



Maquoketa Valley  
Middle School  
2021-2022



Parent & Student  
Handbook

# Middle School Parent & Student Handbook

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# Maquoketa Valley Community School District

## OPENING STATEMENT

The patrons of this school district have provided you with excellent educational facilities and a staff of competent, caring and compassionate teachers who are interested in your welfare. The opportunities are many and varied for you to develop mentally, physically, socially, and emotionally while you are in your middle school years. Make these years the most memorable of your life -- memories you make will be happy to recall, not years of trouble and frustration. On the following pages you will find information that can be of help to you during the school year. If you have questions or problems, my office will always be open. Please feel free to stop by.

Mr. Troy Osterhaus, Principal

## Our Mission Statement

Maquoketa Valley Community School District ensures high levels of learning to empower all students for lifelong success.

## Our Vision

1. Learning that is engaging, challenging, and focused
2. Frequent feedback and purposeful assessment
3. Timely response to all students' needs
4. Promotion of strong character and productive citizenship
5. Shared responsibility for learning in a safe, respectful environment

## A Message to the Parents

It is only through your cooperation and support that our school can operate effectively and efficiently. In order for your children to profit most from their school experiences and to develop into productive citizens, it is necessary for the parents to:

1. Realize that school is the primary responsibility during the school year for the student and that very few things should be allowed to interfere with this extremely important job.
2. Feel free to visit the school at any time to discuss your child's educational progress. Please call or email to set-up an appointment to discuss your child's educational progress. Also, please do not hesitate to email your child's instructor if you have any questions.
3. Check both sides of the story before condemning anyone. Many times you will be hearing only one side of the story. Sometimes students (accidentally) leave out key information.
4. Check your child's report card at the end of each nine weeks. If the card is not issued, it means the student has not met his/her obligations to the school. Learn the reasons for any unsatisfactory report from the student and the school.
5. Be interested to the point of knowing whether your child is working up to his/her ability, for this is the important aspect of his/her school career. Encourage your child to achieve at a high level and reach their goals.
6. Ensure that your student spends a proper amount of time in study and reading.

The Maquoketa Valley School Board affirms its intent to support the school-student responsibility and discipline policies, its intent to support school staff who enforce these policies and its intent to hold the school accountable for implementing the policies. Any person having inquiries concerning the Maquoketa Valley Community School District compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Mr. Dave Hoeger, P.O. Box 186, Delhi, Iowa 52223, (563) 922-9422.

## Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

## **Jurisdictional Statement**

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. Discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the middle school office for information about the current enforcement of the policies, rules or regulations of the school district.

## **Activity Bus**

The school district may sponsor an activity bus to transport students to school activities. Riding on the activity bus is a privilege that may be taken away. Students who ride an activity bus must ride to and from the event on the bus. Students must ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents attend the activity and request to transport the student home.

## **Administration of Medication**

Per IA state law, prescription medications may be administered at Maquoketa Valley CSD with written authorization from the parent/guardian and with a prescriber's written order for prescription medications and/or a current pharmacy labeled container as dispensed by the pharmacist. All medication should be taken before or after school whenever possible. However, it is understood that certain drugs may be required during the school day. Iowa State Law and Maquoketa Valley CSD allow medications to be administered at school only when the following guidelines are met.

1. No medication will be administered to a student in school or during school sponsored activities without a parent/guardian written authorization and a prescriber's written order for prescription medications or a current pharmacy labeled container as dispensed by the pharmacy. The name of the student, medication, time to be given, and the name of the physician must be on the container. Medications must be in the most **current** pharmacy labeled container. A second labeled medication container can be obtained for school use by asking the pharmacist. All medication must be brought in by a parent/guardian whenever possible, or the parent must notify the school that the medication is coming. Medication will not be sent home with students unless arrangements have been made with the parent prior to sending them home. Any medication that has not been picked up by the last day of school will be disposed of properly.
2. Herbal remedies, natural supplements, or essential oils not approved by the Federal Drug Administration will **NOT** be administered by school personnel.

3. Over the counter/non prescription medication will be given only with parent/guardian written authorization. Maquoketa Valley CSD will have school approved over-the-counter medications available to students in grades 6-12, distributed by either the school nurse or medication certified staff. Health information must be provided as well as parent/guardian permission for these over the counter medications before **ANY** medication(s) will be administered. Students may receive up to 5 doses of school approved medications per year, after which the school nurse will assess the student and contact the parents/guardians to determine if a medical referral is needed and before any more doses will be given. Parents/guardians of students requiring or requesting greater than the 5 doses allowed per year may be asked to provide written permission from a licensed healthcare provider for future administration of these medications as well as will be asked to provide the medication being requested. These medications must be brought in by a parent/guardian and be sent to school in the original medication container with the student's name attached. Parent instructions cannot conflict with label administration instructions.
4. The parent/guardian is responsible for submitting a new prescriber's order form to the school each time there is a change in the dosage or time of administration, change to a different medication or the medication is discontinued. Prescriber's orders may be faxed to the school.
5. The parent/guardian will inform the nurse/medication certified staff of the number of tablets/capsules that are brought to the school. The nurse and a medication certified staff will also count and document the number of tablets/capsules brought to the school.
6. Students who independently carry inhalers or emergency medication, (ex. Epi-pens) throughout the school day need a written prescriber's order on file in the health office as well as an authorization form/consent form. The order must state the reason for the medication, dosage, times for administration to be given, and/or special circumstances under which the medication is to be given; the student must carry the medication at all times. All inhalers must have a current prescription label on the inhaler as well as on the box it comes in. You will need to ask the pharmacy for this.
7. To ensure the safety of all children all medication will be kept in a locked storage cabinet with the exception of Epi-pens, glucagon, and inhalers that are carried independently.
8. The first dosage of any new prescription **must be** given at home so the child can be more closely observed for possible side effects and/or adverse reactions.
9. No medication is to be kept by the student in their locker, desk, or on them personally. The Maquoketa Valley CSD does not assume responsibility for medication not prescribed by a physician/prescriber or medication that is administered by the student himself/herself.
10. Medication required for field trips will be administered by a medication certified staff member or with parental permission.
11. No medication will be continued beyond the school year in which it is ordered.

### **Essential Oils and Natural Supplements**

The student health office recognizes essential oils and natural supplements as a medication and will follow the same guidelines for administration of a prescription or over the counter medication. Please speak directly to the school nurse at your student's school to determine the appropriateness, safety, possible side effects or toxic effects of the essential oil or supplement. Parents will provide a physician's order to administer essential oils or natural supplements; however, the school nurse is still required to administer professional judgment pertaining to essential oils and natural supplements in accordance with the Nurse Practice Act.

### **Advanced Make-up**

Students who know they are going to be missing a day/days of school are asked to get an advanced make-up from the office and have each teacher fill in the assignments to be completed and sign it. These assignments are to be finished and handed in the day the student returns to school, or within a couple of days afterwards. Students need to check with each teacher as to how they want the make-up work handled.

### **Anti-Bullying/Harassment Policy**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. (Policy 104.00, 104.000R1, 104.000R2) Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is prohibited.

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

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

The Iowa Department of Education's definition helps to clarify the State of Iowa Legal definition. The DE description of bullying and harassment is: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

1. An Imbalance of Power: Kids who bully use their power, such as physical strength, access to embarrassing information, or popularity to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
2. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

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

1. Places the student in reasonable fear of harm to the student's person or property;
2. Has a substantially detrimental effect on the student's physical or mental health;
3. Has the effect of substantially interfering with the student's academic performance; or
4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

1. 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;
2. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
3. 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;
4. Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
5. Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

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

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

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

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

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

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

#### **Anti-bullying/Harassment Investigation Procedures**

Individuals who feel that they have been harassed should: Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

1. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - a. tell a teacher, counselor or principal; and
  - b. write down exactly what happened, keep a copy, and give another copy to the teacher, counselor or principal including:
    - i. what, when and where it happened;
    - ii. who was involved;
    - iii. exactly what was said or what the harasser did;
    - iv. witnesses to the harassment;
    - v. what the student said or did, either at the time or later;
    - vi. how the student felt;
    - vii. and how the harasser responded.



### **Complaint Procedure**

An individual who believes that the individual has been harassed or bullied will notify the superintendent. The superintendent or designated investigator will be in charge of the investigation. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. The investigator has the authority to initiate an investigation in the absence of a written complaint.

### **Investigation Procedure**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the superintendent. The investigator will provide a copy of the findings of the investigation to the superintendent.

### **Resolution of the Complaint**

Following receipt of the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline. Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

### **Points to Remember in the Investigation**

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

**Conflicts:** If the investigator is a witness to the incident, the alternate investigator shall investigate.

### **Assignment Notebooks**

Students are required to use an assignment notebook. Not only will they be used to write down assignments, but they may also be used for hallway passes. Therefore, students must carry their assignment notebook with them throughout the day. These can be purchased at registration or through the middle school office.

### **Attendance**

Students are expected to be in class & to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives.

Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares them for adulthood. Students who know they will be absent must notify the office and contact each of their teachers prior to the absence. If advance notification is not possible, parents must notify the office at 922-9411 on the day of the absence prior to 8:00 a.m. If the school does not receive a call by 8:15 am, the school will contact parents concerning the student's absence from school that day. Before a student is readmitted after an absence, the parent must call the school or send a note explaining why the student was absent. Students leaving school for any reason must sign out in the office and then sign back in when they return. The school or designated administrator determines whether an absence is excused or unexcused. Excused absences include, but are not limited to; illness, family emergency, recognized religious observances and school activities. **All absences due to medical appointments require a written doctor's note in order to be marked excused medical absence.** A doctor's excuse will be required if a student misses 3 or more days in a row.

Parents make the call as to whether their son or daughter is in school, but the school makes the call on whether the nature of the absence is avoidable or unavoidable. Maquoketa Valley classifies unavoidable absences as follows:

1. Personal illness
  - a. Parents will provide to the school a written medical or doctor's excuse if their child/student misses 3 or more consecutive days of school in a row.
2. Professional appointments that cannot be made other than during school time (doctor, dental, etc.)
  - a. Doctor's note required to be marked as an excused medical absence.
3. Funeral, death, or serious illness in the immediate family
4. Participation in school-scheduled activities.

Students who need to leave school during the school day must have their parents call the school, or send a note. Parents are asked to come to the office in order to pick up their son or daughter. All notes must be turned into the office, not the classroom teacher. Students who return to class or arrive after the school day has begun must have a call by their parents to the office or have a note from their parents. Students are not released to anyone other than their parents during the school day unless the office has a message from the student's parents.

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. If a student is in an evening activity, he/she must be in school the last half of the school day. Only in extraordinary circumstances, may this rule be waived by the principal.

Students who miss school for any reason are responsible for making arrangements to make up schoolwork with your teachers. Students have the number of days absent plus one, to make up schoolwork upon returning from the absence. If a student is only going to miss one day, we ask that you not call school for homework. Our teachers have agreed to give students time to make up their work. If a student is going to miss more than one day you are welcome to call school to arrange for homework to be collected.

If a student arrives after 8:05, he or she is considered tardy. If a student arrives after 9:45 AM or leaves before 1:30 PM he or she will be counted absent for a half day.

