

# Maquoketa Valley Middle School 2015-2016



## Student Handbook

# Middle School Student Handbook

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## **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 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.

Mrs. Tracy Morrison, Principal

## **Our Mission Statement**

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

## **Our Vision**

\*Learning that is engaging, challenging, and focused

\*Timely response to all students' needs

\*Shared responsibility for learning in a safe, respectful environment

\*Frequent feedback and purposeful assessment

\*Promotion of strong character and productive citizenship

## **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 worthwhile 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. 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 attempt a high goal.
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. Doug Tuetken, 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.

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### **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**

Students may need to take prescription or non-prescription medication during school hours. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by office personnel. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy; date of the prescription; name of the physician; potential side effects; and emergency number for parents. In a rare circumstance, a student may carry medication only with the permission of the parents and principal.

### **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.

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

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

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

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

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

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions

affecting that student; or

- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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

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

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

Retaliation against 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 alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by 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.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

\* tell a teacher, counselor or principal; and

\* write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;

\* what, when and where it happened;

\* who was involved;

\* exactly what was said or what the harasser did;

\* witnesses to the harassment;

\* what the student said or did, either at the time or later;

\* how the student felt; and

\* how the harasser responded.

## **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.

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

### **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**

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

**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 8:05 a.m. Before a student is re-admitted 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. A doctor's excuse will be required if a student misses three or more days in a row.



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.

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:

- Personal illness
- Professional appointments that cannot be made other than during school time (doctor, dental, etc.)
- Funeral, death, or serious illness in the immediate family
- 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 by 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 (periods 5-8). 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 home work to be collected. A student must be in attendance a minimum of 37 days per quarter.

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.

### **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 third period every day. It is the responsibility of all students to listen carefully for announcements that concern them. 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.

- 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.
- Riders must be at the designated loading point before the arrival time.

- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- 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.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- 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.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

### **Cafeteria**

The district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch including milk. All students must eat their lunch in the cafeteria. No pop may be consumed during lunch.

### **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 book bag 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 - 3:00 PM. Unless otherwise directed by the classroom instructor and/or administration. Consequences for not following the rules as set forth:

As required, the response to students use of these devices includes:

**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 students 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 rest rooms with an immediate suspension plus one day for a first time violation. A second violation will result in an immediate plus 3 day suspension and a third offense could result in a recommendation for expulsion. Law enforcement may be notified after the first, second, and/or third violation of the policy.

### **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. 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**

Four attendance centers provide the setting for the academic and co-curricular activities of the district. The district has three elementary centers located in Delhi, Earlville, and Hopkinton. Maquoketa Valley Middle School is comprised of

grades six, seven, and eight on the central campus in Delhi. Also located in Delhi is Maquoketa Valley High School.

### **Detention Procedures**

Detentions will be served most likely after school from 3:00-4:00 PM. Detentions on Saturday mornings from 8:00-9:00 AM are also a possibility. Students and parents will be given 48 hours notice before detention is to be served.

### **Dress Code**

The students of Maquoketa Valley shall be dressed and groomed in a fashion that is complimentary 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.

Please: NO HATS, CAPS OR BANDANAS ARE TO BE WORN IN THE SCHOOL BUILDING. BARE MIDRIFTS, 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 extra-curricular 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. In the event a student comes under the jurisdiction of any court for juvenile delinquency or charged with a crime, except minor traffic violations, said student shall automatically become ineligible to participate in all extra-curricular 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 extra-curricular activities. Refer to 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, in the central administration office.

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, telephone number.

### **Eligibility for Extra-Curricular Activities**

A student must be passing all core courses in order to be eligible to participate in extra-curricular activities. The office will run grade reports on Fridays (or the last day of the week if we aren't in session on Friday). Those ineligible at that

time will remain ineligible until grade reports are run the following Friday. 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 in the bleachers. A student may also attend an away event with a parent transporting the student. The student would sit in the bleachers. 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.

### **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. Required fees must accompany the permission form.

### **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 School 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 that 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 and family involvement is critical. Ultimately the primary responsibility for reducing the risks associated with food allergies rests with the student and 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 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 students 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 that the student should ask for help if the student is unsure about choosing foods in the cafeteria.
- 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.

