

Maquoketa Valley High School

2016 - 2017

Student Handbook



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Maquoketa Valley High School
107 South Street
Delhi, Iowa 52223
School Phone: 563-922-2091 Fax: 563-922-3026
Principal - Doug Tuetken
HS At-Risk/AD - Kevin Kudrna

Teaching Staff

Tim Andrews, Special Education
Sally Bolsinger, Special Education
Dan Cassutt, Social Studies
Debbie DeVore, ELA
Matt DeVore, Math
Karla Downs, Family Consumer Science
Greg Drew, Industrial Technology
Creig Dunlap, Art
Chris Hadley, Instrumental Music
Diane Temple, ELA
Steve Huegel, Social Studies
Kevin Kudrna, P.E.
Rachel Lewin, Math
Dawn Mausser, Vocational Agriculture
Jill McDermott, Guidance Counselor
Audrey Moenck, ELA
Beth Mueller, Vocal Music
Rebecca Besler, Science
Troy Osterhaus, Science
Jennifer Ries, Spanish
Vicki Spellerberg, Business

Classified Staff

April Clark, Cook
Kim Hunt, Media Associate
Lisa Kramer, Special Ed Paraeducator/Business Office
Mary Maurer, Special Ed Paraeducator
Susan Nefzger, Cook
Pam Overman, HS Office Secretary
Mary Ries, Nurse
Karelene Sellner, Head Cook
Susan Severt, HS Office Secretary
Doug Steger, Transportation/Maintenance
Joe Stepanek, Day Custodian
Rose Tumey, Cook
Jean Wheeler, Custodian
Patty Wilson, Cook
Kendra Langel, Cook

Co-Curricular Staff

Athletic Director - Kevin Kudrna
Baseball – Eric Conner
Boys Basketball - Creig Dunlap
Boys Track – Pat Meehan
Cross Country – Pat Meehan
Dance Team - Christina Rudd
Drama - Matt DeVore
FFA - Dawn Mausser
Football - Wes Wilson
Girls Basketball - Scot Moenck
Girls Track - Creig Dunlap
Golf – Tim Andrews, Ron Besler
Jazz/Pep Band - Chris Hadley
National Honor Society - Rebecca Besler/Doug Tuetken
Newspaper - Diane Temple
Prom Coordinator - Pam Overman
Spanish Club - Jennifer Ries
Speech - Matt DeVore, Debbie DeVore, Chris Hadley, Hannah Crumpton
Student Council – Doug Tuetken/Diane Temple
Vocal Jazz - Beth Mueller
Volleyball – Josh Holtz
Wrestling - Tim Andrews
Yearbook – Donald Hanson

Class Time Schedules

HS TIME SCHEDULES

Normal Daily Time Schedule

- 1) 8:05 - 8:47
- 2) 8:50 - 9:32
- 3) 9:35 - 10:17
- 4) 10:20 - 11:02
- WIN 11:02-11:31
- Lunch 11:31-12:00
- 5) 12:03-12:45
- 6) 12:48 - 1:30
- 7) 1:33 - 2:15
- 8) 2:18 - 3:00/3:05

2 Hour Delay Time Schedule

- 1) 10:05 - 10:32
- 2) 10:35 - 11:02
- WIN 11:02-11:31
- Lunch 11:31-12:00
- 3) 12:03-12:30
- 4) 12:33 - 1:00
- 5) 1:03 - 1:30
- 6) 1:33 - 2:00
- 7) 2:03-2:30
- 8) 2:33 - 3:00/3:05

1:00 Dismissal Time Schedule

- 1) 8:05 - 8:32
- 2) 8:35 - 9:02
- 3) 9:05 - 9:32
- 4) 9:35 - 10:02
- 5) 10:05-10:32
- 6) 10:35 - 11:02
- WIN 11:02-11:31
- Lunch 11:31-12:00
- 7) 12:03-12:30
- 8) 12:33- 1:00/1:05

2:00 Dismissal Time Schedule

- 1) 8:05 - 8:40
- 2) 8:43 - 9:18
- 3) 9:21 - 9:56
- 4) 9:59- 10:34
- 5) 10:37 - 11:02
- WIN 11:02-11:31
- Lunch 11:31-12:00
- 6) 12:03 - 12:40
- 7) 12:43 - 1:19
- 8) 1:22 - 2:00/2:05

