrollment deposit. Thereafter, the obligation to pay 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 for any reason. Therefore, Rivermont highly recommends the Tuition Protection Plan in the event of a student's absence, withdrawal, or dismissal from the School for any reason.

The Tuition Protection Plan is mandatory for families who select payment option C or D, and for families receiving Tuition Assistance with payment option B. Remaining families have the option to decline this insurance plan on their Enrollment Contract, but this decision should be carefully weighed considering the obligation policy outlined earlier in this section. Once declined, the plan is not available during that academic year. The cost to participate in the Tuition Protection Plan is 5% of the annual net tuition charge, due with the first tuition payment. Families who receive Tuition Assistance will pay 5% of their net tuition figure, with a maximum fee of \$500 per student.

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 pro-rated tuition balance for the remaining portion of the school year which the student does not attend.

In the event of dismissal by school administration for scholastic or disciplinary reasons, the plan will forgive 75% of the pro-rated tuition balance for the remaining portion of the school year which the student does not attend. The comprehensive fee and TPP are not forgiven.

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 pro-rated tuition balance for the remaining portion of the school year which the student does not attend.

Re-enrollment Contracts

Rivermont Collegiate uses a process called Continuous Enrollment, which means a student's enrollment continues year to year until graduation, or the family informs us of intent to withdraw. Continuous Enrollment simplifies the process because parents do not need to fill out duplicate forms annually. Re-enrollment is automatic unless parents give written notice of intent to withdraw within the allotted timeframe. Families are reminded of this process in December of every year. In March, a \$250 enrollment deposit is charged to every returning family that has not notified the school of intent to leave prior to March 1. Families then have until May 1 to notify the school of intent to leave, only forfeiting the enrollment deposit. After May 1, families are committed to enrollment for the following year.

FINANCIAL AID: Families who receive tuition assistance must re-apply for tuition assistance every year. There are limited funds available for tuition assistance, and it is awarded based on eligibility until funds are exhausted. Unless a family experiences a large financial change during the year, they can expect the same award (or very close to it), year to year. For this reason, families re-applying for tuition assistance should pay close attention to deadlines for submitting tuition assistance applications and tax returns. Complete instructions for re-applying for tuition assistance can be found online.

Contracts are issued conditionally on the student's satisfactory completion of the current academic year and the status of the student's tuition account. No write-in changes may be made on a re-enrollment contract.

Parental Involvement

Parents are the first and primary educators of their children. Rivermont seeks to work in partnership with parents as their child progresses 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.

Expectations

Rivermont expects students, parents, faculty, staff, and administrators to follow the same practices, rules, and regulations of the School both in spirit and in word. Courtesy and civility are vital to a healthy school community. Parents have a contractual relationship with Rivermont, but more importantly, set an example to students.

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 goals.
- 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.

Parent Communications

- **Newsletters:** *Paw Postings*, the weekly online Rivermont newsletter, contains current items of interest to the entire Rivermont Community. It is distributed electronically every Friday to all parents who have provided an e-mail address and is also available on the Rivermont website.

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

- **Academic and Daily School Calendars:** Rivermont's academic calendar and daily school calendar are readily accessible by students and parents on the school website.
- **Scheduled Conferences:** Individual parent-teacher conference days are scheduled in the fall and early spring semesters. Parents/guardians are urged to take advantage of this opportunity to exchange information with their child's teachers.
- **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, they should contact the teacher directly to arrange an appointment.
- **Classroom Visits:** If a parent/guardian wishes to visit a classroom, they should contact the teacher for an appointment. Upon arriving at the School all visitors will sign in at the front desk in the Mansion or in Becherer Hall.
- **Student Birthdays:** Unless the entire class is invited, please do not send birthday invitations to classrooms. This can create a sensitive situation. 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/guardian's signature.

Parents' Council

All Rivermont parents/guardians are members of the Parents' Council. The Parents' Council plans events, raises money, and supports student activities. Specific information of Parents' Council meeting times/locations can be found on the Rivermont website.

Admission Ambassadors

Parents are Rivermont ambassadors to the Quad City community. Daily interactions with friends, neighbors, and co-workers are unique opportunities to promote the School. Parents are encouraged to invite other families to visit Rivermont, attend functions, and meet with the Admission Office. Parents can assist the Admission Office directly by agreeing to meet prospective families to share their experiences. Please contact Parents' Council or the Admission Office for more details.

Interscholastic Athletics

Athletic contests are excellent opportunities for parents to interact with each other while supporting their children. Athletic schedules are distributed at the beginning of each season and are listed and updated on the Rivermont website. Parents are also encouraged to support the athletic program at Rivermont by selling concessions, selling tickets, and even as coaching assistants. Please contact our Athletic Director to discuss volunteer opportunities.

Rivermont students may participate in interscholastic athletics beginning in 5th 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 and cross country. Middle School students may also participate in cheerleading, cross country, golf, and soccer.



Upper School students at Rivermont can participate in 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, volleyball, and cheerleading.

In addition, Rivermont students may also be a member of Bettendorf Public High School athletic teams through our cooperative agreement. In fact, it is common that several of our students each year compete as a Bettendorf Bulldog as well.

7th – 12th grade Rivermont students also can learn the sport of rowing. The Rivermont Rowing Academy rows out of the Two Rivers YMCA Bass Street Sylvan Boathouse. Rowers learn how

to scull and can compete in at least one regatta per season. All students interested in rowing must pass a swim test at the Two Rivers YMCA before starting on-the-water training.

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

Student Attendance

Parents/guardians are responsible for ensuring that students attend school. Students are expected to fulfill school obligations through 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 (athletic events, trips, etc.).

Please inform the School of an absence by using our automated student absence form on our website, by phone, e-mail, or in person by **8:30 a.m.**

Absences should be reported to:

Early/Lower School: Administrative Assistant – Lower School - (563) 359-1366 ext. 337.

Middle and Upper School: Administrative Assistant – Middle/Upper School (563) 359-1366 ext. 301.

Absences fall into two categories: excused or unexcused. Students absent from class without reasonable excuse will be considered unexcused. The only excused absences that will be considered are student illnesses, family emergencies, medical or business appointments (that cannot be arranged outside the school day), recognized religious holidays, or other compelling reasons approved by the Dean of Students. Students with numerous unexcused absences may be subject to disciplinary action, up to and including, the loss of course credit.

There is no substitute for regular attendance. To help support the faculty in their endeavors to educate your child, parents must make regular, prompt, and active attendance a priority. Parents can help by scheduling student appointments outside the school day and avoiding, whenever possible, having students miss school for non-emergency situations, especially vacations or family trips.

School Hours

K-12

Morning Care K-8 Supervision	7:30-a.m. - 8:10 a.m.
Lower School	8:15 a.m. – 3:30 p.m.
Middle & Upper School	8:15 a.m. – 3:30 p.m.
After Care Supervision (K -8 th Grade)	3:30 p.m. – 5:30 p.m.

PS-JK

Morning Care Early School Supervision	7:30 a.m. - 8:10 a.m.
Early School Morning Session	8:15 a.m. – 11:30 a.m.
Early School Lunch with Supervision	11:30 a.m. – 12:30 p.m.
Early School Afternoon Session	12:30 p.m. – 3:30 p.m.
After Care Early School Supervision	3:30 p.m. - 5:30 p.m.

Attendance Policy

Attendance in academic and/or physical education classes, study halls, and school functions is mandatory. Students are responsible for completing all missed assignments and class work in a timely manner upon returning to school.

Early and Lower School students arriving at school after 10:00 a.m. or leaving before 12:00 p.m. will be considered absent and may be restricted from participation in co-curricular or extra-curricular activities for that day.

Middle and Upper School students must attend four or more class periods to be considered present for the day. If a student does not attend at least four class periods, they are considered absent and may be restricted from participation in co-curricular or extra-curricular activities for that day.

Any student who misses a total of ten classes per semester, in any given course, may lose academic 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. A student reaching this limit may submit a request to waive this policy to the Dean of Students. Waiver authority rests with the Headmaster.

Tardiness Policy

Students should arrive on campus between 8:00-8:10 a.m. Attendance is taken at 8:15, and those arriving later are tardy. Middle and upper school students arriving late should check in with the Administrative Assistant in the Mansion.

Excessive tardiness will result in disciplinary action. After three (3) unexcused tardies in a semester, the Dean of Students will hold a conference with the student and communicate with the parent/guardian. After four (4) tardies in a semester, the Dean will hold a conference with the student and parent(s). Upon a fifth tardy in one semester, the student will be referred to the Conduct and Honor Council. A tardiness of 15 minutes or more for a class will generally be treated as an absence from that class. Three tardies in one semester will count as one unexcused absence.

Unexcused Absences

Rivermont does not generally excuse 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 contact the Dean of Students directly concerning student absences caused by unforeseen or exceptional circumstances. It will then be determined if an absence is deemed excused or unexcused.

A student receiving an unexcused absence from school is restricted from attending or participating in any Rivermont after-school or evening activity, including athletic events, music or theatrical performances, dances, or parties on that day. Any exception to this policy must be approved by the Dean of Students.

Skipping class is unacceptable and disciplinary action will be taken. No credit will be given for work missed due to skipping class. As with the tardiness policy, excessive unexcused absences will result in disciplinary action. After three unexcused absences in a semester, the Dean of Students will hold a conference with the student and communicate with the parent/guardian. After four unexcused absences in a semester, the Dean will hold a conference with the student and parent(s). Upon a fifth unexcused absence in one semester, the student will be referred to the Conduct and Honor Council.

Leaving Campus

Students are expected to remain on campus during the school day.

If it is necessary for a student to leave campus:

- Early and Lower School students: The parent or authorized pick-up individual must sign out their child at the administrative front desk. Please contact Administrative Assistant - Lower School at (563) 359-1366 ext. 337 for specific details.
- Middle and Upper School students: The student must provide a signed note from a parent/guardian to the classroom teacher and/or contact the Administrative Assistant-Middle/Upper School at (563) 359-1366 ext. 301.

Advance notice is appreciated.

Recess and Non-Scheduled Time

All students in Preschool through 5th Grade have a daily outdoor recess (weather permitting).