### **Truancy: Frequent Absences From School**

The State of Iowa defines truancy as: Any child who has reached the age of 6, and is under 16 years of age by September 15, is of compulsory attendance age, and who fails to attend school in violation of that school board's policy, without a reasonable excuse for the absence, is truant.

Along with the compulsory attendance policy the following will apply:

1. If a student misses 7 days in any given quarter, a letter will be sent to the parent/guardian. Each case will be looked at on an individual basis to determine if significant illness or other known reasons accounted for the absence.
2. At the time a student accumulates 10 days of absence throughout the school year, a letter will be sent to the parent/guardian. Again each case will be looked at individually to determine the cause.
3. If there is a situation where the student accumulates 13 - 15 days of absence within the school year, it will be evaluated by the building principal, school nurse and others as needed to determine how to proceed. In extreme situations it may become necessary to involve the County Attorney.
4. Parents will provide to the school a written medical or doctor's excuse if their child/student misses 3 or more consecutive days of school.
  - a. Based on a student's attendance records, the school maintains the right to require a doctor's note for all medical appointments.

### **Books & Book Fees**

Books and ebooks are placed on a rental basis so as to provide each student with an adequate book of the same edition. Students are responsible for the condition of these books. Excessive wear on a book will require an extra payment at the end of the year. A lost book will result in the full payment for the book. Do not write in these books.

## **Bulletin Board/Announcements**

Our main bulletin boards are located in the commons outside of the office and at the top of the stairs in the middle school hallway. Students will be held responsible for items placed on it and need to make it a habit to check it every day. Announcements will be read over the intercom at the beginning of the third period every day. It is the responsibility of all students to listen carefully for announcements that concern them. Announcements will also be posted to PowerSchool. Any students wanting to have an announcement read must have permission from the principal.

## **Buses and Other School District Vehicles**

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

1. Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.
2. Riders must be at the designated loading point before the arrival time.
3. Riders must wait until the vehicle comes to a complete stop before attempting to enter.
4. Riders must not extend arms or heads out of the windows at any time.
5. Aisles must be kept clear at all times.
6. Riders shall load and unload through the right front door. The emergency door is for emergencies only.
7. Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
8. Riders may be assigned a seat by the driver.
9. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
10. Riders are not permitted to leave their seats while the vehicle is in motion.
11. Waste containers are provided on all vehicles for riders' use.
12. Permission to open windows must be obtained from the driver.
13. Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
14. The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
15. Riders should assist in looking after the safety and comfort of younger riders.
16. Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions & proceed to cross the road or highway only on signal from the driver.
17. Riders must not throw objects about the vehicle nor out through the windows.
18. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
19. Riders must keep their feet off the seats.
20. Roughhousing on the vehicle is prohibited.
21. Riders must refrain from crowding or pushing.
22. The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
23. The good conduct rule is in effect.

## **Cafeteria**

The district operates a lunch and breakfast program. Students may either bring a lunch or purchase a lunch including milk. All students must eat lunch in the cafeteria unless otherwise directed. No pop may be consumed during lunch or at any time during the school day.

## **Care of School Property**

Students are expected to take care of school property including computers, desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

## **Cell Phones and Other Electronic Devices Acceptable Use**

For the purpose of this handbook, "remotely activated, or activating communication devices" are defined to include portable two-way telecommunication devices, including but not limited to cellular telephones, with or without cameras, beepers, walkie talkies, other hand-held computing devices used as a communication device, any portable electronic

device capable of storing and transmitting or receiving images, such as cameras, as well as any new technology developed for similar purposes.

At Maquoketa Valley schools, remotely activated or activating communication devices are to be turned off or turned on silent and kept in a student's backpack or locker, and are totally out of view during the regular school day and are not to be used during the instructional hours of the school day from 8:00 AM - 3:20 PM. unless otherwise directed by the classroom instructor and/or administration. Students may come to the office and request to use their cell phone. Calls must be made from the office area. Consequences for not following the rules will be as follows:

**First Offense** - Upon the first offense, the student's remotely activated, or activating communication device(s) will be confiscated by a staff member and taken to the principal's office. After reviewing the policy with the principal or principal's designee, the device will be given back to the student at the end of the day. It is the student's responsibility to pick up the device at the end of the school day.

**Second Offense** - Upon the second offense, the student's remotely activated, or activating communication device(s) will be confiscated by a staff member and taken to the principal's office. After reviewing the policy with the principal or principal's designee, the device will be kept in safe keeping until the student's parent/guardian comes to school to pick up the device.

**Third Offense** - Upon the third offense, the student's remotely activated, or activating communication device(s) will be confiscated by a staff member and taken to the principal's office. The principal or principal's designee will review the cell phone policy with the student. The student will be required to bring their device to the office upon their arrival at school for a period of one week. It will be kept safe in the office. It will be the student's responsibility to pick it up at the end of each school day.

**Fourth Offense** - Upon the fourth offense, the student's remotely activated, or activating communication device(s) will be confiscated by a staff member and taken to the principal's office. The principal or principal's designee will review the cell phone policy with the student. The student will be required to bring their device to the office upon their arrival at school for the remainder of the school year. It will be kept safe in the office. It will be the student's responsibility to pick it up at the end of each school day.

#### **Inappropriate use of Electronic Devices:**

Cell phones with cameras and other portable "remotely activated, or activating communication devices" capable of storing, and transmitting or receiving images are banned from being used in locker rooms and rest rooms at **ALL** times. Students will be disciplined for use of cell phones with cameras in school locker rooms or restrooms.

First Offense: Immediate suspension plus one day, Law enforcement may be notified

Second Offense: Immediate suspension plus 3-day suspension, Law enforcement notified

Third Offense: Possible recommendation for expulsion, Law enforcement notified

#### **Church Night**

Wednesday evening after 6:00 p.m. is held open as "Church Night" and it is the policy of the Board of Education that no school activity of any kind shall be held on this evening, if possible.

#### **Citizenship**

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges. As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

#### **Dances**

Middle school students may have dances throughout the year sponsored by the school affiliated organizations. Only MV middle school students will be allowed to attend. These will be held in the middle school multi-purpose room or

commons area. Students will not be allowed to leave the dance once it starts, unless they are being picked up early by their parents. School district policies, rules and regulations apply to students at school dances. Students violating school district policies, rules or regulations will have to call home to have their parents come and pick them up. They also may lose their privileges to attend future dances.

### **Deficiency Reports**

A progress report will be sent home to parents and/or guardians of students whose work is not up to the class standards. This report will be mailed and/or e-mailed every third week of each quarter. Parents are welcome to call, email, or set up an appointment to meet with staff at any time.

### **Description of the School**

The district has three elementary centers located in Delhi, Earlville, and Hopkinton. Maquoketa Valley Middle School comprises grades 6, 7, and 8 on the central campus in Delhi. Also located in Delhi is Maquoketa Valley High School.

### **Detention Procedures**

Detentions will be served after school from 3:30-4:00 pm, or 7:15 - 7:45 am. Students and parents will be given prior notice before detention is to be served, unless other arrangements are made between the school and the parents.

### **Dress Code**

The students of Maquoketa Valley shall be dressed and groomed in a fashion that is complementary to the school and to themselves. Cleanliness and neatness in both hair and clothes is essential. If the dress of a student is offensive to a fellow student or a faculty member then it has to be disruptive in some degree to the educational progress.

Clothing with profanity, tobacco, alcohol, drug, sexual or other suggestive wording will not be allowed. State law requires all students to wear shirts and shoes for health reasons. The Maquoketa Valley Board of Education recognizes that the administration must be the final judge of what is appropriate dress.

No hats, caps or bandanas are to be worn in the school building. bare midriffs, halter tops, one shoulder shirts, spaghetti straps or clothes that show any underwear and shorts/skirts that are shorter than fingertip length are not allowed.

### **Drinking and Use of Harmful Drugs**

Alcohol use by pupils on school property or use of harmful drugs is prohibited. Any student found to be drinking alcoholic beverages, in possession of or under the influence of alcoholic beverages or guilty of the use of dangerous drugs will be suspended according to the discretion of the principal or superintendent.

Any student whose habits and/or conduct, both in and out of school, during the school year or during the summer months, that make said student unworthy to represent the ideals, principles and standards of the school shall be ineligible and it shall be the duty of the superintendent or his delegated principal to exclude said student from all extracurricular participation until reinstated to eligibility by local school administration. The student will, at the discretion of the coach or director, be eligible to participate in the scheduled practices.

1. If a student comes under the jurisdiction of any court for juvenile delinquency or charged with a crime, except minor traffic violations, the student shall automatically become ineligible to participate in all extracurricular activities.
2. In the event a student pleads guilty or is found guilty of using alcoholic beverages or dangerous drugs, or the transportation of either such beverages or drugs, said student shall be declared ineligible for participation in all extracurricular activities. Refer to the Good Conduct Code outlined in this handbook.

### **Educational Records**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, and telephone number.

### **Eligibility for Extracurricular Activities**

A student must be passing all core courses in order to be eligible to participate in extracurricular activities. The office will run grade reports on Fridays (or the last day of the week if we aren't in session on Friday). Reports are typically run off around noon. Those ineligible at that time will remain ineligible until grade reports are run the following Friday. Reports will be run for quarter grades. The semester grade will not be used for eligibility.

During track season, oftentimes the coaches must submit names for an upcoming meet the following week several days in advance. If a student participating in track is ineligible when reports are run on Friday, those students will be allowed to compete in the meet in which the coaches have already submitted their participant lists. Those students will then be ineligible to participate in other meets that week until grade reports are run again and they are passing their core classes.

Students will be allowed to practice, but not compete, until all core subject grades are up to passing on the weekly grade report. Students will not be allowed to dress in uniform or ride the team bus. A student may attend home events and sit on the bench with the team. A student may also attend an away event with a parent transporting the student. The student would sit on the bench with the team. A student must be in school at least a half-day (or make arrangements with the principal in advance) the day of an activity or the student will not be allowed to participate. The "good conduct" rule applies to all extra-curricular activities.

### **Exclusion of Pupils for Reasons of Health**

Students will be excused from physical education if they have a written excuse from their parents or the parents have contacted the office by phone. They will also be excused if they have a signed doctor's statement requesting no physical education classes. The principal may excuse students upon evidence that it may injure the student's health.

### **Fidgets**

Students will be allowed to use a fidget at school if it helps the student pay attention during class. However, any student not using the fidget as intended and/or the fidget is disrupting his/her learning and/or the learning of others, will be asked to put the fidget away.

A fidget is a small object that keeps your hands busy so you can pay attention to the teacher. Sometimes a fidget can help students listen better during class. A fidget is intended to keep your hands out of trouble and to help a student focus on the instruction. However, a fidget is NOT a toy. A fidget is intended for classroom use only for those who need help paying attention to the instruction. Fidgets should never be taken to recess or to the lunchroom without permission of the teacher.

The following rules must be followed for a student to use a fidget in the classroom.

1. A student must have permission from the teacher to use a fidget.
2. A student should not need to look at the fidget very much so it doesn't become a distraction. The student should be looking at the teacher.
3. A student should not try and get his/her friend's attention with the fidget. This interferes with the learning of others.
4. The fidget needs to stay in the student's hands or sitting on the desk. It should not be in a student's pocket. It should never be dropped, tossed, or bounced.
5. The fidget should not make noise .