Pep Rally Time Schedule

- 1) 8:05 - 8:47
- 2) 8:50 - 9:32
- 3) 9:35 - 10:17
- 4) 10:20 - 11:02
- WIN 11:02-11:31
- Lunch 11:31-12:00
- 5) 12:03-12:40
- 6) 12:43 - 1:20
- 7) 1:23 - 2:00
- 8) 2:03 - 2:40
- Pep Rally 2:45-3:00/3:05

WELCOME

The policies and procedures contained in this Handbook are a result of a concentrated effort on the part of the faculty, students, parents and administration of Maquoketa Valley. The information in this booklet has been prepared to help you understand the expectations at Maquoketa Valley High School and become an integral part of it. This handbook is a guide to be used by the administration. All circumstances are not the same and interpretation is left to the administration.

The ultimate purpose of education is to help each student become a productive citizen. We hope that you will participate in varied activities and find those things within our school, which will prepare you for life after high school. Remember that your success in this school will be directly proportional to the **effort you** put into it.

This handbook will serve as a guide to help make you aware of your surroundings, restrictions and responsibilities. You are urged to read the following items concerning policies, regulations and services so that you will receive maximum educational benefits during the 2016-2017 school year.

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
- *Frequent feedback and purposeful assessment
- *Timely response to all students' needs
- *Shared responsibility for learning in a safe, respectful environment
- *Promotion of strong character and productive citizenship

STUDENT LEARNING GOALS

Graduates of the Maquoketa Valley Community School District will be:

Effective Communicators

- *Express ideas effectively and appropriately through written, spoken and nonverbal communication.
- *Exhibit appropriate listening skills.

Problem Solvers

- *Recognize, identify and define problems.
- *Know where to find needed information.
- *Generate lists of alternative solutions and scan each solution for intended and unintended ramifications.
- *Determine adequacy of resolutions.
- *Understand how to effectively communicate solutions to others.

Contributing Citizens

- *Assume responsibility for actions and decisions.
- *Active participants in civic responsibilities.
- *Demonstrate pride and respect for community, school and self.
- *Recognize and respect individual differences.
- *Understand the importance of contributing time and talents to the community.

Effective Personal Managers

- *Quality Producer: (1) Possesses a strong work ethic
(2) Demonstrates the ability to set goals, monitor progress and achieve challenging yet attainable goals based on one's potential.
- *Cooperative and Collaborative Worker: (1) Respects the ideas and opinions of others.
(2) Contributes, negotiates and encourages as a team member.
- *Healthy Person: (1) Demonstrates knowledge and desire for physical and emotional well being.

Knowledgeable People

- *Possess a knowledge base of essential skills upon which to build.
- *Recognize that learning is a lifelong process.

We hope you make this year memorable while always being conscious of traditions and requirements. In the end, remember this school year will be what you make of it. Let us always have the spirit to do things, which will make it outstanding.

School Song, School Colors and School Mascot

Maquoketa Valley's school colors are black and gold with a Wildcat as a mascot. Our school song is the Iowa Fight Song, with the following words:

IOWA Fight Song/MAQUOKETA VALLEY School Song

*Go, you Wildcats, fight, fight, fight.....
We're gonna fight, fight, fight for M.V. High,
Let every loyal Wildcat sing.
We're gonna fight, fight, fight for M.V. High,
Until the walls and rafters ring.
GO 'Cats!
We're gonna cheer, cheer, cheer for M.V. High,
We're gonna cheer until we hear the final gun.
We're gonna fight, fight, fight for M.V. High,
Until the game is won!
FIGHT!*

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.

The Delhi Elementary/Middle School facility houses grades 3 through eighth grades. Earlville Elementary is a the early childhood center and Johnston Elementary, located in Hopkinton and named after Hopkinton native and former State Superintendent of Public Instruction Paul F. Johnston, houses our 1st and 2nd graders.

Also located in Delhi is Maquoketa Valley High School, which serves students in grades nine through twelve.