Please make sure that your child is dressed appropriately for wintry weather conditions, including hats, mittens, and boots. Students not wearing boots during wet or muddy weather must remain on the pavement. All students will go outside for recess unless they have a note from home. Lower School students dressed inadequately for recess will remain indoors.

During recess and lunch, students are expected to stay in assigned, visible areas. All students will follow the direction of the playground supervisor. When weather permits, students may play on the soccer field and the playground. 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.

Students who act improperly on the playground will be reported to the Dean of Students for possible disciplinary action. Foul language, snowball throwing, tackling (including tackle football), and other forms of aggressive behavior are not authorized.

School Delays and Closings

Rivermont students span 19 different zip codes across the region and on both sides of the Mississippi River. The decision concerning school closing or delay is based on accessibility to campus and is made as early as possible. Parents should judge for themselves whether travel is safe from their locale.

School Closure or Delay Information

1. ***One Call Automated School Notice System***
2. **Call Rivermont** (563-359-1366). The automated attendant will announce delays and closings.
3. **Check the Rivermont website.** Updated delays and closings information are posted.
4. **TV:** KWQC-TV6, WQAD-TV8, WHBF-TV4, KLJB-TV18
5. **Media websites:** <http://www.kwqc.net/news/school.html> or <http://www.wqad.com/weather/closings/>



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

One Whistle: Stop immediately!

Two Whistles: Stop - car approaching.

Three Whistles: Line up in a single line and be quiet.

Student Discipline

Rivermont Collegiate students are held to a high standard of ethics and conduct in accordance with the core beliefs and philosophy of the school. As such, students are always expected to conduct

themselves accordingly, both on and off campus. Rivermont's discipline policy is designed to provide a degree of standardization focused on assisting the student to assume accountability for their behavior and explore alternatives to avoid future instances.

While this handbook addresses most common student discipline infractions, it cannot address every situation. In all cases, school administration will determine the appropriate course of action in accordance with the infraction and individual student discipline history. Please note that disciplinary action will take precedence over student or family personal schedules.

Alcohol, Tobacco, and Substance Abuse

Alcohol and Substance Abuse Policy

Substance abuse is one of the foremost health issues facing our nation today. Statistics verify the fact that experimentation and abuse is taking place at an alarmingly young age. Students and parents should be aware of the following 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, etc.) or inappropriate behavior will jeopardize a student'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 is a tobacco-free campus. Therefore, parents and visitors are asked to refrain from smoking either inside or outside of buildings.

Out-of-School and Off Campus Behavior

As a student of Rivermont Collegiate, out-of-school and off-campus behavior may be subject to disciplinary action, up to and including suspension and expulsion. Student actions and/or behavior that is disruptive to the educational process at Rivermont, contrary to the core beliefs and student honor code of the school, impinges on the rights of other students, employees, and/or members of the Rivermont Community, or has a direct or immediate effect on the discipline or general welfare of the school or community may be subject to disciplinary action even if such actions occur off-campus or during non-school hours.

Such conduct will be evaluated at the sole discretion of Rivermont, which reserves the right to deviate from the regular disciplinary process as needed. Examples include any criminal infraction, underage purchase, use, or possession of alcohol or a controlled substance, use or misuse of computers or computer websites (personal, at home, or at school), which do (or could) impact the welfare of any member of the Rivermont Community or the reputation or functioning of the school.

Major School Rules and Expectations

Rivermont's rules and expectations can be summarized in three simple statements:

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

As such, the general guidelines listed below provide a framework for specific disciplinary rules and policies. This does not limit the response of the school to a disciplinary violation as each situation is unique.

Violations of these rules will be within the purview of the Dean of Students, Conduct and Honor Council, and/or the Headmaster, and may be grounds for a student's dismissal from Rivermont, even for a *first offense*.

- In a community with differing interests, backgrounds, cultures, and personalities, it is imperative that every member of the Rivermont Community (students, parents, faculty and staff) respect and appreciate these differences. Therefore, instances of harassment, bullying (in all its forms), verbal abuse, and hazing are unacceptable.
- It is expected that students will be honest in all aspects of school life. 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, controlled substances, or drug paraphernalia, and/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 to conduct themselves in a responsible and becoming manner. The school reserves the right to take disciplinary action for injurious or dangerous conduct to the student, to others, or to the good name of the school, even if this conduct occurs off-campus. This code of conduct will be in effect so long as the student is enrolled at Rivermont, whether school is in session or not.
- Rivermont 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 or cell phones during the school day unless authorized by school administration or faculty. Upper School students in Open Study may be afforded certain privileges in this area.
- Students are not allowed to chew gum during classroom periods.
- 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 and respect 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.

Early School Discipline Policy

Discipline in Early School is a learning process. Young children may not understand the ramifications of many of their behaviors and are encouraged to make good choices and to be prevented from harming themselves or others. This can best be accomplished through close supervision, gentle guidance, and most importantly, redirection.

Teachers provide an atmosphere in the classroom that prevents potential problems and are actively involved with students - walking around and working with small groups on the floor or at tables. When a problem does arise, it can often be solved by a teacher appearing on the scene. 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 occurs. Teachers help students identify and express feelings by modeling phrasing that verbalizes feelings; "I feel _____ when you do _____ and I want you to _____." In this way, teachers hope to prevent one child from hurting another and help students learn to verbalize needs and desires. Teachers model conflict resolution when youngsters are involved in a disagreement. Each child expresses their feelings and describes the event, and the teacher facilitates understanding.

Occasionally, children tantrum or behave in a manner that is harmful to others. In this instance, time away from the activity is required. A teacher will sit with the child in an area of the room apart from the activity. As the child relaxes, the teacher begins talking through the situation. Usually after a period of 2-3 minutes, the child is ready to rejoin the activity. At that time, they are asked if they are ready to follow the rules and join the group. If inappropriate behavior continues and none of these actions are effective, the parent/guardian is consulted, and a plan of action is agreed upon. With older children, the emphasis shifts toward teaching how to solve their own problems and conflict resolution.

Early School Discipline Strategies

- Maintain realistic expectations of children.
- Provide clear and simple limits.
- Plan an environment that facilitates a caring atmosphere.

- Keep children busy to prevent problems from occurring in the first place.
- Model appropriate behaviors.
- Redirect inappropriate behaviors toward desired outcomes.
- Encourage children to work together to solve problems.
- Encourage children to use their words to solve problems or to elicit peer cooperation.
- Provide logical and natural consequences for children's actions.
- Remove children from the situation until they are calm and able to discuss the problem.
- Conflict resolution (for older Early School students).

Biting Policy

Biting is a natural developmental stage. It is usually a temporary condition, most common between Preschool-aged students. Toddlers bite other toddlers for a variety of reasons, including being overly tired or frustrated. Rivermont faculty and staff encourage children to use words when angry or frustrated and maintain close supervision of students at all times. The safety of all students at Rivermont is most important. For this reason, a student will be asked to withdraw from Rivermont at the third incident of biting.

The following steps will be taken if a biting incident occurs:

- Faculty and/or staff present keep feelings in check.
- Biting is interrupted with a firm “No. We don’t bite people.”
- The biter is removed from the area and the bitten student is comforted.
- The wound of the bitten student is assessed and cleansed with soap and water.
- The Dean of Students interviews faculty and/or staff to determine the adequacy of supervision and the context and environment in which the biting occurred.
- If it is determined that there was blood exposure, further steps need to be taken, as outlined below.
- The parents of both students are notified of the incident.
- A written incident report is completed.
- Confidentiality of all children involved is maintained.
- The bitten area is continually observed for signs of infection.

Biting incident involving blood exposure:

An exposure is defined as contact with blood or bodily fluids to which Universal Precautions apply. A human bite will rarely transmit a bacterial infection if proper first aid is given. Hepatitis B and HIV can potentially be transmitted during a human bite if the skin is broken, and a blood exchange occurs.

When a bite or injury involves a break in the skin and potential blood exposure, the following guidelines are followed:

- Assess the bitten area and clean with soap and water.

- Check immunization records of both students and determine if they are up to date on tetanus (DtaP) and Hepatitis B vaccines.
- Notify parents of both students immediately.
- File an incident report as outlined in the Rivermont Personnel Handbook.
- Notify the School's licensing consultant by phone.
- Both children (and parties involved) should be tested for Hepatitis B and HIV by their private physicians or the Scott County Health Department.
- If a parent refuses to have their child tested, the Dean of Students shall contact the Child Care Nurse consultant at the Scott County Health Department so an investigation can be initiated.
- If both sets of parents agree to have their child tested, the Dean of Students will call each child's pediatrician with the following information:
 - Child's name and DOB
 - Description of the incident
 - The other physician's contact information
 - The other child's name and DOB
- The Dean of Students will be a liaison between the parents and physicians in order to ensure confidentiality.
- If one of the children tests positive for Hepatitis B or HIV, the child's physician will contact the health department.

Lockers

Lockers are Rivermont property; as such the School may choose to conduct a random search of any area of the school premises, including lockers, as well as any item of a student's personal belongings or in a student's possession, at any time and without prior notice. This search may occur when a member of the faculty or administration has reason to believe that a disciplinary infraction or the existence of physical or other potentially harmful items to the student or others will be discovered. Students should never give out their locker combination to other students, even those they consider best friends.

Potential Disciplinary Actions in Response to Violations

Students failing to comply with established school rules and code of behavior may be subject to disciplinary action. This section outlines common disciplinary actions but in no way limits school administration to a specific action, as each unique violation may require a varied response.

Lower School:

- The infraction will be discussed directly with the student. The student and their parents may also receive an anecdotal note describing the nature of the infraction. Further, the student may be denied participation in activities (i.e., recess) or may be referred to the Dean of Students. Conferences with parents, teachers, students, and the Dean will be held to resolve frequent or serious problems.

Middle and Upper School:

- Verbal Warning - Incidents of minor misconduct may result in a reprimand by a teacher, Dean of Students, and/or the Headmaster. These incidents include tardiness, repeated incomplete or missing assignments, and lack of respect toward others or property.
- Disciplinary Action- More serious offenses, or repeated minor offenses, may warrant a referral to the Dean of Students. The Dean will hold a conference with the student and communicate with the parent/guardian. Further violations will warrant a conference with student and parent. Finally, students who continue to violate Rivermont's policies, who are not responding to an action plan, will be referred to the Conduct and Honor Council for further consideration.