If at any time, the teacher feels the fidget has become a distraction, the student will be asked to put the fidget away. If the fidget continues to be a problem, the student may be asked to keep it at home.

## **Field Trips**

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. Students are expected to make up all classroom assignments in advance of the field trip. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, students will be given a permission slip to be signed by their parents. Cell phones are not allowed on field trips unless approved in advance by the building principal. Cell phones should remain in the students backpack or locker and not be taken on the field trip.

## **Field Trip Policy**

A student must be in good standing, discipline-wise, at the time of the field trip. Students receiving four or more detentions, or two or more suspensions during the school year, will not be allowed to participate on field trips. The reasoning for this is that if students are in this much trouble during the school year, they have not earned the privilege of going on the trip. These students have also caused great concern about being able to behave while on the field trip.

## **Food Allergy Information**

Maquoketa Valley Community Schools is committed to providing a safe school environment for all students. The district recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. It is the intent of the District to try and reduce the likelihood of severe allergic reactions of students with known food allergies while at school, and to increase the likelihood appropriate medical treatment is available in case of an allergic reaction. It is the District's intent to work with students and parents to help students learn how to manage their food allergies while providing an environment where the risk is reduced and emergency support is available. The school cannot achieve this goal alone and student & family involvement is critical. Ultimately the primary responsibility for reducing the risks associated with food allergies rests with the student & their parents. School procedures to reduce that risk are as follows:

- Information pertaining to student allergies will be shared with faculty and staff who have contact with the student(s). Otherwise this information will be kept as confidential as possible.
- Based on information from the parent's doctor, the school nurse along with the Food Service Director will develop a food allergy action plan which lists the student's food allergies, meal planning, emergency treatment protocol, and contact information.
- Food allergy and anaphylaxis training for faculty, staff and coaches will be provided as needed.

### **Parent Responsibilities:**

- Parents of students with life-threatening allergies must provide the district and school nurse with emergency medications and written medical treatment protocol for their student addressing their specific allergy related event(s). This information and medication must be provided before the start of the school year. The school nurse will keep the medications according to school medication policies.
- Parents are expected to meet with the school nurse and food service director at the beginning of each school year regarding their child's food allergies.
- Parents are responsible for educating their child about managing their food allergy at school, including identifying "safe foods" by reviewing the lunch menu together, contacting the food service director for ingredient listings and reinforcing the student should ask for help if the student is unsure about choosing foods.
- If parents are uncertain about possible exposure to allergy-causing foods, they should provide meals and/or treats for their child.
- Parents of students with severe, multiple or unusual food allergies may be required to provide meals and snacks for their student.

## Good Conduct Code

### I. Statement of Philosophy

- A. Encouragement of Participation - Maquoketa Valley Community School District encourages students to participate in co-curricular activities and recognizes that such activities are of significant educational benefit. These educational benefits are as follows:
  - 1. The development of good citizenship and moral character.
  - 2. The development of personal habits aimed at lifetime success.
  - 3. The promotion of the image and identity of the school and community.
  - 4. The training for successful lifelong careers.
- B. Participation is a privilege. By legal interpretation, participation in co-curricular activities is a privilege extended to students by the citizens and taxpayers of the district.
- C. Participation carries responsibilities. This privilege carries with it a corresponding responsibility to represent the school and community in an appropriate manner. The community recognizes that participants in co-curricular activities are respected and emulated by the community as a whole. Therefore, a Good Conduct Code is established to set forth behavioral expectations of those students involved in co-curricular activities. Those expectations shall be applicable on a year-round bases. School district policies, rules and regulations for the Good Conduct Policy are in effect for 12 months.

### II. Coverage

- A. If the student is currently engaged in an extracurricular activity the suspension of contests, percentage of events, or period of time to be suspended will begin immediately. If not currently participating in an extracurricular activity the suspension of contests, percentage of events, or period of time to be suspended will be carried over to the time the student seeks to go out for the next activity or contest. Students involved in multiple same season activities will be suspended in all those activities in which a suspension could be applied. If one or several activities do not have performances, or events during the season the violation occurs, then there will not be any suspensions in those activities- provided there was a suspension in at least one activity of the original season.
- B. The following activities are covered by the board's policy and these rules: Athletics, instrumental, and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular and service clubs, all honorary and elected offices (e.g, Homecoming King/Queen/court, class officer, student council officer or representative), Homecoming activities, state contests and performances for spirit squad and drill team, or any other activity where the student represents the school (district) outside the classroom.

### III. A student will lose eligibility under the Good Conduct Rule for any of the following behaviors:

- A. Possession, use, or purchase of tobacco products, regardless of the student's age;
- B. Attending a function (without their own parent or guardian's supervision) where alcohol is present and being used by minors and the student has knowledge of such use, and does not immediately remove themselves from the situation.
- C. Being in a vehicle where alcohol is present and the student has knowledge of such presence, and does not immediately remove themselves from the situation.
- D. Being in a vehicle where alcohol is present and the student has knowledge of such presence, and does not immediately remove themselves from the situation.
- E. Attending a function or being in a vehicle where illegal drugs are present and the student has knowledge of such presence, and does not immediately remove himself or herself from the situation.
- F. Possession, use, or purchase of illegal drugs and/or drug paraphernalia; or the unauthorized possession, use or purchase of otherwise lawful drugs;
- G. Stealing, vandalism or other serious offenses, including those, which would violate the Iowa Criminal Code, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s). If a student transfers from another Iowa school district and the student had not yet completed a period of ineligibility of a Good Conduct Rule in the previous school district, the student shall be ineligible if the administration determines that there is a general knowledge of the student's violation in the previous district.



#### IV. Consequences

- A. Consequences for violation of this policy will be enforced over a student's junior high school career and over his/her junior high school career. Convictions, admissions, and consequences served will not carry over from the student's junior high years to his/her senior high years.
- B. When a student is found in violation for the Good Conduct Code, the conditions of the penalty are as follows:
  - 1. **First offense** within the student's junior high school career: The student will be ineligible to participate in 1/2 of an athletic season or an appropriate portion of a co-curricular activity. The student must also complete (A) and (B) below.
    - a) An appropriate evaluation session at a recognized substance abuse center or agency that is equipped to handle the problem. This will be at the student's expense.
    - b) Ten (10) hours of community service to be worked off at a place other than school.
  - 2. **Second offense** within the student's junior high school career: The student will be ineligible to participate in one full season or an appropriate portion of a co-curricular activity. The student must also complete (A) and (B) below.
    - a) An appropriate evaluation session at a recognized substance abuse center or agency that is equipped to handle the problem. This will be at the student's expense.
    - b) Twenty (20) hours of community service to be worked off at a place other than school.
  - 3. **Third offense** within the student's junior high school career: 12 months of ineligibility from athletics and/or co-curricular activities. The student must also complete (A) and (B) below.
    - a) An appropriate evaluation and counseling sessions at a recognized substance abuse center or agency equipped to handle the problem. These sessions will be conducted some place other than school and will be at the student's expense.
    - b) Forty (40) hours of community service to be worked off at a place other than school.
  - 4. **Fourth offense** within the student's junior high school career: Permanent ineligibility to participate in all extracurricular activities at Maquoketa Valley.
- C. The time served toward the penalty is not credited until the student has completed the season(s) in good standing to the satisfaction of the coach or sponsor. The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.

#### V. Lifestyle Change Clause

- A. A student that has become permanently ineligible for extracurricular activities can apply for reinstatement of their ineligibility after 12 months of being violation free. The Good Conduct Appeals Committee will meet for a hearing with the student to determine if the eligibility should be reinstated. For reinstatement, the following must be fulfilled:
  - 1. The student has no violations for a 12-month period.
  - 2. The student must show significant lifestyle changes.

#### VI. Honesty Clause (Reduction in Consequence)

- A. Admission Prior to Determination: If a student comes forward to a coach, administrator, or activity sponsor to admit (self report) a violation of the Good Conduct Code prior to a finding of guilt by the administration, the student's consequence may be reduced from 1/2 of the season to 1/3 of the season. This may be used only on the first violation. Admission of guilt must occur within 48 hours of the incident.

#### VII. Determination of Guilt

- A. A student may only be found in violation of the Good Conduct Code if any one of the following occurs:
  - 1. Admission of guilt to coach/sponsor, athletic director, or principal.
  - 2. Report by a staff member that witnessed the student committing a violation.
  - 3. Signed complaint by a credible adult who witnessed the student committing the violation.
  - 4. Notification of violation by an official of a law enforcement agency or Juvenile Court Services.

VIII. Academic Consequences

- A. Unless the student violated the Good Conduct Code while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (e.g. detention, suspension from school) for the violation.

IX. Letters and Awards

- A. Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

X. Appeals

- A. Any student who is found by the administration to have violated the Good Conduct Code may appeal this determination to the Good Conduct Review Committee by contacting the Principal in writing within 3 working days of being advised of the violation. The committee will consist of two students (one of the student's choosing), two teachers (one of the student's choosing), one of the student's coaches or activity sponsors, athletic director and an administrator. The administrator will serve as the facilitator for the committee.
- B. The committee will meet within 7 working days for a hearing with the student and/or parents/guardians. The consequence will be in effect pending the committee's decision.
- C. If the student is still dissatisfied, he or she may appeal to the Maquoketa Valley School Board by filing a written appeal with the Board Secretary no later than three working days following the decision of the Good Conduct Review Committee. The Board Secretary will contact the student about the date and time of the hearing with the Board. The hearing by the Board of Directors will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session.
- D. The grounds for appeal to the Board of Directors are limited to the following: the student believes he/she did not violate the Good Conduct Code; the student believes he/she was given inadequate due process in the investigation and determination of the violation; or the student believes the consequence the student must experience is in violation of the Handbook Rules or Board Policy. The consequence will remain in effect pending the outcome of the hearing with the Board of Directors. If the School Board reverses the decision of the committee, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

**Good Conduct Code Suspension Consequences for 2020-2021**

I. Number of Contests

- A. The number of contests/performances is listed for the junior high level. A contest/performance is defined as that activity which occurs on that date. Multiple games, meets or one date count as one contest.
- B. Students who are in violation of the Good Conduct Policy will lose some eligibility in all activities they are involved in during a particular season. Students must be involved in an activity from the first day of practice to entitle the student to serve their suspension. Students will not be allowed to go out for an activity after the season has begun in order to serve their suspension.
- C. It should be noted that as an example: If you take 1/2 of a seven game schedule it comes out to a 3 1/2 game suspension. In the case of an odd number, whether it is 1/2 of the season or 1/3 of the season, we will always round up to the next highest number. In this case a student would miss 4 games.
- D. Some performances in Band and Vocal music are considered part of the music curriculum. Students will be permitted to be involved in performances that are an extension of the classroom curriculum. The Principal and music director will decide the decision as to what activities students will be ineligible for.
- E. The following list of activities is broken down into seasons. Some activities encompass more than one singular season. If game/activity suspensions are not fulfilled in one season, they will carry forward to the next season the student participates.