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:

- Realize that school is the chief business during the school year for the student and that very few things are allowed to interfere with this important job.
- Feel free to visit the school at any time to discuss your child's educational progress.
- 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 from the school.
- ***One of the most important ways you can help your child is to help make sure they have a set time to each evening to study and complete all of their homework. If their homework is completed effectively, we can almost assure you they will do well with their assessments and grades.***
- The school has a online student information system in which parents are able to check their child's academic progress and meal account. Parents are given a user name and password and are then able to view their child's information. The user name and password are provided by the school.
- 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.
- The Maquoketa Valley School Board affirms its intent to support the school-student responsibility and discipline policies, its intent to support school staff that enforces these policies and its intent to hold 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.

Notice of Nondiscrimination

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.

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 fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures 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. 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 while school was 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 district 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, athletics, National Honor Society, graduation, concerts, foreign language trips, Prom, Homecoming activities, etc. The 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 high school office for information about the current enforcement of policies, rules or regulations.

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.

Adding/Dropping Courses

Students who wish to add or drop courses must do so during the add/drop period. 1st semester classes students will be given an opportunity to request a change in their schedule during the first week of the semester. These dates will be announced to the students. 2nd semester schedules will be posted in late November or early December and students will have the opportunity to request a change. Students wishing to drop a course during the semester must have permission from the teacher, guidance counselor, principal and parent to do so. Students wishing to drop a class after these add/drop periods and during the first 2 weeks of the semester will be assigned a study hall. Those students wishing to drop a class after the second week of the semester will have an "F" recorded for the semester and will be assigned a study hall. Students taking courses from a college for high school or college credit, must drop the class according to Maquoketa Valley's drop dates or receive a failing grade **and may be responsible for the cost of the class.**

Administration of Medication

Students may need to take prescription or nonprescription medication during school hours. Students may carry prescription medication (such as an inhaler) only with the permission of the parents and principal. 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 the vault 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.

School personnel will be allowed to administer ibuprofen or acetaminophen tablets to students, if the permission slip, is returned to the school to keep on file.

Alternative School

Maquoketa Valley has an agreement with Kirkwood Community College at the Jones Regional Education Center to provide an alternative education to students who may not be as successful in the traditional school setting. Part of the requirement of attending the alternative school at Kirkwood is possible participation in an academy course and/or companion course offered through Kirkwood Community College. Any student considering attending the alternative school will need to have a meeting with the principal, guidance counselor, and parent(s) as well as touring the Kirkwood facility to determine if the alternative school setting would best meet the needs of the student in reaching their post-secondary goals. Each case will be reviewed on an individual basis.

Books & Book Rental

Books are placed on a rental basis at Maquoketa Valley 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. Please do not write in books assigned by your instructors.

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 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.
- *The driver may assign seats to the riders.
- *Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement. (Additional consequences may be assigned)
- *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's decisions will be respected.
- *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 and 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 school district operates a breakfast and lunch program. Students may either bring their own lunches or purchase a lunch and other items, including milk. All students must eat their lunch or other purchased food in the cafeteria. Pop or other beverages will not be allowed to enter the building at any time.

Care of School Property

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

Cell Phone Policy

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.

Maquoketa Valley High School extends to students the privilege to possess, display and use remotely activated or activating communication devices between classes, during meal times and before and after school, provided such "Remotely activated, or activating communication devices" are not displayed, activated or used during class time, unless the classroom teacher is encouraging the use of such devices as a part of instruction.

Cell phones with cameras and other portable "Remotely activated, or activating communication devices" capable of storing, and transmitting or receiving images are banned from locker rooms and rest rooms at **ALL** times. Students will be disciplined for the use of cell phones with cameras in school locker rooms or rest rooms. At no time are students authorized to video, photograph or audio record others in the school building or at school activities without the consent of the other party. **It is up to each student to respect and adhere to each teacher's classroom policy regarding the above devices, without question.**

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.

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 Priority/Family Time

Wednesday evening after 6:00 p.m. is held open as "family/church night" and it is the policy of the Board of Education that no student-involved activity of any kind shall be held on this evening, or on Sunday unless, prior approval has been granted by the superintendent.

Class Loads

Students must be registered for at least six classes per semester. Administration has the right to waive this policy based on individual student need and/or the possibility of work release.