Actions Applicable to all School:

- **Letter of Warning** - This is a formal expression of concern which requires a family conference with the Dean of Students. It follows the breach of a major rule or the accumulation of several infractions.
- **Disciplinary Probation** - This is a formal expression by Rivermont that the student's actions have placed their 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 and student improvement strategy. In such cases, referrals may be made to community and professional resources. Students placed in a probationary status are subject to the Conduct and Honor Council review process outlined within this handbook.
- **Suspension** - Suspension from school can result from a serious breach of conduct. The length of the suspension will range depending on the severity of the infraction. Work missed while suspended is expected to be completed within 24 hours of return to school regardless of an in-school or out-of-school suspension. Depending on the situation, certain conditions may be required before the student may return to school.
- **Expulsion** - A student may be dismissed from Rivermont for serious misconduct or for violating a school rule. School administration reserves the right to expel a student at any time for violating or attempting to violate school rules, continued unsatisfactory academic achievement, behavioral concerns, failure to meet probationary expectations, or parental/guardian failure to keep accounts current in the Business Office.
- **Exclusion (Early School)** – A student exhibiting behavior to include an inability to adjust to group experience, threatening behavior to other students, staff or self, or general disruption in class will result in an immediate Administration-Parent-Teacher conference to address the behavior and devise an improvement strategy.

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.

Academic Warning/Probation

A student receiving two or more grades of C- or below at the end of any quarter or semester may be placed on Academic Warning. If, at the conclusion of the following grading period, the student's performance does not improve, the student may be placed on Academic Probation. Once a student is placed on probation, a student-parent conference will be held with a letter placed in the student's file outlining the terms of the probation and recommended student improvement strategy. A continued lack of improvement could lead to the student's dismissal from Rivermont.

Conduct and Honor Council (CHC)

Students, regardless of grade level, who are placed on academic or disciplinary probation, will meet with the Conduct and Honor Council, conducted at the conclusion of each academic quarter. The CHC, comprised of the Headmaster, Dean of Students, applicable classroom teachers and assigned student mentors (MS/US only), will review the status of each student on probation to assess and determine:

- The success of the developed student improvement strategy in terms of probationary status. If, in the judgment of the CHC, the student's behavior or performance is sufficiently improving, the board may recommend removal from probation, or continued probation to be assessed at a subsequent CHC review.
- If, in the judgment of the CHC, the student is showing no signs of improvement to meeting expected behavior or academic performance standards, the board may recommend dismissal of the student from Rivermont. Additionally, the third and fourth quarter CHC will review all students on probationary status to determine if a subsequent Rivermont contract is to be awarded for the following academic year.

The Conduct and Honor Council is an administrative management tool to review the status of a student's improvement strategy and continued attendance at Rivermont.

The CHC, however, does not in any way limit the Headmaster from taking immediate disciplinary action, up to and including expulsion, for violations or attempted violations of school rules, unsatisfactory academic achievement, or behavioral concerns.

Good Standing

Students are considered in *Good Standing* when their behavior and academic performance are consistent with Rivermont's mission, philosophy, expectations, and standards of conduct. 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 Integrity/Plagiarism

Integrity and character are integral parts of Rivermont's core beliefs and curriculum. Students are expected to complete their own work. Students writing an essay using someone else's words (without proper citation), allowing someone else to complete their assignment(s), or cheating on

an examination are serious offenses. Furthermore, if you ask another student to help you cheat, you are asking them 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 citing the original source. Faculty members are always available to assist each student in conducting research and properly cite all work. Ultimately, however, each student is responsible and held accountable to avoid plagiarism.

The academic penalty for cheating or plagiarism is zero on the work involved. In general, the work must be redone for no credit and additional disciplinary action may be imposed by the Dean of Students or Headmaster. Repeated incidents of cheating or plagiarism may result in academic probation, referral to the Conduct and Honor Council, or dismissal from school.

Learning From Our or Other's Mistakes

The school reserves the right to raise any issue of discipline regarding a student at any school meeting, for the express purpose of furthering the educational and learning exposure of students and the Rivermont Community.

Harassment and Discrimination

Policy against Harassment & Bullying

Harassment and bullying of students and employees is absolutely against Rivermont's Code of Conduct. The School is committed to providing students with a safe school environment in which all members of the community are treated with dignity and respect. Bullying and harassment of students by students, school employees, and volunteers will not be tolerated. Rivermont 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 by fellow employees, students or parents based upon race, color, creed, gender, sexual orientation, national origin, religion, age, or disability is 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.

If, after an investigation, a student is found to be in violation of this policy, the student will be disciplined. If, after an investigation, a school employee is found to be in violation of this policy, the Headmaster will take the appropriate administrative action, up to and including possible termination of employment.

Harassment and bullying include **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 the School.

Electronic bullying includes 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 e-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 they filed a bullying or harassment complaint or assisted or participated in a harassment investigation is prohibited. Retaliators will be disciplined, up to and including suspension and expulsion. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation are subject to disciplinary actions, up to and including suspension and expulsion.

- Complaint Procedure

An individual who believes they have been harassed or bullied should notify the Dean of Students or any school employee.

- Investigation Procedure

The investigators (Dean of Students, Conduct and Honor Council) will reasonably and promptly research the complaint. There will be an interview with 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. Evidence uncovered in the investigation is confidential.

- Resolution of the Complaint

Following the investigation, the Headmaster, Dean of Students, and CHC may identify additional steps, which may include discipline.

Sexual Harassment Policy

Rivermont is an equal opportunity employer with a tradition of dedication, high performance, personal development, and professionalism among faculty and staff. It is expected that no faculty/staff member or student will interfere with another person's ability to learn or work. This includes, but is not limited to, inappropriate remarks or conduct related to an individual's race, color, creed, religion, national origin, gender, disability, or age. Sexual harassment, physical abuse, and verbal abuse (which include making professionally damaging statements) **will not** be tolerated.

Prohibited behavior also includes requests to engage in illegal, immoral, or unethical conduct or retaliation for making a complaint. Failure to meet this expectation is 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 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 interfering with individual performance or creating an intimidating, hostile, or offensive working or learning environment.

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 seen through the lens of the victim. 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 or ogling at a person's body
- Unnecessary touching in any form
- Subtle pressure for sexual activity
- Demanding sexual favors, though promises, hints, or threats regarding employment
- Coerced sexual relations
- Physical assault, including rape

Any person who feels they are being subjected to sexual harassment or discriminatory behavior of any kind should immediately report the behavior to the Headmaster, Dean of Students, Director of Human Resources, or any member of the faculty or staff. All complaints of sexual harassment or

discriminatory behavior are investigated promptly, fairly, and completely. Each situation will be handled as discreetly as possible. Resolution of complaints can include, but is not necessarily limited to, an apology, direction to stop offensive behavior, verbal, or written warning, suspension with or without pay, termination, or expulsion.

This policy applies to every employee and student at Rivermont, including administration and the Board of Trustees. No retaliation or intimidation directed toward anyone who makes a complaint will be tolerated.

Policy of Non-Discrimination

Rivermont Collegiate 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, gender expression, sexual orientation, age, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Student Special Accommodations

Rivermont will make a reasonable effort to accommodate the special needs of its students. Rivermont is following State and Federal Disability regulations and upon request will work with parents to reasonably accommodate each need.

Student Dress Code

Rivermont expects students to dress in a manner that is both appropriate for active and engaged learning and demonstrates respect for self and the community. Students, with the help of their parents, should use good judgment and common sense in choosing attire that reflects the three pillars of Rivermont's mission – intellect, character and creativity.

School administration reserves the right to determine the appropriateness of a student's attire. Such determinations will take place in conference with the student and their parents.

Student Health and Safety

Emergency Action Guides and Evacuation Sites

Faculty, staff, students, and visitors will follow the Emergency Action Guides (EAG) located at the entrance to every classroom and room on campus, including restrooms. EAGs provide instructions and procedures for a wide variety of emergencies. Evacuation of any school facility will be broadcasted on the school alarm and intercom system. Faculty members will lead their students to designated evacuation rally points as outlined within the EAG.

When evacuating Early School students from the classroom in a time of emergency, the assistant teacher in each classroom shall carry an immobile child to the designated safe area. Should the child be too large for one adult to carry, the classroom teacher and the assistant shall use the blanket stored in the vestibule to carry the child to an area of safety.

Incident Reporting (Accident or Injury)

Minor accidents and injuries are a normal part of every school day. Our faculty and staff are trained in First Aid, CPR, and bloodborne pathogen management. Faculty and staff determine, to the best of their ability in good faith, whether or not the injury warrants parent communication, or immediate offsite intervention. Many times, injuries are minor, requiring only ice and a Band Aid.

Student incidents, such as injuries, accidents resulting in injury, or minor changes in health status, may be reported to parents on the day of the event. In addition, the faculty member onsite at the time of the incident will complete a Rivermont Collegiate Accident/Injury Report. A copy of the completed report is placed in the student's cumulative file, the Lower School Office and/or Business Office (MS and US) as applicable. A third copy is given to a parent or guardian at the time of signature.

Incidents resulting in serious injury or significant change in health status shall be reported immediately to the parent. Serious injury is defined as an injury that requires follow-up observation and/or treatment by a parent or guardian and/or requires a medical or dental examination.

Examples include:

- Laceration requiring stitches
- Head injury and/or loss of consciousness
- Severe swelling or discoloration of injury site
- Injury to eyes, teeth, or bone (when observable)
- Loss of a permanent tooth
- Convulsions
- Nosebleed that does not stop after 15 minutes of pressure
- Asthma attack not responding to medication

Significant changes in health status are defined as unexplained changes in a child's daily behavior or activities of daily living. Examples include:

- Sudden change in self-care
- Loss of consciousness or change in level of consciousness
- Whimpers, cries, or exhibits gestures of pain and/or discomfort that cannot be consoled or relieved

Health Services

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

Student health information packets will be completed for Preschool, Junior Kindergarten, and Kindergarten students on or before the opening day of school. Students entering Kindergarten and

9th Grade are also required to complete a Certificate of Dental Screening. All parents will need to complete the Health Information/Permission for Emergency Care in Parental Absence form at the beginning of each school year. Completion of this form is essential to ensure each child has current health information on file, including medications, known allergies, and special health problems, as well as secondary contacts in the event of student emergency or illness when a parent/guardian is unable to be reached.