### **Frequent Absences From School**

The State of Iowa defines truancy as: Any child between the ages of 6 and 16 years of age on September 15, 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:

- 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.
- 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 cause.
- 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.
- 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.

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:

- Personal illness
- Professional appointments that cannot be made other than during school time (doctor, dental, etc.)
- Funeral, death, or serious illness in the immediate family
- Participation in school-scheduled activities.

### **Good Conduct Code**

#### **I. Statement of Philosophy**

A. Encouragement of Participation - The 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 basis.

## II. Coverage

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.

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 selected 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:

- possession, use, or purchase of tobacco products, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine;
- 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.
- 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.
- 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.
- possession, use, or purchase of illegal drugs and /or drug paraphernalia; or the unauthorized possession, use or purchase of otherwise lawful drugs;
- 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 general knowledge of the student's violation in the previous district.

## IV. Consequences

Consequences for violation of this policy will be enforced over a student's junior high school career and over his/her senior 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.

When a student is found in violation for the Good Conduct Code, the conditions of the penalty are as follows:

**First offense** within the student's 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.

**Second offense** within the student's 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. Appropriate evaluation and counseling sessions at a recognized substance abuse center or agency that is equipped to handle the problem. These sessions will be conducted some place other than school and will be at the student's expense.
- B. Twenty (20) hours of community service to be worked off at a place other than school.

**Third offense** within the student's 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 that is 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.

**Fourth offense** within the student's high school career: Permanent ineligibility to participate in all extra-curricular activities at Maquoketa Valley.

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 student that has become permanently ineligible for extra-curricular 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 student's eligibility should be reinstated. For the student to be reinstated 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)

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.

#### VII. Determination of Guilt

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

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



X. Appeals: 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.

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.

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. 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 2013-2014

The number of contests/performances is listed for the varsity level. Freshman and Junior Varsity levels will have slightly different consequences. A contest/performance is defined as that activity which occurs on that date. Multiple games, meets or one date count as one contest.

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.

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 10, 2015 - November 8, 2015

WINTER SEASON: November 19, 2015 - March 11, 2015

SPRING SEASON: March 12, 2016 - May 21, 2016

SUMMER SEASON: MAY 22, 2016 - August 8, 2016

It should be noted that as an example: If you take 1/2 of a nine game football schedule it comes out to a 4 and 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 5 games.

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 classroom curriculum. The Principal and music director will decide the decision as to what activities students will be ineligible for.

#### **Good Grade/Assignment Incentive Policy: 7th and 8th Grade Students**

Staff believe it is very important for all students to have all of their class assignments completed on time. It is also the

expectation all students will work to their abilities and strive to do the best they can. The middle school has develop an incentive program to help our students develop this type of work ethic. Instructors will be recording the number of late assignments in every student's core classes. For every 7 late assignments a student will be ineligible to participate in the Middle School quarter incentive activity. In the past, incentives have included, movies, bowling, dances, trivia days, etc. The middle school will continue to use these type of activities for the incentive program.

At the end of the year, all students will have an opportunity to attend an outing to Bailey's Ford as long as the student has not received four or more detentions or two or more suspensions during the school year. The student may also be excluded from this culminating year end celebration if they chose to not attend school the day before the year end activity.

### **Grade Reports**

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.

- If an employee is involved, discuss the written complaint with the employee within three days of the incident:
- 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 employees response or the incident:
- If unsatisfied with the principals response, file a written complaint with the superintendent within two days of the principal's response.
- 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 school board will determine whether 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, web sites, and phone numbers. Please feel free to stop in or call any time.

### **Gum Chewing**

Students will be allowed to chew gum in the middle school 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**

Any student receiving a "D" or "F" at the end of each week will be encouraged to stay for Homework Assistance the following week. These sessions are scheduled two days a week after school from 3:05 till 4:00 pm. This time will allow students to receive additional instruction and assistance in the areas they are struggling.