Classroom Discipline Policy

For the smooth operation of any school system it is necessary to have some type of disciplinary policy. The policy, which will be followed by Maquoketa Valley High School, will be a two-step policy for infractions in the classrooms. This policy will go into effect after teachers have tried the ordinary disciplinary measures. This policy consists of the following:

***STEP 1:** A student involved in disruption the first time in a class will be given a warning by the teacher. Depending on the severity of the disruption, the teacher may meet with the student and/or the at-risk coordinator at the end of the day. The student's parents may be notified of the incident.

***STEP 2:** A student disrupting class a second time may be dismissed from class for one week and placed in a structured study hall or the suspension room during that particular class time. A report of the incident causing the dismissal will be filed with the At-Risk Coordinators Office. Sometime during the week's dismissal the student and his/her parents must have a conference with the at-risk coordinator, counselor, and the teacher. This conference must be held before the student will be allowed to reenter the class. The student will be expected to make up any missed class work. THE PARENTS WILL BE NOTIFIED OF STEP 2 AND THE NEED FOR A CONFERENCE. Step 2 will be regarded as separate from the regular discipline code.

***STEP 3:** A student involved in a disruption a third time in the class may be removed from that particular class for the rest of the semester and placed in a structured study hall and will receive a failing grade from the course. Parents will be notified that their child has been removed from class and the consequences associated with this removal. Step 3 will also be regarded as separate from the regular discipline code.

College Visits

Students are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, all students may be excused throughout the school year, to visit college campuses with the permission of the principal and a call by the student's parents.

Correspondence Course

To receive a diploma from Maquoketa Valley Community Schools, a student must be enrolled at Maquoketa Valley. A student failing a Maquoketa Valley required course may take a correspondence course from an approved educational institution. Two correspondence credits may be accepted toward graduation requirements. (Administration reserves the right to waive the two course limit due to unique circumstances) A student who is not enrolled at Maquoketa Valley may take correspondence courses from an approved educational institution and may receive a diploma from the same institution. Correspondence courses must be approved by the Principal and will be considered only after all options have been explored.

Dances

School-sponsored dances must be approved by the principal prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds. All dates, which are NOT currently in attendance at MVHS, must be signed up in advance of the dance.

Deficiency Reports

A deficiency 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 or electronically sent every three weeks. Teachers will also email or send a deficiency report home later in the quarter if a student that is not completing satisfactory work during the middle of the quarter should drop to unsatisfactory status later in the quarter. Parents are highly encouraged to contact the school and meet with teachers to discuss the deficiency.

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 when it is disruptive in some degree to the educational progress. To serve as a guideline to students, the following are considered inappropriate: undergarments that are visible; caps or hats; backless apparel; revealing halter tops; strapless tops; one-sleeved tops; see-through clothing, bare midriff shirts; clothing with

insignia or wording that is not in good taste, including Hooters shirts and advertising for taverns or lounges, tobacco, beer or liquor advertising, material or messages of a sexual nature; shorts, skirts, or dresses that are too short and any item of clothing that draws special attention to the student. State law requires all students to wear shirts and shoes for health reasons. The Maquoketa Valley Board of Education recognizes that the administration will be the final judge of what is appropriate dress.

Driving to School

Students driving to school must park in one of three areas: the north parking lot across from the school; the parking lot east of the school; or in the parking area adjacent to and around the North side of the track area. Students who drive in an unsafe manner will be reprimanded and if it happens a second time will not be able to park on school grounds. **STUDENTS ARE NOT ALLOWED TO GO TO THEIR VEHICLE DURING THE SCHOOL DAY WITHOUT PERMISSION FROM THE OFFICE.** Any student who parks improperly in the student parking lots can receive a detention or loss of driving privileges. STUDENTS are not allowed to park in the elementary/middle school, administrative building, or high school staff designated parking areas (usually in front of each building).

Dual/Concurrent/PSEO Credit Classes

Because of the collegiate nature of the dual credit classes, instructors of these classes may have additional requirements than those in the school handbook or requirements that vary from the high school handbook.

These variances may deal with policies regarding late work, absences, test or project deadlines, use of cell phone, plagiarism, and participation points.