Students in 5th-12th Grade who plan to participate in extracurricular sports must complete a Sports Physical Form each year.

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 either front desk or the Rivermont website, is on file.** The Rivermont medication authorization form outlines school policies and procedures for dispensation. Failure to comply with school policies, as outlined, may limit or prevent the school from dispensing medication.

The Rivermont medication form must be updated yearly. Parents wanting a student in 2nd through 12th Grade to carry an asthma inhaler must complete the student permission form and provide the signature of the attending physician.

Medications for dispensing must be given to Medication Certification Staff: Administrative Assistant – Lower School, Administrative Assistant – Middle/Upper School and the Director of Learning & Teaching. Medication will be stored in a secure location. The staff member will note the medication, student name, date, and dosage on the medication log.

Allergy Response Policy

The School posts a food allergy response plan for students with food allergies in 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 their 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 faculty participates in training at the start of each school year on the administration of the Epinephrine (Epi-pen) and signs of anaphylactic shock.

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

- Administer Epinephrine (Epi-Pen) if prescribed – through clothing, even jeans
- Call 911
- Administer dosage of Benadryl if prescribed
- Call parent/guardian

Student Illness

Students should remain at home when ill. When the illness is communicable, the student is required to stay home 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 students, we recommend that you wait 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 Rivermont does not employ a nurse or maintain an infirmary, parents should be able 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 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.

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 or the appropriate Physical Education teacher.

The Lower School administrative assistant compiles data weekly on the number of ill students and the nature of illnesses and numbers of students with communicable diseases. This information is reported weekly to the non-public school nurse with the Scott County Health Department. After reporting, this data is kept in the Lower School Office.

COVID Test-To-Stay

Research indicates that test-to-stay programs can significantly reduce COVID-related absenteeism, keeping students in class — where they learn best. Studies also suggest that test-to-stay programs can identify (and minimize) school-wide outbreaks when given to an entire school population. Per written notice to Rivermont Families on November 24th, 2021, Rivermont is implementing a test to stay program. Subject to availability and at the school's sole discretion, tests will be administered at times of community-wide danger, such as returning from vacations and on an as-needed basis when students have been exposed or are exhibiting what might be COVID symptoms. The school nurse or a trained RN will administer tests onsite at no cost. Alternatively, families can have children tested by family doctors, who will be required to fax or email the results from their office directly to a school receptionist. In these cases, the student may not return until the school has received the test results from the doctor's office. Tests performed at home will not be accepted.

The school will use the CDC 5-day quarantine with 5 extra days masking and eating apart from peers for anyone who is asymptomatic and vaccinated. We will use the CDC 10-day quarantine for anyone who is symptomatic or unvaccinated. ([See updated guidelines](#))

The following reasons for school absence are reported to the Scott County Health Department:

Asthma	Pediculosis
Chicken Pox	Pneumonia
Conjunctivitis (pink eye)	Rash
5 th Disease	Rheumatic Fever
Fever	Ringworm
Gastroenteritis	Scabies
Impetigo	Shingles
Influenza Symptoms	Streptococcal
Meningitis, Viral	Upper Respiratory
Mononucleosis	

The following reportable diseases are also reported to the Scott County Health Department:

Campylobacter	Mumps
Cryptosporidium	Pertussis
E. Coli	Rubella
Encephalitis	Salmonella
Giardia	SARS
Hepatitis A, B, and C	Shigella
Lyme Disease	Tuberculosis
Measles	West Nile
Meningitis, Bacterial	COVID-19

Children may return to school immediately after being diagnosed with otitis media (ear infection) if they have been fever free and a note is obtained that is signed and dated by the physician. The guidelines for students returning to school are listed below and may be modified in compliance with Center for Disease Control and Academy of Pediatric Medicine recommendations:

- **Fifth's Disease**: Child may return when no fever is present.
- **Chicken Pox**: Child may return after all pox are crusted over (5-7 days) and no oozing pox/scabs are present.
- **Conjunctivitis (pink eye)**: Child may return 24 hours after proper medication has been administered from a physician's prescription.
- **German Measles (Rubella)**: Child may return several days after the rash begins and when physician permits.
- **Giardia, Salmonella, Shigella, Campylobacter**: Child may return when there is no diarrhea, and a written note has been obtained from the child's physician verifying two negative stool cultures after treatment.
- **Head Lice**: Child may return after the first treatment.
- **Hepatitis A**: Child may return one week after the illness has started, is fever free, and when physician permits.
- **Herpes Simplex Infections**: Child may return with approval from physician as long as mouth sores do not cause excessive drooling or fingers/hands to be in mouth.
- **Hib Disease (Haemophilus Influenzae)**: Child may return when they have completed a four-day course of Rifampin.

- **Impetigo:** Child may return 24 hours after oral or injectable antibiotics, or 48 hours with antibiotic ointment only.
- **Measles (Rubeola):** Child may return 4 days after the appearance of the rash and when physician permits.
- **Meningococcal Disease (Neisseria Meningitides):** Child may return when they have completed a 2 day course of Rifampin.
- **Meningitis (Viral or Bacterial):** Child with bacterial meningitis may return after 24 hours of antibiotics and physician's permission. Child with viral meningitis may return when feeling better and with physician's permission.
- **Mouth:** Child may attend school as long as mouth sores do not cause excessive drooling or fingers/hands to be in mouth.
- **MRSA:** Child may return with covered wound as long as the wound does not ooze or escape covering and must be kept covered.
- **Mumps:** Child may return 9 days after the swelling appears and when physician permits.
- **Pinworms:** Child may return the day after treatment begins as prescribed by physician.
- **Pneumonia:** Child may return with physician's permission.
- **Ringworm:** Child may return the day after treatment begins as prescribed by physician.
- **Roseola:** Child may return when fever free.
- **Rotovirus:** Child may return when diarrhea is gone and child is fever free.
- **Scabies:** Child may return the day after treatment begins as prescribed by physician.
- **Shingles:** Child may return when all sores are crusted.
- **Strep Throat / Scarlet Fever:** Child must be on an antibiotic 24 hours and be fever free before returning.
- **Tuberculosis:** Child diagnosed with active TB disease is excluded from attending school. Child with TB disease may return after beginning treatment and they are not contagious as stated by a physician.
- **Whooping Cough (Pertussis):** Child may return when doctor permits and at least 5 days of antibiotics have been completed.

A written note from a physician, stating that the child is free of disease, is necessary for the child to return to school if they have a contagious disease. For the following conditions, we ask that parents have the child evaluated by a health care provider:

- Fever, lethargy, irritability, persistent crying, difficulty breathing or other manifestation of possible severe illness
- Diarrhea with blood or mucus in the stool
- E. Coli, shigella, or salmonella infections
- Mouth sores
- Rash with fever or behavioral change
- Purulent conjunctivitis
- Tuberculosis

- Impetigo
- Streptococcal pharyngitis (strep throat)
- Pertussis (whooping cough)

Signs posted at school entrances alert parents to the presence of contagious diseases such as head lice, pink eye, strep throat, or other serious health problems.

Assessment of Student Health

The teacher or classroom aid greets each student upon arrival and assesses their 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, they will contact the parent/guardian and the child will be sent home.

Reporting Student Illness

School administration compiles attendance data daily for each student. 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 the illness is compiled weekly and numbers of students with communicable diseases are sent every Friday by 12:00 p.m. to 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 as needed.

When Rivermont staff determine that a child is too ill to remain at school, the child will be removed from the classroom and taken to the Dean of Student's office or other quiet area until arrangements are made with the parent to pick up their child. While in a quiet area, the child may rest and is under constant supervision. Care is taken to ensure that the child is warm and comfortable.

Contagious Disease Policy for Students

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 recommendations made by the Center for Disease Control:

- The determination of whether a student diagnosed as having a contagious disease is permitted to attend classes or to participate in school activities is made by the Headmaster on a case-by-case basis in consultation with the student's treating physician, the student's parents/guardians, the student's teachers, and the designated school physician.
- In making such determination, the Headmaster considers:
 - the recommendation of the individuals identified in the first bulleted paragraph,
 - the behavior, neurological development, and physical condition of the student,
 - the expected type of interaction with others in the school setting, and
 - the impact on both the infected student and others in the school setting.

- The student will be permitted to remain in a classroom setting unless it is determined that presence poses an immediate threat of danger to the student or others.
- 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.
- 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.
- The medical records of students are confidential, except for disclosure mandated by law.
- The number of school personnel who are aware of the student's condition is kept at the minimum needed to assure proper care and to detect situations where the potential for transmission of the disease may increase (e.g. bleeding injury).
- In view of the concerns related to AIDS, Rivermont has an educational program and plan for making information about AIDS available to students as a part of the health curriculum. The program includes 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 program is to dispel fears based on erroneous or lack of information.
- The School has a Universal Precautions Exposure Control Plan for handling blood and body fluids to protect staff and students.

Identifying and Reporting Child Abuse

Any Rivermont 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, must report the suspected abuse to the Headmaster, Dean of Students, and/or the Department of Human Services at (888) 270-3864 within 24 hours and follow this verbal report with a written report on appropriate DHS forms. Reports of child abuse remain confidential, as required by law.

Rivermont provides training required by law in the identification and reporting of child abuse to all mandatory reporters employed by the School within 6 months of initial employment. The School also provides each new employee who is a mandatory reporter with the legal requirements of child abuse reporting within 1 month of initial employment. Rivermont cooperates fully with DHS in conducting abuse investigations 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 recognizes no obligation to contact the parents/guardians of a child suspected of being a victim of abuse.

School Sanitation Policy

Universal Precautions Exposure Control Plan

Rivermont 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 Universal Precautions procedure training including information on blood borne pathogens and their transmission and the use, location, decontamination, and disposal of PPE (Personal Protective Equipment).

Procedures

- 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.
- In the event of a spill or vomit that requires clean up, the teacher or nearest employee shall sprinkle the area with appropriate cleaning solution provided.
- Employees shall then contact the maintenance department for a thorough clean-up.
- Maintenance employees cleaning the area will wear gloves, use an appropriate clean-up kit and procedure, placing the residue in a sealed garbage bag for disposal.