**FALL SEASON: August 1, 2021 - November 14, 2021**

<u>Activity</u>	<u>First Offense</u>	<u>Second Offense</u>
Band	1/2 of fall activities	all fall activities
Class Officer	1/2 of fall season	full season
Cross Country	1/2 of all meets	entire season
Fall Musical	all performances	all performances
Football	1/2 of all games	entire season
Student Council	1/2 of fall season	all of fall season
Vocal Music	1/2 of fall activities	all of fall activities
Volleyball	1/2 of all games	entire season
Junior High Dance	Ineligible to Attend	Ineligible to Attend

**WINTER SEASON: November 15, 2021 - March 13, 2022**

<u>Activity</u>	<u>First Offense</u>	<u>Second Offense</u>
Band	1/2 of winter activities	all winter activities
Basketball	1/2 of all games	entire season
Class Officer	1/2 of winter season	full season
Student Council	1/2 of winter season	all of winter season
Vocal Music	1/2 of winter activities	all of winter season
Wrestling	1/2 of all meets	entire season
Junior High Dance	Ineligible to Attend	Ineligible to Attend

**SPRING SEASON: March 14, 2022 - May 22, 2022**

<u>Activity</u>	<u>First Offense</u>	<u>Second Offense</u>
Band	1/2 of spring activities	all spring activities
Class Officer	not eligible to be elected	not eligible for election
Spring Play	all performances	all performances
Student Council	not eligible to be elected	not eligible for election
Track - Boys	1/2 of all meets	entire season
Track - Girls	1/2 of all meets	entire season
Vocal Music	1/2 of spring activities	all of spring activities
Junior High Dance	Ineligible to Attend	Ineligible to Attend

**SUMMER SEASON: MAY 23, 2022 - August 1, 2022**

<u>Activity</u>	<u>First Offense</u>	<u>Second Offense</u>
Band	1/2 of summer activities	all summer activities
Baseball	1/2 of all games	entire season
Softball	1/2 of all games	entire season
Junior High Dance	Ineligible to Attend	Ineligible to Attend
Foreign Language Trip	Sponsor Discretion	No trip
Music Trip	Sponsor Discretion	No trip

Students receive progress reports in the form of report cards at the end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Students who receive an incomplete in a class must complete the class within two weeks after the start of the next quarter. Extensions may be granted by the teacher with the permission of the principal. Students and parents may access up to date grade reports at any time through our student management system on the school's website.

## **Grading**

The following is the grading scale used in the middle school:

A	93 - 100%	A-	90 - 92.99%		
B+	87 - 89.99%	B	83 - 86.99%	B-	80 - 82.99%
C+	77 - 79.99%	C	73 - 76.99%	C-	70 - 72.99%
D+	67 - 69.99%	D	63 - 66.99%	D-	60 - 62.99%
F	59.99% and below				

The staff and administration feel strongly that regular classroom attendance and participation is necessary to get the most out of any class offered at Maquoketa Valley.

## **Grievance Procedure**

Grievances may involve almost any issue relating to or on the basis of educational programs, educational activities, sex, race, creed, religion, sexual orientation, gender identity, color, national origin, marital status or physical or mental disability. They may relate to the actions of a particular individual, to the practices or policies of a particular school or unit within an education agency or institution, or the practices or policies of the agency or institution as a whole. Grievances may assert discrimination against a single individual or against a group or class of individuals. Students may file a written complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure will be strictly followed except in extreme cases.

1. If an employee is involved, discuss the written complaint with the employee within three days of the incident:
2. If unsatisfied with the employee's response or if there is no employee involved, file the written complaint with the principal within one school day of the employee's response or the incident:
3. If unsatisfied with the principal's response, file a written complaint with the superintendent within two days of the principal's response.
4. If unsatisfied with the superintendent's response, students may request in writing, to speak to the school board, within three days of the superintendent's response. The board will determine if it will address the complaint.

## **Guidance & Counseling**

Sometimes in your school life, assistance concerning personal, social, and educational growth will concern you enough to ask for help. The middle school counselor will assist you or be able to refer you to those who can. Resources are available in the guidance office to check out and take home. Types of resources include books, pamphlets, brochures, videos, websites, and phone numbers. Please feel free to stop in or call any time.

## **Gum Chewing**

Students will be allowed to chew gum as long as it is not found on the floors, in the carpet, under the desks and gum wrappers are disposed of properly. If students do not use responsible behavior with this privilege, it may be taken away.

## **Homework/Assignments**

Teachers give assignments on a regular basis. These assignments are an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete all assignments on time. Work not completed should be taken home to finish for the next day. Failure to complete assignments may result in a failing or reduction in grade.

## **Homework Assistance: Wildcat Time**

Any student receiving a “D” or “F” at the end of each week, or any student who needs additional instruction, will be encouraged to stay for Homework Assistance the following week. These sessions are tentatively scheduled for Wednesday after school from 3:20 until 4:00 pm. This time will allow students to receive additional instruction and assistance. Teachers will communicate with coaches if the student-athlete needs to attend homework assistance before going to practice.

### **Honor Roll**

The middle school honors students who excel academically. In order for a student to be on the honor roll, he/she must have a grade point average, for that grading period, of 3.0 or better. All courses will be calculated to determine if a student makes the honor roll (core subjects, exploratory classes, band, and choir). Any “plus “ and “minus” will be included in the average. To be marked \* Straight A’s, a student must have an “A” in EVERY subject, an “A-” will not count towards straight A’s.

The following is the Grade Point Average Scale used:

A	4.0	C	2.0
A-	3.666	C-	1.666
B+	3.333	D+	1.333
B	3.0	D	1.0
B-	2.666	D-	.666
C+	2.333	F	Below .666

### **Human Growth and Development**

The school district provides students with instruction in human health, growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human health, growth and development instruction.

### **Inclement Weather**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over the radio and/or television stations and our MV text alert system if parents have signed up for this alert. The missed day may have to be made up at a later date. Parents may contact the school to sign up for text alerts at any time. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow regular routes, they follow emergency routes or parents are responsible for picking up students at the school. Middle school extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early will also be canceled and may or may not be rescheduled.

### **Illegal Items Found in School or in Students' Possessions**

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

### **Inspection of Educational Materials**

Parents and other members of the school district community may view the instructional materials used by students in the office. Requests for copies may be obtained according to board policy and a copy fee will be assessed. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal.

### **Leaving School During School Hours**

A student may not leave the school grounds without permission once he/she arrives at school. To be excused, permission must be obtained from the office before the student leaves school. A call or a note must be received by the office prior to a student signing out. Any student who doesn’t follow this procedure is given an unexcused absence. The determination of whether the absence is excused is made by the school or designated administrator, not the parent/guardian.

### **Library**

The school library is available to students during school hours if the facility is not scheduled for other school-related use. The library is a place for study and research. It is not a place to socialize. Students are asked to please conduct themselves as if they were in class while in the library.

### **Lost and Found**

Lost and/or found items are turned in to the office. Students may also come to the office to report a missing item.

### **Lunch Period**

Students who live in town may walk home for lunch if they receive permission from their parents. (A note to the office is required). During the lunch periods, students will be assigned to designated areas. All students bringing sack lunch are expected to eat their lunches seated at a table in the lunchroom. Students may supplement their sack lunches with milk from the cafeteria. In order to keep the cafeteria clean and attractive the following rules apply:

1. Always use a tray.
2. Keep milk cartons, food and waste paper on the tray.
3. Empty all debris from trays into the paper containers.
4. Return trays, dishes, and silverware to the receiving window.
5. Keep tables and floor clean.
6. Talk in a normal voice.
7. All food must be eaten at a table.
8. Pick up and clean up any food you drop or spill.
9. Respect cafeteria supervisors.

### **Middle School Building Rules**

1. Students will treat all teachers, staff members and peers with respect.
2. Students are to walk quietly in and out of the building. This also holds true for going to the art room, vocal room, band room or any high school area.
3. Lockers are to be locked at all times.
4. Students are to be in their first hour class by the time the tardy bell rings. If not, they will be counted tardy.
5. Pop and candy are not allowed to be consumed in the middle school building. Juice should be kept in the commons.
6. With the exception of passing time, students are not to be in the halls at any time without a pass. Restrooms should be used before class begins.

### **Notice of Non-Discrimination**

It is the policy of the Maquoketa Valley Community Schools not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, religion in its programs, activities, or physical or mental disability in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Equity Coordinator. The Equity Coordinator is Dave Hoeger and can be reached at [\(563\) 922-2091](tel:5639222091). Inquiries may also be directed in writing to Dave Hoeger, Maquoketa Valley Community Schools, P.O. Box 186, Delhi, Iowa 52223, [\(563\)922-9411](tel:5639229411).

### **Philosophy of Discipline**

Good discipline includes a responsibility for one's actions in accordance with socially accepted behavior as well as respect and proper response to rules, laws and order. Although discipline training begins in the home and continues in school, it must be remembered other factors of environment and associations have significant influence upon the behavior of students. Therefore, it is imperative both school and home cooperate to govern or guide young people to combat undesirable effects of other factors. As individual homes set their own patterns of rules and conducts, the school also outlines its policy on discipline and attempts to regulate it through a joint responsibility of the board, staff and pupils. The purpose is to ensure an orderly and efficient operation of school in order to provide a scholarly discipline attitude to achieve educational benefits for all students. The school will exercise the greatest effort on disciplinary control of students

on school property, however, it will also govern behavior at school activities away from the school grounds.

### **Physical Examinations**

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. No student will be allowed to practice without a physical on file at the school. Physicals must be renewed annually.

### **Physical/Sexual Abuse and Harassment of Students By Employees**

The school district does not tolerate employees' physically or sexually abusing or harassing students. Students who are physically or sexually abused by an employee should notify their parents, teacher, principal or another employee. Sexual abuse means sexual acts involving a student, acts that encourage the student to engage in prostitution, as well as inappropriate, intentional sexual behavior or sexual harassment by the employee toward a student. Sexual harassment are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

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

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mrs. Brenda Becker (926-2701 or 923-3225) as the Level I investigator. Mrs. Tiersa Frasher (922-9411) and Mr. Troy Osterhaus (922-2091) as the alternate Level I investigators. Those investigators may be contacted directly. While employees cannot use physical force to discipline a student, there are times physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

### **Plan in Time of Crisis**

The Delhi Elementary and Middle School have a plan in place for use in case of fire, tornado, hazardous material incident, and a threat of violence. Some of these plans were developed in conjunction with the local and county law enforcement agencies, emergency management, local fire and EMT personnel. Each of these plans is explained to staff and students. Practice drills will be held to allow staff and students to know what steps to take if a real emergency should develop. The first priority of school personnel will be accounting for all children and staff in the building. A plan for parents is also an important component to these crisis situations where their children may be involved. If students have been evacuated from school grounds, parents will be directed through KMCH radio station (94.7 FM) as to when and where to pick up their children. Parents will be asked to NOT call school during an emergency because this will tie up the phone lines that will be needed to communicate with law enforcement. As difficult and stressful as the situation might be, it is imperative to cooperate with law enforcement as they work to secure the building and move children and staff to a safe place. Our hope is that we never will have the need to implement any one of these plans for a real emergency but being prepared is critical to everyone's safety. Please help us carry these plans out by noting your role in these crisis situations.

### **Procedures for Students who are Transferring to Another School or School District**

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. When a new student transfers into the school district, the student's records are requested from the previous school district.