Teachers of these classes will provide these expectations to students in writing at the commencement of the course. These expectations have been approved by the respective dean at Northeast Iowa Community College as part of the submitted course information.

E-Mail Information Sheet

If a student is interested in having an e-mail account set up through the Maquoketa Valley Community School District, they need to be aware of the following conditions:

*E-mail accounts are available only to students within the Maquoketa Valley School District

*E-mail service and content are the property of Maquoketa Valley Schools

*Every effort is made to ensure network integrity, MVCSD will not be held responsible for system problems

*Your e-mail account is **your** personal account and may be used to send, receive and/or reply to your personal e-mail and no one else's e-mail. **Do not give your e-mail password to anyone.** The registered owner whether caused by you or someone else will consider any problems with your account abuse of the account. The penalty will be imposed on the registered owner.

*No student is required to have an e-mail account to complete required class assignments

*If e-mail is required for class assignments a number of addresses will be set up for use by the class and inactivated when the assignment is completed. These accounts are not for your personal use.

*You may not subscribe to any type of "list serve" or other automatic mail service without the specific permission of the "sysop" system operator

*You may not use e-mail to start or perpetuate a chain-type letter, send hate mail, or send mail with objectionable language.

*Your e-mail is stored on the mail server for approximately 60 days. At that time your oldest mail will automatically be deleted. This time frame may change in the future and you will be notified before the change takes place. Depending on usage, there may also be a size of storage limitation imposed. Again, you will be notified.

*If an e-mail user is suspected of or reported to be abusing any of these conditions their account will be monitored for a period of time. Failure to comply with any of the conditions outlined in this document will result in the loss of your e-mail account.

Early Graduation

Students may graduate prior to the completion of grade twelve if the course work for graduation has been fulfilled. The high school principal will grant permission for early graduation if the student has met all "Graduation Requirements." Students will not be permitted to graduate earlier than after fall semester of their senior year. (Administration has the right to waive this due to unique circumstances) Students graduating early will be permitted to participate in the May graduation ceremony. After a student graduates they will have to get special permission from the principal to participate in any other activities.

Educational Records

Student records containing personally identifiable 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.

Eligibility for Co-Curricular Activities

The eligibility requirements (No Pass, No Play) will be evaluated more stringently at Maquoketa Valley than is currently by the State guidelines.

Quarter grades will be evaluated at the end of the first and third quarters. Any student failing any course at that time will be ineligible for ten school days beginning the next school day. At the end of the tenth day, the principal will evaluate the student's grades as they are recorded in the student information program. If the student is passing they are eligible beginning the eleventh school day after the ineligibility began. If the student is still failing any class, the student remains ineligible until the grades are reviewed five days later. This process will follow five day increments until the failing grade is raised to a passing grade. The same process will be in place for the third quarter evaluation.

Semester evaluation will be conducted on the day grades are due and any failing grade will necessitate 30 consecutive calendar days in the athletic or fine art event in which a student is a participant. There is no requirement that the student competed previously in a co-curricular activity. If a student is ineligible at the end of the school year, the same eligibility guidelines will apply to summer activities beginning with the day grades are due to the office. If a student transfers to another school district, Maquoketa Valley must report original failing grades.

Eligibility for Fine Arts Activities: Any student who becomes ineligible due to failing grades or as a result of a good conduct violation may be dismissed permanently from that activity. This will be at the discretion of the director/coach of affected activity.

Emergency Drills

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Exclusion of Pupils for Reasons of Health

Students will be excused from physical education if they have a written excuse from a doctor or due to a religious orientation only. 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 not considered absences on school records. Students are expected to make up all classroom assignments. Classroom teachers may raise the expectations or request a student not to go on a 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.

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 as confidential as possible.
- Based on information from the parent's doctor, the school nurse along with the Food Service Director will develop a food allergy action plan which lists the 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.

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, unless, extension is granted by the principal due to a special circumstance. Failure to finish an incomplete by the end of the next grading period will result in a failing grade and loss of credit.

Maquoketa Valley has a student information program that is web-based. Teachers will make every attempt to update on a weekly basis. Parents are provided a password for accessibility to this information. If a parent or student does not have a user ID or password, please contact the superintendent’s secretary.