### **Honor Roll**

The middle school honors students who excel academically. A student with at least a 3.0 grade point average in their five core subjects will be placed on the honor roll. Choir, exploratory classes, band and physical education grades are not counted towards the honor roll. Any "plus" and "minus" will be included in the average. To be marked \* Straight A's, a student must have no "plus" or "minus" in EVERY subject, including exploratory classes.

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. Request 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 come to the office to identify a found item or 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 lunch room. 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 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, (8:05 AM.) 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 Doug Tuetken and can be reached at (563) 922-2091. Inquiries may also be directed in writing to Doug Tuetken, Maquoketa Valley Community Schools, P.O. Box 186, Delhi, Iowa 52223, (563) 922-9411.

### **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 that other factors of environment and associations have significant influence upon the behavior of students. Therefore, it is imperative that 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:

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

The Iowa Department of Education has established a two-step procedure for investigating allegations of sexual 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. Tracy Morrison (922-9411) as the Level I investigator. Mr. Doug Tuetken is the alternate (922-2091) Level I investigator. Mr. Tuetken or Mrs. Morrison may be contacted directly.

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. Tracy Morrison (922-9411) as the Level I investigator. Mr. Doug Tuetken is the alternate (922-2091) Level I investigator. Mr. Tuetken or Mrs. Morrison may be contacted directly. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of 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: Seventh and Eighth Grade**

The following policy concerning retention of students is in effect for seventh and eighth grade students: A seventh grade student who fails the second semester of one core course will be promoted to eighth grade but will have to take the failed subject over again in eighth grade. If a seventh grade student fails two or more subjects second semester, he/she will be required to repeat seventh grade again.

An eighth grade student who fails the second semester of one core course will be promoted to ninth grade but will have to take the failed subject over again in ninth grade. If an eighth grade student fails two or more subjects second semester, he/she will be required to repeat eighth grade again.

The second semester 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. This grade will be used as the determining factor for retention in a class.

### **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 3:00-4:00 P.M. or on Saturday mornings from 8:00 - 9:00 AM.

Suspension means either an in-school suspension, an 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 3:00 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.

### **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 in which students are able to perform.

#### FFA

- Middle School FFA is an extension of the high school program. Through this organization students learn leadership, citizenship, cooperation, stewardship and interpersonal development skills.

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

- 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.
- 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 Articulate Suspicion: 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:

- \* eyewitness observation by employees;
- \* information received from reliable sources;
- \* suspicious behavior by the student; or,
- \* 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 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 nature of the infraction; and
- \* the sex of the student;
- \* exigency requiring the search without delay.

#### IV. Types of Searches

##### A. Personal Searches

I. A student's person and/or personable 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.

II. Personally intrusive searches will require more compelling circumstances to be considered reasonable.

III. 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.

IV. 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

I. 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 insuring 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 officials.

II. The contents of a students locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains 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.

III. Students having any problems with their locker should notify the office.

IV. 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:

- 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
- 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
- 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 Fund-raising**

Students may raise funds for school activities upon approval of the principal prior to the fund-raising 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.**

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 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.

#### **\*Study Hall Procedures**

1. Always bring your assignment notebook, three ring binder and any other study materials you will need for study hall.
2. Students will need to sign out with the study hall teacher before leaving the room for any reason.
3. 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.
4. Study hall is like any other class. Students are expected to be on time and use the restroom between classes.
5. Students needing to use the computer lab will be required to use the sign out sheet in the study hall.

### **Tardiness: Seventh and Eighth Grades**

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 will receive a consequence. (See the MS Discipline Chart located in the back of the handbook.) 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 that 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.

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. We will tell an adult at school and an adult at home if we know that somebody is being bullied.
5. Do NO harm to others.