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. An incident report will be completed per established guidelines outlined in this handout.

Hand Washing Policy

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

- Upon arrival for the day or when moving from one classroom to another
- Before and after eating, handling food, or feeding a child
- Before and after giving medication
- Before and after playing in water
- After toileting or helping a child use a toilet
- After handling bodily fluid (mucus, blood, vomit) from sneezing, sipping and blowing noses, from mouths, or from sores
- After handling uncooked food, especially raw meat and poultry
- After handling pets and other animals
- After playing in sandboxes

- After cleaning or handling the garbage

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

- Check to be sure a clean, disposable paper towel is available.
- Turn on water to a comfortable temperature no less than 60 degrees and no more than 120 degrees F.
- Moisten hands with water and apply liquid soap to hands.
- Rub hands together vigorously until a soapy lather appears and continues for at least 10 seconds. Rub between fingers, around nail beds, under fingernails, jewelry, and back of hands.
- 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 your hands.
- Dry hands with a clean, disposable paper towel.
- Turn off the water with the paper towel.
- Throw the disposable paper towel into a lined trash container.

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 an 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.

School Specific Information

Early School – Preschool and Junior Kindergarten

Early School Philosophy

At Rivermont each child is treasured and encouraged to learn through a variety of experiences. Imagination is valued as highly as diligence and hugs are given freely. Early School is a busy place where children build blocks, create colorful art, read books, and enjoy songs and finger plays.

A child learns best by active involvement in learning through play, project learning, and teacher-initiated hands-on activities. Foundations in language, math, science, and thinking skills necessary for success in future years are developed through teacher-created activities. Character qualities such as good judgment, initiative, reliability, and peacemaking are encouraged and practiced throughout the school day.



The Quad City community is an important part of the Rivermont classroom. Student field trips to the Family Museum, Putnam Museum, parks, and area businesses provide a real-life connection to a child's learning.



Personalized attention is given to each child. The precious relationship between teacher and student encourages a child to try new tasks and challenges with the full support and confidence of the teacher. Teachers are specialists in early childhood education, and each has several years' experience with young children.

Working in partnership with parents is important to teachers at Rivermont. Weekly communication through classroom newsletters and an all-school newsletter keeps parents informed. Each classroom seeks to welcome parents into our *daytime home*, so it is not uncommon to see parents volunteering in the classroom or joining us on field trips.

Extended Day Options

Preschool Morning Care supervision is available to children who arrive between 7:30 a.m. and 8:10 a.m. Parents may sign up on a yearly basis or can participate as needed.

A hot lunch is served daily. Rivermont requires preschool-aged children to eat the lunch provided and refrain from bringing in food. Parents are asked to pick up their child at 12:30 p.m. Late charges apply after 12:30 p.m. unless the student is registered in Early School Afternoon Session.

Preschool After Care supervision is available each day from 3:30 p.m. until 5:30 p.m. Students who are not picked up by 3:45 p.m. are sent to After Care Early School supervision. Students can participate in scheduled daily activities, snack time, recess, and homework help during After School Supervision. After School supervision ends promptly at 5:30 p.m. Students not picked up by 5:30 p.m. will be charged an additional fee for each quarter hour.

Parents must initial the sign-in sheet in the classroom prior to leaving with their child. For safety, no student may go home with a carpool or individual other than their assigned driver without written parental permission. To ensure safety, teachers keep a record of names, addresses, and phone numbers of persons authorized to pick up each student. Anyone other than a parent picking up a child must show proper identification, such as a driver's license, before the student is released. If persons authorized to pick up change, parents must update that section on the Health Information/Permission for Emergency Care in Parental absence form. Parents are asked to notify the teacher ahead of time if a student is being picked up by someone not listed as an authorized pick up and that person will be asked to show identification.

Early School Student Arrival and Departure Policy

Children in Early School should arrive around 8:10 a.m. unless they are enrolled in Morning Care Early School Supervision. Parents of Junior Kindergarten students may allow their children to walk into the building unescorted. If parents want to escort their child to or from the classroom, they must park in designated parking spaces at the east side (rear) of Becherer Hall. The left lane below Becherer Hall must remain clear. All-day preschool dismisses at 3:30 p.m.

Early School Program Description

Preschool

Preschool at Rivermont is a lively and caring learning environment for 3–4-year-old learners. Daily learning activities provide a fun and caring atmosphere. A child explores their world while spending time in creative corners such as dramatic play, math, science, writing, computer, art, and block centers.

Literature comes alive in story and circle time, bringing students together for discussion and problem solving. Children share ideas on topics, ask questions, and participate in discussions of events shaping their world during show and share. Teachers weave experience in music and art throughout the day. Experiences with crayons, chalk, markers, paste, scissors, paper, paint, and clay improve fine motor skills. Learning takes place on and off campus. Rivermont students travel to museums, businesses, and parks throughout the Quad Cities.

Junior Kindergarten

Junior Kindergarten is an academically challenging program for 4-5 year olds that focuses on the needs of the whole child. The curriculum encourages the emergence of logical, critical, and creative thinking skills. At the end of the year, a child is well prepared for the challenges awaiting them in kindergarten. Students learn readiness concepts in reading and math through a well-organized progression of experiences that provide a framework for success in reading and more advanced conceptual thinking.

The work, play, and ideas of each child are documented and preserved through photos and notes that are reviewed by teachers and used to plan curriculum. These photos provide a window into the classroom and are an important way to share daily classroom experiences.

Expanding a Child's World

Rivermont's Early School provides a stimulating and enriching environment that fosters creativity, self-confidence, and critical thinking. Each child is nurtured emotionally, socially, and academically to achieve their potential and feel valued as a learner. A combination of small group instruction and whole group activities allows students to develop as cooperative learners. The Early School experience fosters a safe learning environment and fuels a child's natural curiosity and desire to learn

Early School Curriculum

Literacy and Language

Literacy describes all the skills and knowledge that a student must acquire before the formal reading process begins. Before a child can become a reader, they must understand why people read and what people do when they read. This knowledge is called print awareness. Rivermont teachers create an environment rich in written and spoken language in which students:

- see and hear adults read, write, and converse in the classroom daily
- speak, write, and listen during hands-on activities with teachers
- engage in print-related activities during play, such as (pretend) reading and writing

Teachers read stories daily to give students a sense of the reading process and to introduce the form and structure of written language. Junior Kindergarten students learn to recognize the beginning sounds in a word, read familiar words in a story, and read words found on packages and signs (environmental print).

World Language

Spanish is introduced in Early School starting with basic vocabulary, numbers, songs, and stories. This prepares students for successful world language study in Lower School, Middle School, and Upper School.

Mathematics

Rivermont's Early School and Lower School math programs are structured on the highly regarded Singapore Math curriculum, which teaches mathematics through the following skills:

- Classifying: Sorting or forming groups of items with similar attributes. Favorite activities include sorting keys, tiles, buttons, and small toys by size or shape.
- Comparing: Learning to compare the numbers or sizes of various objects and to use comparison terms such as more than, less than, shorter, longer, and fewer.
- Ordering: Arranging pictures or events in an order such as least to most, first to last.
- Patterning: Recognizing or creating a pattern of shapes or lines.
- Measuring: Using a standard to compare sizes of objects to determine which is larger or smaller.
- Shape & Position: Recognizing and describing distance (near, far, close) and naming geometric shapes (triangle, square, circle, and rectangle.)
- Numbers: Counting objects and understanding position (first, second, etc.)
- Problem-solving: Applying mathematical concepts to real-life problems. For example, in which size box will my truck fit best? How much milk can I pour in my cup without any spilling?

Science

Through experiences in science, a young child learns about the world in which he or she lives. Even though the preschool child may not be ready to understand complex concepts, there are no limits to a child's curiosity, imagination, zest for learning, and interest in the variety of things around him or her.

Preschool experiences in science not only satisfy curiosity but are also an effective vehicle for helping children learn to think logically. A young child learns science through hands-on experiences with familiar objects such as observing the melting of ice to determine how little water

an ice cube contains, or ice fishing-using string and salt to catch ice cubes and to observe the effect of salt on the melting process. Similarly, sinking and floating activities in a water table that contains a variety of objects provide a child with a framework of concepts to refer to while attempting to understand buoyancy problems in later grades. Early School planting and growing experiences lay the necessary foundation for relating meaningfully to later instruction in seed germination and maturation.

Music

Young children respond to music. Between ages two and three, the child begins to gain control of their singing voice and to match movements to music. Even at this young age, a child learns to recite simple finger plays and rhymes. By the time a student is in junior kindergarten, he or she can sing complete songs from memory and match pitch. As a child approaches four, a longer attention span makes it possible to listen to audiotapes with appreciation. Music activities motivate and excite young children. Through music activities, a child expresses their emotions and develops vocabulary and an awareness of language patterns. The most important part of aspect of music for the Early School student is that it's fun!

Art

Through activities using a variety of media, a child develops imagination, individuality, and an awareness of color. Rivermont teachers foster creativity by showing respect for each child's ideas and efforts. Daily art activities provide each student with an opportunity to explore, discover, and experiment with various media in addition to providing outlets for emotions and improving fine motor control and eye-hand coordination.

Library

During library visits, Preschool and Junior Kindergarten students hear stories and learn about the lives of their favorite authors. Library time is an opportunity for teachers to model good reading habits and provide an example that promotes excitement about reading.

Computers

Early School students eagerly embrace technology. Computers are available in Early School classrooms for use during free play and small group time.

Large Muscle Development

Rivermont's outdoor play area offers a wide variety of activities designed to complement classroom curriculum. During daily outdoor activity time, students develop large muscle skills, learn about safety and appropriate activities in outdoor environments, and express themselves freely and loudly.

Early School Tuition and Fees

A non-refundable tuition deposit of \$250 per student is due with the Enrollment Contract. The tuition deposit is part of the total tuition and will reserve a place for the student. The balance of the tuition and fees is due according to the terms agreed upon in the Enrollment Contract. No

student will be permitted to start school if any financial obligations for the previous semester remain unpaid. As new students enter during the year, their tuition is adjusted accordingly.

Specific Early School Programs and Requirements

Five-Day Preschool – Five mornings designed for 3 and 4-year-olds; meets Monday through Friday from 8:15 until 11:30 a.m.