Grading

The marking system for secondary school will be regular grades: A, B, C, D, and F. The administration feels strongly that regular classroom attendance, participation, and homework completion is necessary to get the most out of any class offered at Maquoketa Valley. This should be explained to all students at the beginning of the term, with reminders during the year. Plus and minus grades may be used and will be placed on permanent records. A student dropping a course after the second week of a semester will have "F" recorded for the semester. Teachers may withhold grades and give incomplete for work not done which they consider relevant to their course. In order to get a more accurate assessment of the cumulative grade point average, Maquoketa Valley will assign a numerical value to plus and minus grades. The following is the numerical value assigned to the letter grade.

A = 4.000	A- = 3.666	B+ = 3.333	B = 3.000	B- = 2.666	C+ = 2.333	C = 2.000
C- = 1.666	D+ = 1.333	D = 1.000	D- = 0.666	F = 0		

Graduation

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline consequences at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony. Graduates will be required to purchase their cap and gown, but the tassel will be given to them. Diplomas will be mailed to the graduates following Commencement.

Graduation Requirements

Maquoketa Valley has the following requirements that must be met before a student can be given a diploma:

Math = 6 credits	English = 8 credits	Social Studies = 6 credits
Science = 6 credits	Health = 1 credit	Technology = 1 credit
Financial Literacy = 1 credit	Physical Education = 2 credits	

This leaves 17 credits for electives, which may be picked from any area to make a total of 48 credits, which are required for graduation. Students, who are planning to go to college, should take electives in English, Math, Science, and Social Studies, which will give them the background for further study. If high school will be the end of their formal education, they should take electives, which will help them get a job. It is emphasizing that all students who want an education and who are willing to work for it, shall be given every opportunity to successfully complete high school courses leading to a diploma.

Grievance Procedure

Grievances may involve almost any issue relating to sex, race, religion, color, national origin, marital status or disability in the treatment of students or employees in education programs or activities. 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 is strictly followed except in extreme cases. 1) If unsatisfied with the employee's response or if there is no employee involved, file a written complaint with the principal within one school day of the employee's response or the incident; 2) If unsatisfied with the principal's response, file a written complaint with the superintendent within two days of the principal's response; 3) If unsatisfied with the superintendent's response, students may request in writing to speak to the board within three days of the superintendent's response. The board determines 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 counseling department will assist you or be able to refer to those who can. Large inventories of library materials, college catalogs, videos, DVD's, etc. are available through the guidance office, library and local media center. You do not need to be called, but may drop in when the need arises.

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 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, 104.01, 104.02, 104.03, 104.R1) 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 also prohibited.

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

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

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

- *Places the student in reasonable fear of harm to the student's person or property;
- *Has a substantially detrimental effect on the students' 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, 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;
- 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 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.

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, only 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: 1) what, when and where it happened; 2) who was involved; 3) exactly what was said or what the harasser did; 4) witnesses to the harassment; 5) what the student said or did, either at the time or later; 6) how the student felt; 7)how the harasser responded.

Complaint Procedure:

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

Investigation Procedure:

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the superintendent. The investigator will provide a copy of the findings of the investigation to the superintendent.

Resolution of the Complaint:

Following receipt of the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and 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:

- 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.

Physical/Sexual Abuse & 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:

- Submission to the conduct is made implicitly or explicitly a term or condition of the student's education or benefits;
- Submission 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 and 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 its Level I investigator. Mr. Doug Tuetken (922-2091) is the Level II alternate investigator. Mrs. Morrison or Mr. Tuetken 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.

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.