Behavior	First Time	Second Time	Third Time	More than three times
<b>Teasing</b> (name-calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves) <b>Exclusion</b> (starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends)	Restitution / Practice / Consequence  Character Sheet Completed  Parents Notified	Character Sheet Quiet Lunch Assigned  Restitution / Practice  Parents Notified	Saturday Detention  Restitution / Practice  Parents Notified	
<b>Hitting</b> (pushing, slapping, grabbing, punching, kicking, similar behavior that may injure others)	Immediate Plus One-Day School Suspension (ISS)  Restitution / Practice  Parents Notified	Immediate Plus Two-Day School Suspension (ISS or OSS)  Restitution / Practice  Parents Notified	Immediate Plus 3-5 Day In School Suspension (ISS) or Out of School Suspension (OSS)  Restitution / Practice  Parents Notified	Staff and parents will meet to discuss an individual plan for the student.  4 <sup>th</sup> Offense may lead to possible expulsion.  (Student ISS/OSS until plan is developed with parents)
<b>Harassment</b> (threatening, racial, ethnic, or sexual name calling)	Restitution / Practice / Consequence  Character Sheet Completed  Parents Notified	Saturday Detention Restitution / Practice  Parents Notified	Immediate Plus 1-3 Day In-School Suspension (ISS) or Out of School Suspension (OSS)  Restitution / Practice  Parents Notified	
<b>Harassment</b> (using Instant Messaging, Facebook, My Space, Texting or other severe harassment.) *SAVE EVIDENCE*	Restitution / Practice / Consequence  Character Sheet Completed  Parents Notified	Saturday Detention Restitution / Practice  Parents Notified	Immediate Plus 1 - 3 Day In-School Suspension (ISS) or Out of School Suspension (OSS)  Restitution / Practice  Parents Notified	

\*Administration has the right to modify the severity of consequence due to student infraction.

## MAQUOKETA VALLEY MIDDLE SCHOOL DISCIPLINE CHART

*(Administration has right to modify level of consequence due to student action/behavior.)*

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b><i>Inappropriate Language or Gestures</i></b>	Complete Office Discipline Referral Sheet. Send a copy home.  Conference with Administrator.	Complete Office Discipline Referral Sheet. Send a copy home.  Administrator Calls Parent  Conference with Administrator	Complete Office Discipline Referral Sheet. Send a copy home.  Administrator Calls Parent  Quiet Lunch	Complete Office Discipline Referral Sheet. Send a copy home.  Administrator Calls Parent  Detention

	FIRST & SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
<b><i>Tardy to Class (Not In Classroom When Tardy Bell Rings)</i></b>	Conference with Instructor  Recorded In Office	Conference with Administrator  Recorded in Office  Quiet Lunch	Conference with Administrator  Recorded in Office  Quiet Lunch for 3 days	Conference with Administrator  Recorded in Office  Detention

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b><i>Cheating</i></b>	Complete Office Discipline Referral Sheet. Send a copy home.  Teacher Calls Parent  Conference with Teacher  Complete assignment  Quiet lunch until assignment completed - minimum of 1 day of quiet lunch	Complete Office Discipline Referral Sheet. Send a copy home.  Teacher Calls Parent  Conference with Administrator  Complete assignment  Quiet lunch until assignment completed - minimum of 2 days of quiet lunch	Complete Office Discipline Referral Sheet. Send a copy home.  Administrator Calls Parent  Complete assignment  Quiet lunch until assignment completed - minimum of 3 days of quiet lunch  Detention	Complete Office Discipline Referral Sheet. Send a copy home.  Parent Conference  Complete assignment  Quiet lunch until assignment completed - minimum of 5 days of quiet lunch  Detention

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b><i>Leaving School Without Permission</i></b>	Detention  Parents Notified  Loss of Incentive Day	1 Day In-School Suspension  Parent Notified	2 Day In-School Suspension  Parent Conference	1 Day Out of School Suspension  Parent Conference

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
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<b><i>Inappropriate Use of Cell Phone</i></b>	Held in Office Admin/Student Conference Student picks up at the end of the school day.	Held in Office Admin/Student Conference Parents Notified. Parents Pick-up Phone	Held in office during the day for 1 week; student responsibility to bring in/pick up each day Admin/Student Conference Parents Notified	Held in the office every day for the remainder of the year; student responsibility to bring in/pick up each day Admin/Student Conference Parents Notified
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	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b><i>Inappropriate Use of Technology</i></b>	Complete Office Discipline Referral Sheet. Send a copy home. Administrator calls Parent. One Week Ban on Technology Quiet Lunch - 3 days	Complete Office Discipline Referral Sheet. Send a copy home. Administrator calls Parent. Two Week Ban on Technology Detention	Complete Office Discipline Referral Sheet. Send a copy home. Parent Conference Three Week Ban on Technology Immediate Plus One-Day Suspension	Complete Office Discipline Referral Sheet. Send a copy home. Parent Conference Permanent Ban Immediate Plus One-Day Suspension