## **Retention Policy: Grades 6 - 8**

A sixth or seventh grade student who fails the second semester of one core course will be promoted to the next grade but may have to take the failed subject over again the following year. If a sixth or seventh grade student fails two or more core subjects in the second semester, he/she may be required to repeat that grade again. An eighth grade student who fails the second semester of one core course will be promoted to ninth grade but may have to take the failed subject over again in ninth grade. If an eighth grade student fails two or more core subjects in the second semester, he/she may be required to repeat eighth grade again. The final grades for each student will take into consideration all work done during the second semester as well as the work done during the first semester. The following criteria will be used to determine retention:

1. Year long grade: Average of 1st semester & 2nd semester grade
2. Academic plans / goals
3. Behavior plans / goals
4. Administration / Teacher recommendations

## **School Behavior Code**

**School Responsibility:** The personnel of the Maquoketa Valley Middle School feel a strong responsibility for all students enrolled in the educational program. Therefore, rules and regulations have been established to guide students, as well as conduct and maintain an orderly and efficient school operation. Within and through these regulations, the individual's rights and responsibilities will be maintained.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

**Administrative Action:** Detention means the student's presence is required during non-school hours for disciplinary purposes. Detention is held after school from 3:30-4:00 pm or before school from 7:15 - 7:45 am.

Suspension means either an in-school suspension, out-of-school suspension, a restriction from activity or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from regular school activity while under supervision. An in-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school and classes, but will not participate in school activities. Students under suspension either in-school or out of school will not be permitted to take part in school activities or be present at school activities during the suspension period.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board but no longer than one year.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

## **School Day**

Students may be present on school grounds before 8:00 a.m. or after 3:25 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds as soon as school is dismissed. Students should never be in the gym unsupervised before or after school.

## **School Equipment**

All athletic and other equipment issued for student use is the responsibility of the student and should be turned in as soon as the activity for which the equipment was issued is completed. Any students having athletic or other school property in their possession that has not been issued for their use or has not been returned at the proper time can expect to buy the equipment or face charges of theft and be reported to the sheriff's office.

## **School Fees**



The school district charges fees for certain items, such as class materials and class dues. Families who have concerns about the fees should contact the principal.

### **School Song, School Colors and School Mascot**

Maquoketa Valley's school song is the Iowa Fight Song. Our school colors are black & gold with a Wildcat as our mascot.

### **School-Sponsored Activities**

School-sponsored and approved activities requiring transportation, which includes contests, field trips, and additional tours require approval by the superintendent or principal. The school will provide or arrange transportation by car or bus when needed for school-sponsored activities. Students participating in these activities must go and return on the bus or car unless other specific arrangements have been made with the parents, sponsor, and principal. While on the school-sponsored activity, students are under the same regulations that pertain to other school functions or activities. All students may be required to turn in an advanced make-up slip to the office before they will be allowed to leave on the trip. Students riding school buses to school-sponsored activities shall return by the same means of transportation. If the parents/guardians personally request and obtain permission from the authorized faculty representative or principal of the school in charge of the activity to take the student home, they may do so.

### **School-Sponsored Student Activities**

School-sponsored student activities are those which are recognized by the school district and board. School-sponsored student activities include:

#### **Athletics Seventh and Eighth Grades**

- Athletic options offered to students are football, cross country, basketball, wrestling, volleyball, track, softball and baseball. All participants must carry accident insurance.

#### **Athletic Manager**

- A student manager is selected by the coaches for each sport. They will aid in the care of equipment, help with first aid, keep statistics, etc.

#### **Instrumental Music**

- Band, jazz band and individual lessons are provided by our instrumental music department. Concerts and various other parades are some of the activities.

#### **Choir**

- Choir is offered by the vocal music department. There are many programs each year.

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

### **Search and Seizure Regulations**

#### **I. Searches, in General**

- A. The Board of Directors holds all school property in public trust. School authorities may, without a search warrant search a student, student lockers, desks, work areas or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment and protect the safety and welfare of students, school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in a search. Items of contraband may include but are not limited to non-prescriptions controlled substances, such as marijuana, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action may be grounds for reporting to local law enforcement authorities.
- B. In an ongoing effort to keep and provide a safe environment for all students, the Maquoketa Valley School District will partner with local law enforcement to participate in a routine unannounced search of school premises by the drug and bomb K-9 (dog) units. Sessions will be scheduled through the Superintendent and/or Secondary

Principal's office.

## II. Reasonable and Articulable Suspicion:

- A. A search of a student or a student's Remotely Activated or Activating Communication Device will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules or regulations affecting school order. Reasonable suspicion may be formed by considering factors such as the following:
  - a. eyewitness observation by employees;
  - b. information received from reliable sources;
  - c. suspicious behavior by the student; or,
  - d. the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

## III. Reasonable Scope:

- A. A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following: the age of the student; the sex of the student; the nature of the infraction; and exigency requiring the search without delay.

## IV. Types of Searches

### A. Personal Searches

- a. A student's person and/or reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
- b. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
- c. Pat-down searches: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student, with another adult witness of the same sex present, when feasible.
- d. A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc, is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures. al effects (e.g., purse, backpack, etc.) may be searched when a school official has reason

### B. Locker and Desk inspections

- a. Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections. Students should have no legitimate expectations of privacy in their locker or desk. Periodic inspections of all or random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement.
- b. The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy rule. Such searches should be conducted in the presence of another adult witness when feasible.
- c. Students having any problems with their locker should notify the office.
- d. Students will be assigned a locker each year. Please do not tell anyone the combination to your locker. Also - students are in no circumstances allowed to change lockers or locker partners without permission of the principal.

## **Social Media Acceptable Use**

If social media is used at school, all comments are subject to monitoring, possible editing or removal if policy is violated. Comments posted are not necessarily those of the LEA. Comments made are subject to requests made under Iowa's Open Records law, Iowa Code Chapter 22. Unacceptable use of social media, include but is not limited to: use of vulgar, offensive, threatening or harassing language, posting comments that are not germane to the subject at hand, prohibits comments promoting or opposing any person running for public office or any ballot proposition, prohibits advertisements of or promotion of a business or commercial transaction, prohibits posting of comments that violate confidentiality requirements under state and federal law. The consequences of unacceptable use of these types of devices is listed in the discipline chart at the end of this handbook.

## **Sportsmanship**

A good booster of Maquoketa Valley wants the team to win fairly and cleanly. He/she respects the decision of the referee, even if he/she believes it to be wrong. All officials are honest; some make mistakes, but so does everyone. It might also be said that an official makes far fewer mistakes than people think he/she makes. When you come to Maquoketa Valley activities, enter into them wholeheartedly and cheer for our team in defeat, as well as, victory. Treat the opposing team and its spectators with respect. Be a modest winner and a good loser.

## **Standardized Tests**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless they are excused by the principal.

## **Student Assault of a School District Employee**

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered buses; while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension to determine whether to impose further sanctions against the student which may include expulsion.

Assault for purposes of this section of this policy is defined as:

1. an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
2. any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
3. intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault which the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreadable risk of serious injury or breach of the peace.

## **Student Conduct**

The School Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district, or while on school owned and/or operated school or chartered buses; while attending or engaged in home or away school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, and expulsion.

## **Student Funds and Fundraising**

Students may raise funds for school activities upon approval of the principal prior to the fundraising event or the start of a fund-raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift. Any students raising money are asked not to sell at school between the hours of 8:00 AM and 4:00 PM.

## **Student Illness or Injury at School**

A student who becomes ill or is injured at school must notify the office, his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. **DO NOT LEAVE THE SCHOOL BUILDING, WHEN ILL WITHOUT NOTIFYING THE OFFICE.** Students should not text or call parents to say they are ill unless they have come to the office, been seen by office personnel, and then have permission to contact a parent. Most times, the school will make the call to the parent.

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

## **Student Insurance**

Student health, dental and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the Business Manager's office. Student athletes must have health and accident insurance in order to participate in extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have insurance should contact their coach.

## **Student Passes**

Once a student reports to class at the beginning of a period he/she is expected to remain there until the end of the hour. The only exception to this rule would be that students may leave and return to their study hall from music lessons or the library. If a teacher wants a student to come to their room during a study hall period, the student should receive a pass from that teacher.

## **Study Hall**

While in the study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire study hall.

### **I. Study Hall Procedures:**

- A. Always bring your assignment notebook, three ring binder and any other study materials you will need for study hall so trips to a student's locker during the class period are not needed. Students should turn in completed work between classes and not ask to leave the study hall to turn in completed assignments to a teacher.
- B. Students will need to sign out with the study hall teacher before leaving the room for any reason. A student must have a pass from a teacher to go to their classroom during the student's study hall time.
- C. Students are expected to study by themselves during study hall. If a teacher requires you to work with other students, the teacher will communicate this to the study hall supervisor.
- D. Study hall is like any other class. Students are expected to be on time and use the restroom between classes.
- E. Students needing to use the computer lab will be required to use the sign out sheet in the study hall.
- F. Students should work until the bell rings or until the supervisor indicates it is time to put their materials away.

**Tardiness:**

A pupil is tardy to class if he/she is not in the classroom or study hall when the tardy bell rings. If a student is tardy to class multiple times, the student may receive a consequence. Instructors may have additional tardy procedures.

**Telephone Use During the School Day**

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. Students are allowed to use the office telephone when ill or in case of an emergency. We ask if students bring cell phones to school, they keep them in their lockers until after school, and not use them during the school day. If they need to use their cell phone to contact a parent, the student must come to the office.

**Threats of Violence**

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

**Visitors/Guests**

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit.

**Weapons**

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

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

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

Students bringing a firearm to school or having a firearm at school, shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis when extremely unusual circumstances exist. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any weapon, or explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

### **Schedule Changes for Band / Choir**

The following process will be used for students wishing to add or drop band / choir for 6th, 7th & 8th grade:

1. Students will be given 5 school days at the beginning of each semester to make a schedule change. No changes will be allowed after this time.
2. Students are required to meet with the instructor and discuss the reasoning for requesting a change in schedule.
3. Following the meeting with the instructor, parents must call or email the school to request the change. A change will not be made until a parent has contacted the school at one of the following:
  - a. Morgan Manternach: phone: 563-922-9411      email: [morganmanternach@maquoketa-v.k12.ia.us](mailto:morganmanternach@maquoketa-v.k12.ia.us)
  - b. Troy Osterhaus: phone: 563-922-2091      email: [troyosterhaus@maquoketa-v.k12.ia.us](mailto:troyosterhaus@maquoketa-v.k12.ia.us)

### **WIN Time (Whatever I Need) Time**

Students may be involved in reading and/or math interventions during our scheduled WIN time. Multiple sources of student data are reviewed. Those students identified as needing additional support will be assigned to a teacher twice a week for reading and/or twice a week for math. Intervention groups may change each quarter as a result of a quarterly review of student assessment data. Those identified as needing extra support are expected to be a part of the interventions as it will help them become more successful in their coursework.

### **Locker Signs:**

Only school sponsored activity signs made under the supervision of the activity sponsor will be allowed on lockers.