Harassment Resources for Families with High School-Aged Youth (Ages 14-18)

- *www.GirlScouts.org or contact your local council
- *www.BSA-IA.org 515-266-2135 800-999-SCOUT
- *<http://seeitandstopit.org>
- *www.sshs.samha.gov/initiative/resources.asp
- *www.schoolcounselor.org
- *www.safeyouth.org
- *<http://dvirc.org.au/whenlove/infospace.htm>
- *www.siecus.org/pubs/families/FAT Newsletter V3N3.pdg
- *<http://www.cfchildren.org/parents/parentindex/>
- *<http://www.atg.wa.gov/violence/points.shtml>
- *<http://www.nccasa.org/teen/index.htm>

Homework/Assessment Policy

Teachers assign homework, extra class activities or assignments as necessary. Homework is 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 homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class. The following is Maquoketa Valley's Homework and Assessment Policy:

- Nonacademic factors will be communicated to students and parents with a separate employability skills report/grade and will not be factored into the grade at this time.
- Support for learning will be provided when needed.
- Extra credit will not be calculated into grades.
- Group grades will not be given. Students can be graded for their individual contributions on group projects/assignments.
- No grades will be using a "curve."
- A zero can be given for work not turn in at all or for poor quality of work, but not until attempts have been made to remind students and learning support has been provided (if needed). Parents will be contacted when a pattern of zeros occur.
- Projects, quizzes, and summative assessments may have timelines. Possible point reductions may result for not meeting the timeline, as specified by the instructor (not to exceed 10% of the grade). Students will also earn a zero if the project, quiz or summative assessment is not completed within a reasonable amount of time.
- Students not able to complete the work on time will have to advocate for themselves and have a conversation with the teacher and develop a plan of completion **with the teacher**. If a student does not follow through on the plan, lack of timeliness may be factored into point deductions up to 10%, depending on how late. If it is not turned in, the teacher may assign a zero.
- Late assignments for the unit will not be accepted for credit **after** the summative assessment for that unit has been taken. Exceptions to this include absence, extenuating circumstances, or conditions specified in the completion plan. Teachers will communicate well into advance when the summative assessment will occur and that all work must be completed before that.
- The criteria for a re-do on a summative assessment or project is as follows:
 - a) Student must contact teacher within a day of receiving the test/assessment to schedule a possible re-take time.
 - b) All homework necessary for success on the retake, as determined by the teacher, must be turned in. Late work would not earn points (as noted above), with the exception being made for absence, extenuating circumstances, or conditions set for in the completion plan.
 - c) Corrections are made on the original test/assignment and turned in, as determined appropriately by the instructor.
 - d) Study session with instructor, if deemed necessary.

Honor Roll and Academic Honors

The school district honors students who excel academically. Academic awards are given annually. A student will receive an Academic Letter following their freshman year if they have a grade point average of 3.60 or better; after their sophomore year if they have a grade point average of 3.40 or better; and after their junior year if they have a grade point average of 3.40 or better. In order for a student to be on the honor roll, he/she must have a grade point average, for that grading period, of 3.0 or better. Students; those with a 3.0 or better will graduate as Honor Students. The top twenty percent of the graduating seniors will be recognized at graduation with Academic Excellence Honors.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look alike substances; and possessing or using tobacco, tobacco products or look alike 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 may be contacted, and the students may be reported to law enforcement officials.

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified by text and over the radio and/or television stations. The missed day may have to be made up at a later date. 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 the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the school. There will be no extracurricular morning practice when school is delayed.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, their coach notifies students and parents.

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. 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 has entered it. To be excused, permission must be obtained from the principal's office before the student leaves school. A call must be received by office personnel prior to a student's signing-out. Any student who does not follow this procedure will be given an avoidable absence and detention assigned. Students cannot leave school and come back to participate in an afternoon activity (students must be in school the last half of the day). This means practice, as well as, games or meets, unless approved by the principal's office. If a student is ill, he/she must check out with the office before leaving the building.

Library

The school library is available to students during school hours. The library is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the library. Rules of the Library shall be:

- * Students are allowed to study together with people at their own table or study areas.
- * Talking is permitted between people working together. This talking should remain very quiet.
- * Students can only leave the library with permission.
- * No food or drink is allowed.
- * Students are to stay in their seats unless they are checking out computers, books, or other materials.
- * Drinks need to be done before students get in the library. Once in the library, students are expected to stay until the bell rings.
- * Any defacing of library property will mean immediate expulsion from the library. This includes writing on tables, littering, etc.
- * Only materials that have been checked out may leave the library.
- * Students are not allowed to play games, check e-mail or play CD's during lunch. Computer use is given the following priority:
 - A. teacher classes
 - B. students with passes
 - C. study hall students with assignments
 - D. internet surfers and e-mail ** students can not be unsupervised in the library after school.