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b><i>Inappropriate Use of Alarms or Phones</i></b>	Immediate Plus One-Day Suspension Parents and Law Enforcement Notified	Immediate Plus Three-Day Suspension Parents and Law Enforcement Notified	Possible Expulsion	

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b><i>Skipping Class Without Leaving Building</i></b>	Complete Office Discipline Referral Sheet. Send a copy home. Quiet Lunch - 3 days Parents Notified Loss of Incentive Day	Complete Office Discipline Referral Sheet. Send a copy home. Detention Parents Notified Loss of Incentive Day	Complete Office Discipline Referral Sheet. Send a copy home. 1 Day In-school Suspension Parents Notified Loss of Incentive Day	Complete Office Discipline Referral Sheet. Send a copy home. 2 Days In-school Suspension Parents Notified Loss of Incentive Day

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
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<b><i>Inappropriate Language Directed at Staff</i></b>	Complete Office Discipline Referral Sheet. Send a copy home.	Complete Office Discipline Referral Sheet. Send a copy home.	Complete Office Discipline Referral Sheet. Send a copy home.	Complete Office Discipline Referral Sheet. Send a copy home.
	Administrator Calls Parent	Administrator Calls Parent	Parent Meeting	Parent Meeting
	Detention	Immediate Plus 1-Day In-School Suspension	Immediate Plus 2 Day In-School Suspension	Possible In- or Out- of School Suspension or Expulsion
	Loss of Incentive Day			

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
<b><i>Inappropriate Classroom and Hallway Misconduct</i></b>	Complete Office Discipline Referral Sheet. Send a copy home.	Complete Office Discipline Referral Sheet. Send a copy home.	Complete Office Discipline Referral Sheet. Send a copy home.	Complete Office Discipline Referral Sheet. Send a copy home.	Complete Office Discipline Referral Sheet. Send a copy home.
	Conference with Instructor and/or Administrator.	Conference with Administrator	Administrator Calls Parent	Administrator Calls Parent	Administrator Calls Parent
		Administrator Calls Parent	Quiet Lunch	Detention	In-School Suspension

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b><i>Minor Altercation</i></b> <i>(Hitting, pushing, slapping, grabbing, punching, kicking, or similar behavior that may injure others.)</i>	Complete Office Discipline Referral Sheet. Send a copy home.	Complete Office Discipline Referral Sheet. Send a copy home.	Complete Office Discipline Referral Sheet. Send a copy home.	Complete Office Discipline Referral Sheet. Send a copy home.
	Conference with teacher	Conference with administrator.	Administrator Calls Parent	Administrator Calls Parent
		Quiet Lunch - 3 days	Detention	In-School Suspension

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b><i>Major Altercation</i></b> <i>(Hitting, pushing, slapping, grabbing, punching, kicking, or similar behavior in which the intent is to injure others.)</i>	Complete Office Discipline Referral Sheet. Send a copy home.	Complete Office Discipline Referral Sheet. Send a copy home.	Complete Office Discipline Referral Sheet. Send a copy home.	Complete Office Discipline Referral Sheet. Send a copy home.
	Administrator Calls Parent	Administrator Calls Parent	Parent Conference	Staff and parents meet to discuss a plan for the student.
	Immediate Plus One-Day Suspension	Immediate Plus Two-Day Suspension	Immediate Plus Three- to Five- Day Suspension	Possible expulsion.
				Student in ISS until plan is developed with parents.