Junior Kindergarten – A five-morning program designed for 4 and 5-year-olds who will attend Kindergarten the following fall: meets from 8:15 until 11:30 a.m. Monday through Friday.

Early School Afternoon Session– An engaging learning experience designed for the Preschool and Junior Kindergarten student, focusing on a wide range of activities that promote social and academic learning; meets 12:30-3:30 p.m. Monday through Friday.

Required Early School Forms

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

- 1) Application for admission with a one-time \$50 application fee
- 2) Enrollment Contract (with \$250 deposit)
- 3) Proof of Physical Exam (within the current year)
- 4) Parental Emergency Medical/Dental Consent
- 5) Field Trip Permission
- 6) Photography and Video Release
- 7) Immunization Card
- 8) Children must be potty trained by first day of class.

4 through 5 months

1 dose Diphtheria/Tetanus/Pertussis

1 dose Polio

1 dose Hib

1 dose Pneumococcal

6 through 11 months

2 doses Diphtheria/Tetanus/Pertussis

2 doses Polio

2 doses Hib

2 doses Pneumococcal

12 through 18 months

3 doses Diphtheria/Tetanus/Pertussis

2 doses Polio

2 doses Hib or 1 dose received at > 15 months of age.

3 doses Pneumococcal if received 1 or 2 doses < 12 months of age; or 2 doses if received 1 dose > 12 months of age or has not received this vaccine before.

19 through 23 months

4 doses Diphtheria/Tetanus/Pertussis

3 doses Polio

3 doses Hib with the final dose in the series > 12 months of age, or 1 dose received > 15 months of age.

1 dose Measles/Rubella > 12 months of age.

1 dose Varicella > 12 months of age if born on or after September 15, 1997, or a reliable history of natural disease.

4 doses Pneumococcal; or 3 doses if received 1 or 2 doses < 12 months of age; or 2 doses if received 1 dose > 12 months of age or has not received this vaccine before.

24 months and older

Same requirements as the 19-23 months except 4 doses Pneumococcal if received 3 doses < 12 months of age; or 3 doses if received 2 doses < 12 months of age; or 2 doses if received 1 dose < 12 months of age or received 1 dose between 12 and 23 months of age; or 1 dose if no doses had been received prior to 24 months of age.

4 years of age and older

5 doses Diphtheria/Tetanus/Pertussis with at least 1 dose received > 4 years of age if born on or after September 15, 2003; or 4 doses, with 1 dose received > 4 years of age if born after September 15, 2000, but before September 15, 2003; or 3 doses, with 1 dose received > 4 years of age if born on or before September 15, 2000.

4 doses Polio with 1 dose received > 4 years of age if born on or after September 15, 2003; or 3 doses, with 1 dose received > 4 years of age if born on or before September 15, 2003.

2 doses Measles/Rubella; the first dose shall have been received > 12 months of age; the second dose shall have been received > 28 days after the first.

3 doses Hepatitis B if born on or after July 1, 1994.

2 doses Varicella > 12 months of age if born on or after September 15, 2003; or 1 dose received > 12 months of age if born on or after September 15, 1997, but before September 15, 2003, unless the applicant has a reliable history of natural disease.

Sunscreen Policy

The School asks each parent to apply sunscreen on your child prior to arrival at school. Rivermont faculty will apply sunscreen on any child attending Afternoon Adventures. For these students, parents are asked to complete a sunscreen permission form and supply one bottle of sunscreen prior to the expiration date labeled with their child's first and last name. The School will notify you when a new bottle is needed.

Early School Code of Ethics

In making decisions that affect students, families, and colleagues, Early School faculty and staff commit themselves to:

- Respect the dignity, worth, and uniqueness of each individual (child, family, culture, community and society).
- Help children and adults achieve their full potential in the context of relationships that are based on trust, respect, and positive regard.
- Appreciate childhood as a unique and valuable stage of the human life cycle.
- Base work with children on knowledge of child development.
- Appreciate and support the close ties between child and family.
- Recognize that children are best understood and supported through 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. Early School students are evaluated in September and March. Individual learning goals are developed and an intervention plan for remediation is created, if necessary. A child completes tasks in several areas: large muscle skills, small muscle skills, cognitive thinking, expressive language skills, social/emotional, and self-help skills. The teacher notes progress from first person observations. Results are shared with parents at fall and spring conference days. Written reports describing student progress are sent to parents in December and June.

If teacher or parent observations indicate areas of concern, the Director of Teaching and Learning 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 students ages 3-5.

Results of the Early School assessments are kept in the child's cumulative folder. Access to these files is limited to the child's teacher and the Director of Teachers and Learning. 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 parents/guardians at the fall conference.

The Director of Teaching and Learning uses the Wide Range Assessment Test in determining Kindergarten readiness of students not currently enrolled in Early School who seek acceptance to kindergarten.

Communication

Early School teachers are in daily contact with parents at arrival and dismissal. 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/guardian. Parents/guardians receive a written student evaluation twice yearly in December and June and attend formal parent conferences twice yearly in fall and spring.

Non-Center Activity Policy

All instruction is facilitated by Rivermont faculty and staff. Non-center activities or classes are not part of Rivermont's normal routine.

Field Trips

Junior Kindergarten and Preschool students take a myriad of field trips throughout the school year. Parents who do not wish to have their child participate must make alternative childcare arrangements on the day of the field trip. Parents may volunteer to accompany any trip 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, or windy conditions.

Early School Transportation Policy

Early School students are transported on field trips in a regulation school bus. Current research indicates that children are safer on a school bus than in motor vehicles of any other type.

When students are transported in a vehicle other than a school bus, they are transported only if 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. Each student must have an individual seat belt and be positioned in accordance with requirements for safe use of air bags in the back seat. Students under the age of 4 are transported only if fastened in a developmentally appropriate child passenger restraint system that meets federal motor vehicle safety standards. If small buses or vans have safety restraints installed, students weighing over 40 pounds shall have access to belt positioning booster seats with lap and shoulder belts. Students weighing less than 40 pounds must use car safety seats.

Early School Meal Protocol

- Rivermont serves each child a full, nutritionally balanced meal or snack as defined by the USDA Child and Adult Care Food Program (CACFP).
- Students who are cared for more than 2 hours a day must receive a meal or snack every two or three hours.

- Menus are planned at least one month in advance, made available to parents, and kept on file at the School.
- A parent may provide food from home for a student's lunch. The staff may evaluate the food according to CACFP standards and add any missing nutrients.
- Food from home will be refrigerated to avoid spoilage.
- Snacks that do not meet CACFP guidelines may be brought to celebrate a student's birthday or holiday.
- Staff serving food shall have clean hands or wear protective gloves.
- 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.
- Students younger than four shall not be served foods that are round, hard, small, thick and/or sticky.
 - **No marshmallows or chunks of meat larger than can be swallowed will be served to students younger than 4.**
- After washing hands, teachers escort students to the dining room at 11:50 a.m.
- Students sit with escorting teachers at pre-designated tables.
- Lunch is served family style at the table.
- Teachers record a description of students' lunch to share with parents.
- After everyone has 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 snack day. Please send enough for each student 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 their special day. **For the safety of all students, parents are asked to refrain from sharing foods containing peanuts, tree nuts, or nut products.** 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 promotes 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 snacks and lunch. Students also participate in a dental health education unit that includes dental care, healthy eating, and dental visits. Rivermont invites a dentist and/or dental assistant to present a dental health program every February.

Clothing

Parents are asked to clothe their child simply so that they 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 student's name and placed in a Ziploc bag. Students play outside daily, weather permitting. Each student should bring weather appropriate outerwear including coats, boots, 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 their first and last name.

First Aid Kits

First aid kits are in each Early School classroom. First aid kits are taken by the teacher when students play outside or leave campus.

Kits contain the following:

- Bandage – flexible roll type
- Sterile gauze pads in various sizes
- Bandages / Band-Aids in various sizes
- Cold packs
- Emergency medication for students with special needs
- Eye patch pads
- First aid chart or booklet
- Disposable nonporous gloves
- Hand sanitizer
- Mobile telephone / reliable communication method
- Mouthpiece for rescue breathing / CPR
- Notepad and pen for notes
- Parent /guardian contact information for each student
- Plastic bags for soiled clothes and/or first aid waste
- Safety pins
- Small scissors
- Splints finger
- Tape bandage
- Telephone numbers for Poison Center and EMS
- Thermometer – non-glass
- Triangular bandages
- Tweezers
- Water to clean wound

Calendar

Annual, monthly and event calendars can be found on the Rivermont website. 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 items.

Classroom Pets

Pets permitted in the classroom include fish, reptiles, and approved small mammals. Rodents and reptiles are kept in a glass aquarium with appropriate bedding and a screen lid fastened to the top. Dogs, cats, and rabbits are not permitted, unless approved for a classroom visit.

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. 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

- Tables and countertops are sanitized before the start of the school day, after crafts and table work, and before and after snacks or food service.
- Tables and countertops are sanitized after contamination with bodily fluids or when soiled.
- Toilets and bathroom countertops are cleaned daily. If soiled during the day, however, teachers will sanitize all surfaces.

Supervision Policy

Teachers directly always supervise children by sight and hearing, even when 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 member is present in the napping room. Staff ratio requirements may be reduced to one staff per room when children are resting for a period not exceeding one hour, provided staff ratio coverage can be maintained. Staff periodically scan the classroom or outdoor area to confirm the safety of the students. Preschool and Junior Kindergarten students may use toilet facilities without direct supervision. Early School staff supervise this activity by hearing any student in the restroom and reminding the student to wash their hands upon reentry to the classroom. Program Improvement Plan

Rivermont seeks to provide an Early School program with an atmosphere of continuous improvement. Throughout the year, Rivermont educators take part in the School's professional development program. As part of this program, the administration seeks input from parents through a confidential satisfaction survey. The information gathered is used to develop both individual and a school wide comprehensive improvement 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 5th Grade

The School Day

The K-5th-grade School Day begins at 8:15 a.m. Students arriving late must check in with the Administrative Assistant before attending class. The Lower School day ends at 3:30 p.m. Students remaining on campus following 3:30 p.m. should report to After Care Supervision. No lower school student is permitted to remain on campus without the direct supervision of an adult.