### **Bailey's Ford Trip: Last Day of School Activities for 6th Grade**

On the last day of school, all 7th & 8th grade students will have an opportunity to attend the end-of-the-year outing to Bailey's Ford as long as the student is in good standing, discipline-wise. Administration reserves the right to keep a student from participating based on behavior concerns. The student may also be excluded from this culminating year-end celebration if they choose not to attend school the day before this year-end activity.

The same policy holds true for the 6th grade students on the last day of school activities that will be held on the school campus.

## Maquoketa Valley Discipline Response

If a behavior is unwanted, repeated, aggressive, includes an imbalance of power, places the student in reasonable fear of harm, has a substantially detrimental effect on their physical/mental health, substantially interferes with a student's academic performance or their ability to participate in school activities, bullying and harassment investigation procedures will be followed and appropriate remedial and/or disciplinary actions taken.

*\*\* Administration has the right to modify the level of consequence due to student action/behavior. Individual plans for students may be considered for severe or repeated incidences.*

Disruptive Actions	1st Step:	2nd Step:	3rd Step:	4th Step
<b>Minor:</b> Distracting noises, blurting, roaming	Staff Handled: Verbal reminder of Wildcat Way expectations.	Staff Handled: Formal redirect; explicit reteaching outside of class time	Staff issues repeated minor office referral, communicates with parents.  Behavior strategist or administrator follows up with student.	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequences issued: quiet lunch, detention
<b>Major:</b> Throwing objects to cause harm, noises/blurting to the point where instruction needs to stop, refusal to comply with dress code, threatening or unsafe action, public displays of affection	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent.  Consider restorative action	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequence: quiet lunch, consider restorative action	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequence: detention, consider restorative action	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequence: in-school suspension  Parent meeting

Bus Misconduct	1st Step:	2nd Step:	3rd Step:	4th Step
	Complete Office Discipline Referral Sheet. Send a copy home.  Administrator, behavior strategist and driver contact parent	Complete Office Discipline Referral Sheet. Send a copy home.  Administrator or behavior strategist contact parent  Assigned seat on the bus for 2 weeks	Complete Office Discipline Referral Sheet. Send a copy home.  Administrator or behavior strategist contact parent  Assigned seat on the bus for 3 weeks	Complete Office Discipline Referral Sheet. Send a copy home.  Administrator or behavior strategist contact parent  Loss of bus privileges for one week

<b>Defiance, disrespect, noncompliance</b>	<b>1st Step:</b>	<b>2nd Step:</b>	<b>3rd Step:</b>	<b>4th Step</b>
<b>Minor:</b> Walking away from teacher when being spoken to, unresponsive even after cool down, yelling, refusing to follow directions, leaving room without permission, hiding/crawling under furniture to avoid situation, lying	Staff Handled: Verbal reminder of Wildcat Way expectations.	Staff Handled: Formal redirect; explicit reteaching outside of class time	Staff issues repeated minor office referral, communicates with parents.  Behavior strategist or administrator follows up with student.	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequences issued: Quiet Lunch Detention
<b>Major:</b> Complete refusal to follow expectations	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent.  Consider restorative action	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequence: quiet lunch, consider restorative action	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequence: detention, consider restorative action	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequence: in-school suspension  Parent meeting

<b>Attending Class</b>	<b>1st Step:</b>	<b>2nd Step:</b>	<b>3rd Step:</b>	<b>4th Step</b>
Minor: tardy	Conference with staff  Recorded in office	Conference with staff  Recorded in office  Quiet lunch	Conference with staff  Recorded in office  3 days of quiet lunch	Conference with staff  Recorded in office  Detention
Major: leaving school without permission, skipping class	Complete Office Discipline Referral Sheet. Send a copy home.  Detention  Parents notified	Complete Office Discipline Referral Sheet. Send a copy home.  1 Day In-School Suspension  Parent Notified	Complete Office Discipline Referral Sheet. Send a copy home.  2 Day In-School Suspension  Parent Notified.	Complete Office Discipline Referral Sheet. Send a copy home.  3 Day In-School Suspension  Parent Notified



Inappropriate ( <i>racial or ethnic slurs, sexual terms</i> ) or harassing language, profanity, gestures & actions in person or via SOCIAL MEDIA:	1st Step:	2nd Step:	3rd Step:	4th Step
<b>Minor:</b> Name calling, slip of tongue, sound-alike curse words, <u>not</u> directed at an individual, intentionally blocking someone's path	Staff Handled: Verbal reminder of Wildcat Way expectations.	Staff Handled: Formal redirect; explicit reteaching outside of class time	Staff issues repeated minor office referral, communicates with parents.  Behavior strategist or administrator follows up with student.	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequences issued: Quiet Lunch +Detention
<b>Major:</b> Repeated use, directed at a <u>peer</u> , or threatening harm/injury, invading someone's privacy, ostracism (starting rumors, telling others not to be friends with someone, actions that would cause someone to be without friends), inappropriate touching, exposing privates,	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent.  Consider restorative action	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequence: detention, consider restorative action	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequence: in-school suspension, consider restorative action	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequence: immediate in-school suspension (plus 1-3 days additional suspension); may lead to possible expulsion  Parent meeting
<b>Major:</b> Repeated use, directed at <u>adult</u> , or threatening harm/injury	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequence: immediate suspension, consider restorative action	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequence: in-school suspension plus 1 day, consider restorative action	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequence: immediate in-school suspension (plus 1-3 days additional suspension)  Parent meeting	

Inappropriate Use of Emergency Alarms	1st Step:	2nd Step:	3rd Step:	
Major:	<p>Immediate Plus One-Day Suspension</p> <p>Parent Conference</p> <p>Law Enforcement Notified</p>	<p>Immediate Plus Three-Day Suspension</p> <p>Parent Conference</p> <p>Law Enforcement Notified</p>	Possible expulsion	

Inappropriate Technology Use	1st Step:	2nd Step:	3rd Step:	4th Step
Not following cell phone use policy	<p>Held in office. Student picks up at the end of the school day.</p> <p>Conference with administrator or behavior strategist on policy</p>	<p>Held in office. Student picks up at the end of the school day.</p> <p>Conference with administrator or behavior strategist</p> <p>Parents notified and pick up the phone</p>	<p>Held in office during day for 1 week; student responsibility to bring in/pick up each day</p> <p>Conference with administrator or behavior strategist</p> <p>Parents notified</p>	<p>Held in office during day for remainder of the year; student responsibility to bring in/pick up each day</p> <p>Conference with administrator or behavior strategist</p> <p>Parents notified</p>
Minor: Inappropriate use of technology devices -- playing games, off-task use of technology, etc.	Staff Handled: Verbal reminder of Wildcat Way expectations.	Staff Handled: Formal redirect; explicit reteaching outside of class time	<p>Staff issues repeated minor office referral, communicates with parents.</p> <p>Behavior strategist or administrator follows up with student.</p>	<p>Complete Office Discipline Referral Sheet &amp; send home.</p> <p>Conference with administrator or behavior strategist followed by communication with parent</p> <p>Additional consequences issued: Quiet Lunch Detention</p>
Major: Inappropriate use of technology devices -- inappropriate sites, pictures, impersonating someone or accessing their accounts, etc.	<p>Complete Office Discipline Referral Sheet. Send a copy home. Communicate with parent.</p> <p>Conference with administrator or behavior strategist</p> <p>One week ban on technology</p> <p>Multiple days of quiet lunch</p>	<p>Complete Office Discipline Referral Sheet. Send a copy home. Communicate with parent.</p> <p>Conference with administrator or behavior strategist</p> <p>Two week ban on technology</p> <p>Detention</p>	<p>Complete Office Discipline Referral Sheet. Send a copy home. Communicate with parent.</p> <p>Conference with administrator or behavior strategist</p> <p>Three week ban on technology</p> <p>Immediate suspension (plus)</p>	<p>Complete Office Discipline Referral Sheet. Send a copy home. Communicate with parent.</p> <p>Conference with administrator or behavior strategist</p> <p>Permanent ban on technology</p> <p>Immediate suspension (plus)</p>

<b>Assault on Student or Staff</b>	<b>1st Step:</b>	<b>2nd Step:</b>
Major: One-sided physically violent attack	Immediate Plus 3 Day Suspension  Administrator calls parent	Immediate Plus 3-10 Day Suspension  Parent Conference

<b>Physical Altercations</b>	<b>1st Step:</b>	<b>2nd Step:</b>	<b>3rd Step:</b>	<b>4th Step</b>
Minor: Play fighting, pushing in line, bumping intentionally, throwing object with no intended target	Staff Handled: Verbal reminder of Wildcat Way expectations.	Staff Handled: Formal redirect; explicit reteaching outside of class time	Staff issues repeated minor office referral, communicates with parents.  Behavior strategist or administrator follows up with student.	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequences issued: Quiet Lunch Detention
Unintentional Major: Physically aggressive behavior such as hitting, pushing, grabbing, slapping that is not intended to cause harm	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parents.  Consider restorative action	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequence: quiet lunch, consider restorative action	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequence: detention, consider restorative action	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Additional consequence: in-school suspension  Parent meeting
Intentional Major: Hitting, pushing, slapping, grabbing, punching, kicking that is intentional and/or does injure others	Complete Office Discipline Referral Sheet & send home  Conference with administrator or behavior strategist followed by communication with parent  Immediate Plus One-Day Suspension	Complete Office Discipline Referral Sheet & send home  Conference with administrator or behavior strategist followed by communication with parent  Immediate Plus Two-Day Suspension	Complete Office Discipline Referral Sheet & send home  Conference with administrator or behavior strategist  Administrator conference with parent  Immediate Plus 3-5 Day Suspension	Student in suspension until plan is developed

<b>Theft</b>	<b>1st Step:</b>	<b>2nd Step:</b>	<b>3rd Step:</b>	<b>4th Step</b>
Major: Taking someone else's property; refusing to return borrowed item after adult intervention	<p>Complete Office Discipline Referral Sheet. Send a copy home.</p> <p>Administrator calls parent.</p> <p>Additional consequences: Quiet lunch Detention Possible Law Enforcement</p> <p>Return or Reimbursement Costs</p>	<p>Complete Office Discipline Referral Sheet. Send a copy home.</p> <p>Administrator calls parent.</p> <p>Additional consequences: Detention Suspension Possible Law Enforcement</p> <p>Return or Reimbursement Costs</p>	<p>Complete Office Discipline Referral Sheet. Send a copy home.</p> <p>Administrator calls parent.</p> <p>Immediate In-School Suspension (plus)</p> <p>Possible Law Enforcement</p>	<p>Complete Office Discipline Referral Sheet. Send a copy home.</p> <p>Administrator calls parent.</p> <p>Immediate In-School Suspension (plus)</p> <p>Possible Law Enforcement</p>