	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b><i>Insubordination</i></b>	Complete Office Discipline Referral Sheet. Send a copy home.  Conference with Teacher and Administrator	Complete Office Discipline Referral Sheet. Send a copy home.  Teacher calls parent.  Conference with Administrator  Quiet Lunch	Complete Office Discipline Referral Sheet. Send a copy home.  Administrator calls parent.  Detention	Complete Office Discipline Referral Sheet. Send a copy home.  Parent Conference  Immediate Plus One-Day Suspension

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b><i>Assault on Student or Staff</i></b>	Immediate Plus Three-Day Suspension  Parent Conference	Immediate Three to Ten Day Suspension  Possible Expulsion		

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b><i>Theft</i></b>	Immediate Plus One-Day Suspension  Parent Conference  Reimbursement Costs	Immediate Plus Two-Day Suspension  Parent Conference  Reimbursement Costs  Possible Law Enforcement	Immediate Plus Three-Day Suspension  Parent Conference  Reimbursement Costs  Law Enforcement Contacted	Possible Expulsion  Law Enforcement Contacted

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b><i>Possession of Under the Influence of Illegal Substance</i></b>	Immediate Plus One-Day Suspension  Parent Conference  Law Enforcement Notified	Immediate Plus Two-Day Suspension  Parent Conference  Law enforcement Notified	Immediate Plus Three-Day Suspension  Parent Conference  Law Enforcement Notified	Possible Expulsion

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
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<b><i>Vandalism to School</i></b>	Complete Office Discipline Referral Sheet. Send a copy home.	Complete Office Discipline Referral Sheet. Send a copy home.	Complete Office Discipline Referral Sheet. Send a copy home.	Possible Expulsion
	Parent Conference	Immediate Plus One-Day Suspension	Immediate Plus Two-Day Suspension	
	Detention	Parent Conference	Parent Conference	
	Replacement costs	Police Notified	Police Notified	
		Replacement costs	Replacement costs	

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b><i>Possession or Use of Item Identified or Used as a Weapon</i></b>	Immediate Plus One-Day Suspension	Immediate Plus Two-Day Suspension	Immediate Plus Three-Day Suspension	Possible Expulsion
	Administrator Calls Parent	Parent Conference	Parent Conference	

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b><i>Use or Possession of Water Guns or Look- alike Weapons</i></b>	Immediate Plus One day suspension	Immediate Plus 3 day suspension	Immediate Plus 5 day suspension	Possible Expulsion
	Parent Contact	Parent Contact	Parent Contact	

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b><i>Harassment of Staff Member</i></b>	Immediate Plus One-Day Suspension	Immediate Three-Day Suspension	Immediate Five-Day Suspension	
	Parent Conference	Parent Conference	Parent Conference	
			Possible Expulsion	

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b><i>Disruptive or Distractive Kissing, hugging, or public display of affection</i></b>	Complete Office Discipline Referral Sheet. Send a copy home.	Complete Office Discipline Referral Sheet. Send a copy home.	Complete Office Discipline Referral Sheet. Send a copy home.	Complete Office Discipline Referral Sheet. Send a copy home.
	Conference with administrator or teacher and students	Quiet Lunch - 3 days	Detention	In-school Suspension
		Parent Call	Parent Call	Parent Call

*Administration has right to modify level of consequence due to student action/behavior.*

We have reviewed the student handbook with our son/daughter. We realize it is our responsibility to know and understand the contents of the handbook, and if I am unsure of some of the content, I will contact the office for clarification.

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

Grade: \_\_\_\_\_

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

Please return this sheet to your child's teacher by Friday, August 29, 2015. If this information changes during the year, for your child's safety please provide us with update and also update in Power School on the parent log-in page. Thank you very much!!!

EMERGENCY INFORMATION FOR STUDENTS

Student's Legal Name \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

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

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

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

Mother's work phone and address: \_\_\_\_\_

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

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

Father's work phone and address: \_\_\_\_\_

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 \_\_\_\_\_

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

Daycare Provider's name and number if applicable \_\_\_\_\_

Language spoken in the home \_\_\_\_\_

Family Doctor / phone \_\_\_\_\_ Family Dentist / phone \_\_\_\_\_

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

**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

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Sixth through Twelfth Grade ONLY (Given at staff's discretion and around meals for Ibuprofen.)

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

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

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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 or  
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 good for the 2015/16 school year ONLY.