Lower School Assessment

For students in Kindergarten through 3rd Grade, a report card is issued evaluating the student in areas such as reading, mathematics, spelling, social studies, language arts, world 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

Students in 4th and 5th grade 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 pluses and minuses assigned at the discretion of the classroom teacher. (Rivermont does not use the grade A+.)

Homework

Daily homework is an important aspect of learning. Young learners need time to reflect on concepts presented in the day's lessons and to build skills. Rivermont seeks to develop self-motivated, well-organized, independent thinkers; as such students should attempt to complete homework assignments independently. Excessive parental involvement in a student's assignment complicates the teacher's ability to gauge the student's academic progress, strengths, and needs. If a student is having trouble with the workload, it is important for parents to notify the teacher so that modifications can be made to suit the needs of the student. Education is a partnership between parents and teachers, who work together to achieve the best possible balance between homework and student capacity.

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 assignments on significant religious holidays. This courtesy is also in effect for school sponsored events, such as Parent – Teacher conferences, which require parent attendance.

Supplies

Please log in to the FACTS Family Portal and click on Resource Documents to find school supply lists, book lists, forms, and more. You will also find the lunch menu, which will be updated weekly.

Academic Fair

Each student in 1st through 5th 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.

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 items.

Parent Access and Pick-up Authorization

Parents are asked to contact their child's teacher if they want to accompany their child on a planned activity or field trip. Parents are always welcome to visit classrooms, however, the teacher is not always able to interrupt the schedule to greet you; classroom activities must continue. Visiting parents should avoid diverting the teacher's time to discuss programs and activities while the children are in the classroom. Parents should make an appointment with the teacher outside normal school hours if they wish to discuss their observations or concerns.

Parents may schedule a classroom observation by contacting the classroom teacher. Visiting parents will comply with all Rivermont security policies and procedures.

Unrestricted access means that a person has contact with a child alone or is directly responsible for childcare. Any person on the Rivermont campus who is not a staff member, substitute, or designated volunteer shall not have unrestricted access to students for whom that person is not the parent, guardian, or custodian.

If parent/guardian contact is prohibited by any custody or restraining order, the custodial parent/guardian must provide a copy of the applicable court order to be included in the student's confidential folder.

A sex offender who is required to register with the Iowa sex offender registry shall not be on the Rivermont campus without written permission of the Headmaster, except for time reasonably necessary to transport the offender's own child to and from the School. This written permission shall include the location in the School where the sex offender may be and the reason for the sex offender's presence on campus. The permission shall also state the duration of the sex offender's presence. A convicted sex offender shall not be employed or act as a volunteer at Rivermont.

Rivermont recognizes that occasionally, it may be necessary for someone other than a parent to pick up a student. In such cases, the parent must provide written notification to their child's teacher authorizing another individual to pick up the student. No child will be released to anyone who is not authorized by the parent/legal guardian.

Middle & Upper Schools – 6th through 12th Grade

The School Day

The Middle and Upper School day begins at 8:15 a.m. Students arriving late must check in with the Administrative Assistant before attending class. Upper School students arriving before 7:45 a.m. should wait in Central Hall. Middle School students arriving before 8:00 a.m. will report to the Central Hall cafeteria. Day students remaining on campus following the conclusion of the school day should be involved in an approved school activity (. athletics, clubs).

Course Load

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



In the Upper School, students must be enrolled in a minimum of academic classes to be considered in Good Standing and a full-time students: 9th grade – 8 classes; 10th grade – 7 classes; 11th grade – 6 classes. Seniors are encouraged to take six credits each semester. It is important for students and parents to note that these are the minimum requirements and that most selective colleges expect students to maintain a full class load. 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. It also must be noted that 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 academic load.

Graduation Requirements

To receive a Rivermont Collegiate Diploma, a student must have:

1. Attended four years in the Upper School or at an accredited high school
2. Been accepted to a four-year college or university

To receive a Rivermont Collegiate Honors Diploma, a student must have:

1. Completed all requirements for a regular diploma.
2. International students who have attended 3 years of school in an American style system will be considered for the honors diploma.
3. Earned an additional 3 credits.
4. Earned a cumulative GPA of 3.50 or higher.

English	4 credits	
Math	3 credits	
Science	3 credits	
Social Studies	3 credits to include World History, US History, US Government	
World Language	3 credits of a single language	
Computer Science	2 credits	
Performing & Fine Arts	2 credits	
Physical Education	1 credit in Physical Education/Health	
Electives	4 credits	
Total Credits	Standard Diploma: 25	Honors Diploma: 28

Add/Drop Policy

Within the add/drop period, Upper School students may add or drop a course with the approval of their teacher, parent/guardian, and the college counselor. Full year 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.

Withdrawal Policy from Classes

After the add/drop period, withdrawals can be necessary for any number of reasons. There are two distinct categories of withdrawals: **Withdrawal Passing** and **Withdrawal Failing**. When contemplating a withdrawal, it is advisable to discuss your plans with the college counselor. Courses required for F1 students, high school graduation, or college admission should not be dropped without a complete understanding of the impacts on a student's academic career.

A grade of **WP on the transcript** indicates that a student wishing to withdraw from a class was passing the course (more than 60%) at the time of the request to withdraw.

A grade of **WF on the transcript** indicates that the student was failing (less than 60%) the course at the time of the request to withdraw. Neither WP nor WF will affect the student's GPA, and credits are not earned.

Homework & Testing

Assignments not completed within a reasonable time, as determined by the classroom teacher, will receive no credit. Any test or assignment missed because of an absence must 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 significant assignments on major religious holidays.

Honor Roll

Rivermont publishes an Honor Roll at the end of each academic quarter. For 6th through 12th Grade, the Honor Roll consists of three levels: Headmaster's List (GPA of 3.85 or higher), High Honors (GPA 3.5 to 3.84), and Honors (GPA 3.00 to 3.49).

Study Halls

All students in 6th-12th grade, 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 maintains a quiet atmosphere and students are expected to read or study without disrupting others. With a note from their classroom teacher, a student may be excused to work with a teacher or go to the library. When the student is finished, he or she must report back to the study hall supervisor.

Open Study

Students in Upper School who earn a GPA of 3.0 or higher for a quarter and with no grade lower than a C- will, with parental permission, receive Open Study for the next quarter. At the beginning of each new year, all 10-12th grade students are automatically on Open Study for the first quarter. Open Study privileges are evaluated at the beginning of each quarter. 9th grade students are eligible for Open Study starting in the 2nd semester based on their 1st semester grades. Students with Open Study are allowed the freedom to study in a variety of locations around 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. Open Study is a privilege and may be revoked at any time for disciplinary reasons or at the recommendation of teachers via committee.

Supplies

A list of supplies and textbooks needed for Middle and Upper School students can be found on the Rivermont Student Web in Facts under the "School" and "Resource Documents" tab.

Academic Fair

The Academic Fair is the culmination of months of research and preparation. All Middle School students (6th through 8th Grade) prepare research-based projects in several different academic areas. Students are required to prepare a written, oral, and visual presentation of their research. Judges meet with students and review their work. On the evening of the Academic Fair, students,

parents, and faculty gather to view projects, attend presentations, and learn the results of the project competition.

Co-Curricular Activities & Special Events

Several co-curricular activities and events may be offered at Rivermont. These vary from year to year based on student interest. A representative list is shown below:

Robotics	Yearbook
Spelling Bee (4 th -8 th Grade)	Middle & Upper School Cheerleading
State Science & Technology Fair of Iowa (SSTFI)	Middle & Upper School Volleyball
Environmental Club	Middle & Upper School Basketball
Computer Club	Middle & Upper Cross Country/Track
World Cultures Club	National History Day Competition
National Honor Society	Fall & Spring Play Productions
National Jr. Honor Society	American Players Theatre (APT) Trip
Middle & Upper School Student Council	River Bend Foodbank Student Hunger Drive
AMC	Quiz Bowl

Note: For students with a particular athletic or other extracurricular interest not available at Rivermont, there is the opportunity to participate in programs at another school or institution, generally Bettendorf High School.

Rivermont Campus Policies and Facilities

Parent Requests for a Specific Teacher

Rivermont seeks to create classrooms with an equal number of boys and girls, a range of ability levels, and balanced ethnicity. In making placement decisions, the School considers the needs of each child and the way they relate to classmates and various teaching styles. In order to provide the best education for all students, it is not possible to honor parent requests for a specific teacher.

Security

Rivermont does 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 campus. Any reports of violence or threats will be promptly and thoroughly investigated and, where warranted, appropriate action will be taken, including disciplinary actions, up to and including expulsion. If a criminal law is violated, local police services will be contacted.

Campus and Student Access

Parents

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 in a planned activity or field trip. Parents are always welcome to visit classrooms, however, the teacher is not always able to interrupt the schedule to greet you; classroom activities must continue. Visiting parents should avoid diverting the teacher's time to discuss programs and activities while the children are in the classroom. Parents should make an appointment with the teacher outside normal school hours if they wish to discuss their observations or concerns.

Parents may schedule a classroom observation by contacting the classroom teacher. Visiting parents will comply with all Rivermont security policies and procedures.

If parent/guardian contact is prohibited by any custody or restraining order, the custodial parent/guardian must provide a copy of the applicable court order to be included in the student's confidential folder. Access to this information will be limited to those faculty/staff members who are present at pick-up and/or control access to the student.

Rivermont recognizes that occasionally, it may be necessary for someone other than a parent to pick up a student from school. In such cases, the parent must provide **written** notification to their child's teacher or administration authorizing another individual to pick up the student. *No child will be released to anyone who is not authorized by the parent/legal guardian.*

Intoxicated Parent or Caregiver

All school employees are mandatory reporters, bound by law to report suspicion of any child abuse, neglect, or endangerment. If an apparently-intoxicated parent or caregiver arrives on campus to pick up a student, Rivermont faculty shall:

- Make the situation safe - escort the visitor to a room away from students.
- Immediately contact the Headmaster, who will determine who will contact authorities, as required by mandatory reporting laws.

Symptoms of an intoxicated/impaired person are glazed or red eyes, trouble balancing and/or standing, slurred words, and the smell of alcohol.