<b>Cheating/Forgery</b>	<b>1st Step:</b>	<b>2nd Step:</b>	<b>3rd Step:</b>	<b>4th Step</b>
Minor: Copying from someone else's work	<p>Staff Handled: Verbal reminder of Wildcat Way expectations. Communicate with Parents</p> <p>Complete assignment</p>	<p>Staff Handled: Formal redirect; explicit reteaching outside of class time. Communicates with parents.</p> <p>Complete assignment</p> <p>Quiet Lunch</p>	<p>Staff issues repeated minor office referral, communicates with parents.</p> <p>Behavior strategist or administrator follows up with student.</p> <p>Complete assignment</p> <p>Quiet Lunch Detention</p>	<p>Complete Office Discipline Referral Sheet &amp; send home.</p> <p>Conference with administrator or behavior strategist followed by communication with parent</p> <p>Complete assignment</p> <p>Quiet Lunch Detention</p>
Major: Forging someone else's signature, plagiarism	<p>Complete Office Discipline Referral Sheet &amp; send home.</p> <p>Conference with administrator or behavior strategist followed by communication with parent.</p> <p>Quiet lunch until assignment is completed</p> <p>Consider restorative action</p> <p>Complete assignment</p>	<p>Complete Office Discipline Referral Sheet &amp; send home.</p> <p>Conference with administrator or behavior strategist followed by communication with parent</p> <p>Complete assignment</p> <p>Additional consequence: quiet lunch, consider restorative action</p> <p>Complete assignment</p>	<p>Complete Office Discipline Referral Sheet &amp; send home.</p> <p>Conference with administrator or behavior strategist followed by communication with parent</p> <p>Additional consequence: detention</p> <p>Consider restorative action</p> <p>Complete assignment</p>	<p>Complete Office Discipline Referral Sheet &amp; send home.</p> <p>Conference with administrator or behavior strategist followed by communication with parent</p> <p>Additional consequence: in-school suspension</p> <p>Parent meeting</p> <p>Complete assignment</p>

<b>Vandalism</b>	<b>1st Step:</b>	<b>2nd Step:</b>	<b>3rd Step:</b>	<b>4th Step</b>
Minor: making marks on school property, making mess in school area, misusing property	Staff Handled: Verbal reminder of Wildcat Way expectations. Communicate with Parents  Consider restorative action	Staff Handled: Formal redirect; explicit reteaching outside of class time. Communicates with parents.  Consider restorative action  Quiet Lunch	Staff issues repeated minor office referral, communicates with parents.  Behavior strategist or administrator follows up with student.  Consider restorative action  Quiet Lunch Detention	Complete Office Discipline Referral Sheet & send home.  Conference with administrator or behavior strategist followed by communication with parent  Consider restorative action  Quiet Lunch Detention
Major: Intentionally damaging or breaking school property, permanently defacing, going to the bathroom in inappropriate area	Complete Office Discipline Referral Sheet. Send a copy home.  Administrator calls parent.  Additional consequences: Quiet lunch Detention Possible Law Enforcement  Return or Reimbursement Costs	Complete Office Discipline Referral Sheet. Send a copy home.  Administrator calls parent.  Additional consequences: Detention Suspension Possible Law Enforcement  Return or Reimbursement Costs	Complete Office Discipline Referral Sheet. Send a copy home.  Administrator calls parent.  Immediate In-School Suspension (plus)  Possible Law Enforcement	Complete Office Discipline Referral Sheet. Send a copy home.  Administrator calls parent.  Immediate In-School Suspension (plus)  Possible Law Enforcement

<b>Possession of Tobacco or Look-a-Like Product</b>	<b>1st Step:</b>	<b>2nd Step:</b>	<b>3rd Step:</b>	<b>4th Step</b>
Major:	Immediate Plus One-Day Suspension  Parent Conference  Law Enforcement Notified	Immediate Plus Two-Day Suspension  Parent Conference  Law Enforcement Notified	Immediate Plus 3-10 Day Suspension  Parent Conference  Law Enforcement Notified	Possible Expulsion  Law Enforcement Notified

<b>Possession or Under the Influence of Illegal Substance</b>	<b>1st Step:</b>	<b>2nd Step:</b>	<b>3rd Step:</b>	<b>4th Step</b>
Major:	Immediate Plus 5-Day ISS/OSS Suspension  Parent Conference  Law Enforcement Notified	Possible Expulsion  Law Enforcement Notified		

<b>Sale / Distribution of Drugs or Other Controlled Substances</b>	<b>1st Step:</b>	<b>2nd Step:</b>	<b>3rd Step:</b>	<b>4th Step</b>
Major:	Immediate Plus 5-10 Day OSS Suspension  Parent Conference Possible Expulsion  Law Enforcement Notified	Immediate Plus 10 Day OSS Suspension  Parent Conference Possible Expulsion  Law Enforcement Notified		

<b>Weapons</b>	<b>1st Step:</b>	<b>2nd Step:</b>	<b>3rd Step:</b>	<b>4th Step</b>
Use or possession of water guns and look-alike weapons	Immediate suspension plus 1 day  Parent Notified	Immediate suspension plus 2 day  Parent Notified	Immediate suspension plus 3 day  Parent Notified	Possible expulsion  Parent Notified
Use or possession of item identified or used as a weapon	Immediate suspension plus 1 day  Parent Notified	Immediate suspension plus 3 day  Parent Notified	Immediate suspension plus 5 day  Parent Notified	Possible expulsion  Parent Notified

# Maquoketa Valley Community School District - COMPUTER USE AGREEMENT

Please read the entire document carefully.

This agreement is made effective for general use of computers at the school site and upon receipt of a 1:1 laptop computer between the Maquoketa Valley Community School District (MVCSD), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the "Computer") for use while a student is at Maquoketa Valley Community School District, hereby agree as follows:

## **1. EQUIPMENT**

**1.1 Ownership:** MVCSD retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, MVCSD administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access and/or location based tracking, and to alter, add or delete installed software or hardware.

**1.2 Equipment Provided:** Efforts are made to keep all laptops configurations the same. All Computers include a protective carrying case for students in grades 9-12, software, and other miscellaneous items. MVCSD will retain records of the serial numbers of provided equipment.

**1.3 Substitution of Equipment:** In the event the Computer is inoperable, MVCSD has a limited number of spare laptops for use, at the discretion of the administration, while the Computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, a substitute will not be provided except for unusual circumstances at the discretion of the teacher or administration.

**1.4 Responsibility for Electronic Data:** The Student is solely responsible for any non-MVCSD installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data often as necessary. MVCSD provides a means for backup along with directions but MVCSD does not accept responsibility for any such software.

## **2. DAMAGE OR LOSS TO EQUIPMENT**

**2.1 Insurance and deductible:** MVCSD has purchased insurance, which provides the broadest perils of loss regularly available. This insurance coverage is subject to a per loss deductible.

**2.2 Responsibility for Damage:** The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the Standards for Proper Care below for a description of expected care (section 4). In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

- First incident – up to \$100
- Second incident – up to \$100
- Third incident – up to full cost of repair or replacement

**MVCSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.** Examples of gross negligence include, but are not limited to:

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

- Lending equipment to others, other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use).

### **2.3 Responsibility for Loss or Theft:**

- In the event the Computer is lost, the Student and Parent will be billed the full cost of replacement.
- In the event the Computer is stolen, a police report must be filed.
- In either scenario, if the computer is recovered in undamaged condition within a reasonable time frame, the payment may be refunded.

**2.4 Actions Required in the Event of Damage or Loss:** Report the problem immediately to the Technology Staff or School Principal. If the Computer is stolen or vandalized while not at Maquoketa Valley Schools or a school-sponsored event, the Parent shall also file a police report.

**2.5 Technical Support and Repair:** MVCSD does not guarantee the Computer will always be operable, but will always make technical support, maintenance and repair available during normal school hours.

## **3. LEGAL AND ETHICAL USE REGULATIONS**

**3.1 Monitoring:** MVCSD will monitor computer use using a variety of methods – including electronic remote access and tracking – to assure compliance with MVCSD's Legal and Ethical Use Regulations and the MVCSD Appropriate Use Policy.

**3.2 Legal and Ethical Use:** All aspects of MVCSD Computer Use Agreement remain in effect, except as mentioned in this section.

**3.3 File-sharing and File-sharing Programs:** The installation and/or use of any Internet based file sharing tools are explicitly prohibited. File-sharing programs and protocols like: Bit Torrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).

### **3.4 Allowable Customizations:**

- The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system preferences).
- The Student is permitted to download music to iTunes, but cannot download or install any other software without permission from the MVCSD Technology Staff.

**3.5 Copyright Laws:** The Student will not duplicate nor distribute copyrighted materials other than a back-up copy of those items the Student legally owns.

## **4. STANDARDS FOR PROPER COMPUTER CARE**

**4.1 Student Laptop Program Acknowledgement Form:** The Student is expected to follow all the specific guidelines listed in the Computer Use Agreement herein, and take any additional common sense precautions to protect their assigned Computer. These same rules apply to loaner and stationary computers used on the school premises. **Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.**

### **4.2 The Student's Responsibilities**

- Treat the equipment with as much care as if it were your own property.
- Bring the Computer and charging unit to MVCSD every school day. (If the Student forgets his/her equipment,



substitutes will NOT be provided, except for unusual circumstances at the discretion of the teacher or administrator).

- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in a locked locker or other suitable place) when the Student cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. It is “best practice” to leave the Computer in the Student’s issued locked locker. Laptops left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be the Student’s full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the Computer in school vans, in the gym, in a locker room, on playing fields, in the care of another student/teacher, or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car for long periods of time. **\*Avoid leaving the Computer in environments with excessively hot or cold temperatures.** If the Computer must be stored in a car for a short period of time, it must be kept out of plain view to avoid theft.
- The Student will keep the laptop lid fully closed whenever it is moved from one point to another. When passing from class to class the Student must place the Computer in the given computer sleeve / bag.
- The Computer is to be used only by the assigned Student. The Student’s parents or guardians also are granted access to use the Computer. Loss or damage that occurs when anyone else is using the Computer will be the Student’s full responsibility.
- Adhere to MVCSD Computer Use Agreement at all times and in all locations. When in doubt about acceptable use, ask the Technology Staff, teachers, or your Building Principal.
- Regularly back up all necessary data stored on the Computer. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.
- The Student understands their issued Computer is subject to random checks and he/she will be responsible to maintain a laptop that hosts data and materials deemed appropriate by school administration.

#### 4.3 How to Handle Problems

- Promptly report any problems to the Technology Staff or Building Principal immediately.
- Don’t force anything (e.g., connections, popped-off keys, DVD/CDs). Seek help instead.
- When in doubt, ask for help.

#### 4.4 General Care

- Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100% percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Do not do anything to the Computer/bag that will permanently alter it in any way. (The Student can apply identifiers to the Computer/bags as long as they are completely removable and do not damage or leave any markings).
- Keep the equipment clean. For example, avoid touching the screen and NEVER eat or drink while using the Computer. \*Note: The warranty does not cover damage to the Computer due to exposure to bodily fluids, blood borne pathogens or nicotine smoke.

#### **4.5 Carrying the Computer**

- Always completely close the lid and wait for the Computer to enter Sleep mode before moving it, even for short distances. Movement while the Computer is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient.
- Always store the Computer in the laptop bag provided for students in grades 9-12. Students in grades 6-8 store in your assigned computer cart. \*Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Computer other than the Computer itself and the Computer parts as this may damage the screen.
- Do not grab and squeeze the Computer, as this can damage the screen and other components.