Rivermont faculty, serving the best interest of the child, will be extremely cautious in discharging the child, and may contact local police for assistance as the situation warrants. Working with the parent or guardian, the School may offer an alternative arrangement, such as a taxicab or asking another parent to drive the child home.

If the parent insists on driving a vehicle with the child, the teacher should allow the child to leave, however they will then immediately contact law enforcement for assistance. If the intoxicated person is a caregiver, not related to the child, the teacher shall not release the child to the driver. The Headmaster or Dean of Students will contact the parent and explain the situation.

Visitors

Unrestricted access means that a person has contact with a child alone or is directly responsible for childcare. Any person on the Rivermont campus who is not a staff member, substitute, or

designated volunteer shall not have unrestricted access to students for whom that person is not the parent, guardian, or custodian.

All visitors must sign in at the reception desk in the Mansion and wear a visitor badge throughout their stay on campus. It is the responsibility of the classroom teacher to supervise all visitors to the classroom and to ensure that any visitor who does not have a background and fingerprinting check is not supervising students. The Superintendent of Buildings and Grounds is responsible for supervising any maintenance and repair worker on campus.

A sex offender who is required to register with the Iowa sex offender registry shall not be on the Rivermont campus without written permission of the Headmaster, except for time reasonably necessary to transport the offender's own child to and from the School. This written permission shall include the location in the School where the sex offender may be and the reason for the sex offender's presence on campus. The permission shall also state the duration of the sex offender's presence. A convicted sex offender shall not be employed or act as a volunteer at Rivermont.

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 young age. Students and parents should be aware of the following 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, etc.) 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.

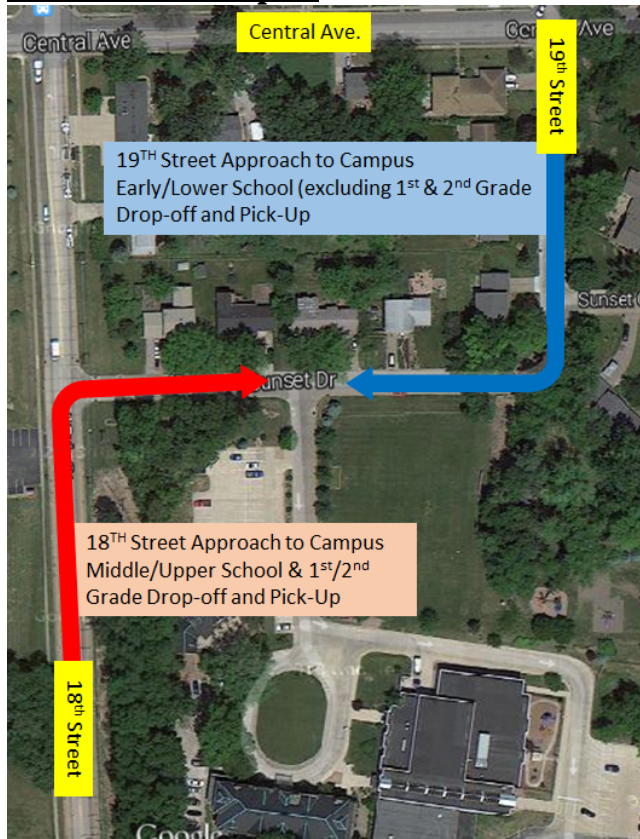
Tobacco-Free Policy

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

Asbestos Management Plan

Similar to older facilities across the nation, the Rivermont campus does include areas which were built using asbestos-containing materials. In compliance with State and Federal regulations, Rivermont maintains a trained staff and a detailed plan for routine inspection of identified and suspected materials. All public and non-public schools are required to inspect and report on the status of all asbestos-containing materials. A copy of Rivermont's Asbestos Management Plan is available for view on appointment during school days in the Business Office.

Traffic on Campus



Rivermont Collegiate is located in primarily a residential area with limited access. While our student drop-off and pick-up traffic pattern has streamlined the process, there may be still slight delays, especially in inclement weather which historically has resulted in traffic backing up on 18th Street. In coordination with the Bettendorf Police Department we are requesting parents at drop-off and pick-up times to utilize a different approach to the school using a far less hazardous and busy street.

To avoid the traditional traffic overflow spilling onto 18th Street, Rivermont requests:

- Parents picking up their student on the **Upper Mansion Circle** (Middle/Upper School and 1st & 2nd grade students) to approach the school campus from 18th Street.
- Parents picking up their students at the **Lower Becherer Hall** location (Early/Lower School excluding grades 1 & 2) to approach the campus via 19th Street.

PLEASE REFERENCE PARKING DIAGRAM 2 FOR ON CAMPUS TRAFFIC FLOW

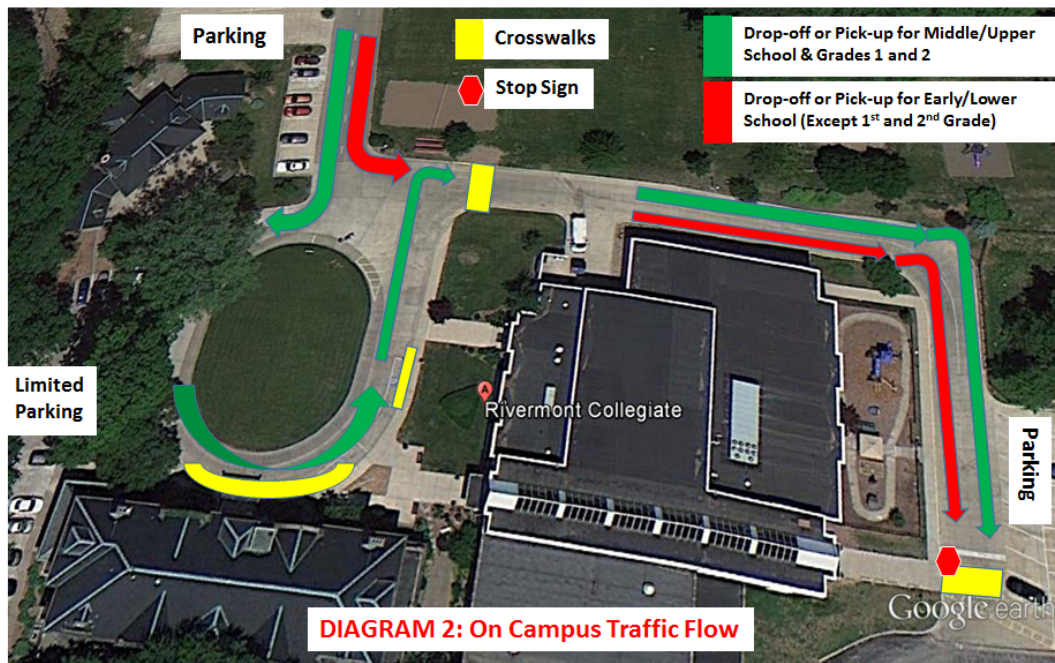


DIAGRAM 2: On Campus Traffic Flow

Once on campus, students can be dropped off or picked up in two main areas designated in this diagram.

For student safety considerations, parking is prohibited in all crosswalk areas.

Please note that the Bettendorf Mansion is a registered National Historical Landmark site which limits the school's ability to change many of the external features of the facility.

Our traffic strategy provides a streamlined approach to expedite traffic by using a continuous flow pattern. If your student is going to be delayed, or if you need a little extra time, please park in the designated areas. Parking along the green or red arrows significantly impedes the traffic flow for all other families.

We realize, the traffic pattern can sometimes be frustrating especially if you are asked to loop around. Crossing guards are stationed at key locations to assist drivers transition back into the flow. Thanks you for your continued patience and understanding.

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 Parking

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 on campus. 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 their car during the school day, the student must sign out and back in at the Mansion front desk.

Lunch Program

Hot Lunch: Each day, one main dish is served in addition to soup, fruit, yogurt, cereal, 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-5th Grade) or classroom teacher (6th-12th Grade).

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

Snack Break: Students in 6th through 12th Grade receive a midmorning break from classes, during which they may purchase snack items and beverages from the cafeteria including cookies, muffins, cereal, fruit, yogurt, milk, juice, and water.

Dining Room: Our dining area serves a variety of functions. Teachers assigned to lunchroom duty require that students pick up after themselves in order to keep the dining room clean. 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 may take a bottle of water with them from the dining room provided it is kept in their locker with the cap sealed. Students are 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 vending machines are not accessible to students during the school day. Students may purchase water and juice from vending machines during the school day and have access to juice, water, and milk at lunch and snack break (6th through 12th Grade).

Rivermont Traditions and Special Events

Academic Fair: This exciting day is the culmination of months of research and preparation. Students in 1st through 8th Grade prepare research-based projects in several different academic areas. Students are required to prepare a written, oral, and visual presentation of their research. Judges meet with 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 a unique Rivermont event and a must see for everyone!

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

Curriculum Night: 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. It is also a terrific opportunity to meet and/or catch up with other Rivermont families.

Grandparents' and Special Friends' Day: This event takes place each Wednesday before Thanksgiving, in the hope that family members may be in town and able to attend. Names and addresses are gathered by teachers and invitations are mailed several weeks in advance. 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.

Imp-Tiger Competitions: In Kindergarten, or upon their entrance to Rivermont, each student draws a card determining whether they are 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.

International Week: This event encompasses a weeklong series of presentations and classes, giving students the opportunity to learn about other cultures and languages. International Week culminates with the International Food Fest on Friday afternoon in Becherer Hall.

Lower School Promotion: Held near the end of the school year, 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.

Lunch on the Lawn: Pack a picnic, bring a blanket, and join Rivermont for lunch on the Front Circle lawn!

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

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 faculty and students. This event usually occurs the day before Commencement.

Musical Programs: Students 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, *Paw Postings*, and on Rivermont's website.

O.L.E. Day: Outdoor Learning Experience (O.L.E.) is a daylong opportunity for Rivermont students to participate in activities designed to educate them about the environment in which they live.

Parent 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.

Student Guests: Students are encouraged to invite friends to Admission events. No visitors will be allowed during the school day the first and last week of each semester. Students who wish to bring visitors should see the Director of Admissions to make arrangements.

Spring-Fest: This annual spring musical performance is accompanied by a display of student artwork.

Unpack Your Backpack: Each August, this annual back-to-school event brings students, families, and faculty together to prepare for the first day of school.