#### **4.6 Screen Care**

- The Computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost over \$800 to replace. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the Computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Computer screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens. See Technology Staff or Building Principal for assistance in cleaning your computer properly. The school supplies cleaning materials and special cleaning cloths.
- Never leave any object on the keyboard, i.e. pens, pencils, and papers with staples left on the keyboard are guaranteed to crack or severely scratch the screen when the lid is closed, thus resulting in a charge of over \$800.

#### **4.7 DVD/CD-RW (Optical Drive)**

- Never force a disc into the slot. This can cause permanent damage and voids the computer warranty.
- Keep discs clean and store them in a cover to prevent dust from entering the Computer. Always remove CDs and DVDs when they are not in use – this preserves battery life.

#### **4.8 Battery Life and Charging**

- HS students arrive at school each day with a fully charged battery. Establish a routine at home whereby the Student takes responsibility to charge the Computer overnight. MS students place in their assigned computer cart at school and make sure the charger is connected overnight.
- Avoid using the charger in any situation where the Student or another is likely to trip over the cord. Do not let the battery completely drain. Immediately shutdown if the Student is unable to connect to a charger.
- Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen.

#### **4.9 Personal Health and Safety**

- Avoid extended use of the Computer resting directly on the lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working with the laptop on the lap. Also, avoid lap-based computing while connected to the power adapter, as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks from using the Computer as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home that allows the Student to situate the screen at eye level and the keyboard at lap level.

## **5. EQUIPMENT LENDING INFORMATION**

This additional agreement allows students, under the supervision and discretion of the building principal and classroom teacher (or activity sponsor/coach), to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, drawing tablets and other audio visual devices for multimedia school projects. The signed agreement is part of the Student Laptop Program Acknowledgement Form.

The MVCSD grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

### **5.1 Agreements**

- The Student will return the equipment on the established due date and times. It will be understood the Student will be billed for replacement costs if equipment is not returned or returned promptly.
- The Student will treat this equipment with the same care as if it were their property.
- The Student will maintain the equipment in clean condition.
- The Student will avoid use of the Computer in situations that are conducive to loss or damage.
- The Student will heed general maintenance alerts and advice from school technology personnel.
- The Student will promptly report any malfunctions, loss, damages or theft to the Building Principal, Technology Staff or the classroom teacher/sponsor/coach.
- The Student will always transport the equipment within the case provided whenever leaving the school premises or when the computer is not in use.
- The Student will adhere to MVCSD Computer Use Agreement and Appropriate Use Policy when using peripheral equipment at all times and locations.

### **5.2. Damage or Loss**

- The Student is responsible for any costs incurred due to loss or damage of equipment as determined by the school. The Student understands that if they violate the above, they may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.

## **6. VIDEOS, PICTURES, DISCUSSION AREAS, PUBLISHING ON THE SCHOOL NETWORK**

### **6.1 School Sponsored Pictures, Video and Chat Logs**

- The Student is not to create their own activities or events on the school district's technology network without consent and direction of the classroom teacher and Building Principals.
- The Student is not to ask for or send photos of other students without consent and direction of the classroom teacher and/or Building Principal .
- The Student is not to ask for personal information about other students for public sharing. Examples include but are not limited to: email address, phone number, home address, and physical description. This section is not intended as a comprehensive list. The student handbook and school board policy may apply for disciplinary consequences including limited access to network services and loss of computer privileges if there is a violation. Other student conduct rules and policies may apply.

## **7. COMPUTER USE AND CONDUCT RULES**

**7.1 General Information:** The primary goal of MVCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. The following is a list of rules and guidelines, which govern the use of MVCSD computers and network resources.

**7.2 Network Resources:** Network services refers to all aspects of MVCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology related equipment and services. These rules apply to any use of MVCSD's network resources whether this access occurs while on or off the school premises. MVCSD is not responsible for filtering or monitoring content on student computers when the device is not connected to the school network.

### **7.3 Prohibited Acts:**

#### **The Student may not use network resources:**

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto MVCSD computers or to copy MVCSD school software (copying school owned software programs is considered theft);
- to use any hacking, phishing, or packet capture tools.

#### **In addition, students may not:**

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

**7.4 Responsibility for Property:** The Student is responsible for maintaining a 100% working laptop at all times. The Student shall use reasonable care to be sure the computer is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

The Student must keep the computer locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with the Student or within the Student's sight) at all times. Laptops left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the Student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the Student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen – even at school – will be the Student's responsibility.

**7.5 Discipline** Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the student's use of technology restricted and or revoked. Improper student conduct is subject to disciplinary action according to school board policy and the student handbook.

**7.6 Legal Issues and Jurisdiction** Because MVCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of MVCSD's network resources is subject to the rules stated in this policy. School administration monitors the network and computer devices and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Policy. MVCSD reserves the right to use electronic methods to track the location of computer equipment.

**7.7 Disclaimer** The MVCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Maquoketa Valley Community School District. While MVCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At MVCSD, we expect students to obey the Computer Use Agreement when using the Internet. Students found in violation of the policy will be disciplined. In addition, MVCSD account holders take full responsibility for their access to MVCSD's network resources and the Internet. Specifically, MVCSD makes no warranties with respect to school network resources nor does it take responsibility for:

- 1. the content of any advice or information received by an account holder;
- 2. the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

Please contact the School Principal for any questions regarding the Computer Use Agreement.

## **END OF COMPUTER USE AGREEMENT**

*Adapted from: Clayton Ridge Community School District, Van Meter Community School District, BCLUW Community School District, Washington High School and Houston Public Schools, MN.*

## Parent & Student Handbook Review Signatures:

We have read and reviewed the handbook with our son/daughter. We realize it is our responsibility to know and understand the contents of the Maquoketa Valley Middle School handbook. By signing below I acknowledge that I understand the policies, rules, procedures, and expectations set forth by this handbook.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent Emergency Sheet:

If this information changes during the year, for your child's safety please provide us with an update and also update in PowerSchool on the parent log-in page. Thank you very much!!!

### EMERGENCY INFORMATION FOR STUDENTS

Student's Legal Name \_\_\_\_\_  
(Last) (First)

Home Phone #: \_\_\_\_\_ Student Cell #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(911 address or Box #) (City)

Mother's Name \_\_\_\_\_

Mother's Email \_\_\_\_\_

Mother's Cell # \_\_\_\_\_

Father's Name \_\_\_\_\_

Father's Email \_\_\_\_\_

Father's Cell# \_\_\_\_\_

In an emergency or major disaster during school hours, my child may be released to the following persons:

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Maquoketa Valley Community School District**  
**Parental Order form for Over-the-Counter Medications**

A Registered Nurse/medication trained staff will have the following over-the-counter medication available to give to students according to protocol and with written parental authorization. Please check which medications your child may receive for minor problems such as a cold, menstrual cramps, headache, sore throat, sore muscles, backache, sprains, upset stomach, cuts and rashes. These medications are for occasional use only. If your child requires any medication more frequently, please provide medication and a signed parental authorization form.

**Student Name:**\_\_\_\_\_ **Grade:**\_\_\_\_\_

**Check One:**

\_\_\_\_\_ **May give all** medications listed \_\_\_\_\_ **Do NOT** give any medications

\_\_\_\_\_ **Give ONLY** medications checked

\*\*\*\*\*

**Sixth through Twelfth Grade ONLY**

**(Given at staff's discretion and around meals for Ibuprofen and up to 5 doses per school year.)**

\_\_\_\_\_ **Ibuprofen 200 mg** 1-2 tabs every 4-6 hours \_\_\_\_\_

\_\_\_\_\_ **Acetaminophen(Tylenol) 500mg** 1-2 tabs every 4-6 hours \_\_\_\_\_

\_\_\_\_\_ **Midol** 1-2 tabs as directed \_\_\_\_\_

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**Elementary through High School**

\_\_\_\_\_ **Cough / Sore Throat Lozenge** 1 lozenge every 2-4 hours as deemed necessary

\_\_\_\_\_ **Antacid Chewable Tablets** 1-2 tablets every 2-4 hours for indigestion, heartburn, nausea

\_\_\_\_\_ **Hydrocortisone 1% cream** Apply as needed

\_\_\_\_\_ **Triple Antibiotic Ointment** Apply as needed

\_\_\_\_\_ **Vaseline** Apply as needed for dry lips

\_\_\_\_\_ **Generic Benadryl** Dosing according to age and weight on bottle's instructions

**Parent/Guardian Signature:**\_\_\_\_\_ **Date:** \_\_\_\_\_

**This form is good for the 2021/22 school year ONLY.**

## HEALTH INFORMATION FORM

Instructions: Complete this form and return it to the school office.

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

**Check next to any condition or illness that applies to your child. Use "comments" section at the bottom of the page for explanations.**

<b>Allergies</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	Food _____ Medicine _____ Insects (please specify) _____  Other (please specify) _____  Specify reaction to allergy or allergen: Rash _____ Swelling _____ Hives _____ Trouble breathing _____ Vomiting _____ Diarrhea _____ Local Reaction _____  Does the child need a special diet? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, school requires a prescription by doctor)
<b>Asthma</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	Last Triggers: _____ Diagnosed at age _____  Takes medication: Name of Medication(s): _____  Under doctor care now: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other Respiratory Conditions</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	Describe: _____
<b>ADD / ADHD</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	Takes Medication: <input type="checkbox"/> Yes <input type="checkbox"/> No  Name of Medication: _____
<b>Blood Disorder</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Disorder: _____
<b>Blood Pressure</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	High Blood Pressure (Hypertension): <input type="checkbox"/> Yes <input type="checkbox"/> No Low Blood Pressure (Hypotension): <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Cancer</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	Please explain: _____
<b>Convulsion or Seizures</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	Type: _____ How long ago was last one? _____  Takes Medication: <input type="checkbox"/> Yes <input type="checkbox"/> No   Name of Medication: _____
<b>Cystic Fibrosis</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	Takes Medication: <input type="checkbox"/> Yes <input type="checkbox"/> No   Name of Medication: _____
<b>Diabetes</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	Type 1: <input type="checkbox"/> Yes <input type="checkbox"/> No   Insulin pen / Injection: _____ Pump _____  Type 2: <input type="checkbox"/> Yes <input type="checkbox"/> No   Medication: _____
<b>Digestive Disorders</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain: _____



<b>Serious Head Injury</b> ____ Yes ____ No	Explain:
<b>Hearing Trouble</b> ____ Yes ____ No	Explain:
<b>Heart Condition</b> ____ Yes ____ No	Explain: Under Doctors care: ____ Yes ____ No Any Physician Restrictions? ____ Yes ____ No If yes, explain:
<b>Kidney or Bladder Disorder</b> ____ Yes ____ No	Explain:
<b>Migraines</b> ____ Yes ____ No	Under Doctor's care? ____ Yes ____ No Name of Medication: _____
<b>Muscle / Bone / Mobility Disorder</b> ____ Yes ____ No	Explain:
<b>Psychiatric Diagnosis</b> ____ Yes ____ No	Takes Medication: ____ Yes ____ No Name of Medication: _____
<b>Surgery</b> ____ Yes ____ No	What for?
<b>Vision Problems</b> ____ Yes ____ No	Explain: Glasses: _____ Contacts: _____
<b>Other Medical Conditions not Listed</b> ____ Yes ____ No	Explain:

<b>Comments or other Health Information:</b>
--

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_