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. These students will check out with office when leaving and upon returning. Maquoketa Valley does not have an OPEN LUNCH policy, so students must remain in school and are not permitted to eat lunch elsewhere, except for those students walking home for lunch. During the lunch periods, students are expected to be in the lunchroom, front lobby or outside in nice weather. No students are to be in the halls. All students bringing sack lunch are expected to eat their lunches seated at a table in the lunchroom. 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 supervisor's authority.
10. Junior and sophomores line up down the sophomore hallway against the wall. The line should be single file.
Seniors and freshman line up down the freshman hallway against the wall. The line should be single file.
11. Students are not allowed to go to their vehicles during lunchtime without permission from the office.

Mac Lab

Students using the Mac Lab must be under the supervision of a staff member.

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. A new physical is required every 12 months if a student continues to participate in any sports.

Plagiarism

Cheating is a serious academic crime, and the most serious form of cheating is plagiarism. In addition to cheating, plagiarism is also stealing. A plagiarist is a thief, stealing the major product of an academic environment--words and ideas. Plagiarism is presenting someone else's words and ideas as one's own. Students will sign a no plagiarism contract.

CONSEQUENCES OF PLAGIARISM..... will result in a rejection of the paper or assignment with no credit given. At the discretion of the instructor, the student may be required to attend a meeting with his or her parents, the high school principal, and the instructor. Continued or multiple offenses may result in reduction of grade or failure of the course.

Pop, Juice, Milk

Juice and milk are open during school hours. NO pop or refreshment of any kind is to be brought into the building unless special permission is granted by the building principal. Students are not to purchase pop from the faculty lounge, this is meant for our staff only.

Printing or Copying

Students can make copies or print things from the computer for personal use. All copies or printed pages will be 5 cents per page.

Procedures for Students who are Transferring to Another School or 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.

Prom

*The doors at the Prom will close 15 minutes after the dance is to begin.

*If you leave you will not be readmitted.

*Anyone caught taking prom decorations down or doing damage to prom decorations will be removed from the dance and suspended from school for three days.

*Anyone who has been drinking or acts like he/she has been drinking or brings alcoholic beverages to the prom will be expelled from the dance and be suspended from school for five days and dismissed to his/her parent/guardian.

*Students are responsible for their out-of-school date. If the out-of-school date breaks a rule, the student is responsible. All dates, which are NOT currently in attendance at MVHS, must be signed up in advance of the dance.

*Prom will be formal. Formal attire is required.

*The above rules will apply whether the prom is held in the gym or another site.

*A police officer may be present at the entrance to assist school administration.

Scholarship Honors

In regard to figuring scholarship honors, honor points, and grades that are sent to college, only your semester grades are used. Students dropping courses will have an "F" recorded for a semester grade. To receive a grade in any course, all work assigned by the teacher must be completed. If an incomplete is given, a student will be given a designated time (not less than one week) in which to finish this incomplete, if not done by the next grading period, an "F" will be recorded. The honor roll is prepared and published at the end of each grading period.

The average of academic marks is figured on the basis of:

A = 4.000 A- = 3.666 B+ = 3.333 B = 3.000 B- = 2.666 C+ = 2.333 C = 2.000 C- = 1.666 D+ = 1.333
D = 1.000 D- = 0.666 F = 0

A student must have at least a "B" average to be on the honor roll and be carrying five or more subjects. If a student receives an incomplete, he/she will be ineligible to be on the honor roll. Driver Education grades are not included in the averages.

School Announcements

Students are responsible for knowing the content of daily announcements, which are posted on the district website and throughout the building. Students who wish to have an item included in the announcements must have permission from the principal.

School Day

Students may be present on school grounds before 6:00 a.m. or after 4:00 p.m. 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 within 15 minutes of dismissal. School begins at 8:05 a.m. each day and ends at 3:05 p.m. Activity chaperones are responsible for students until they have left the building.

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. Students who have concerns about the fees should contact the principal.

Belief Statement about Curricular Activities

Tri-Rivers Conference Citizenship/Sportsmanship Seminar on September 17, 2002 developed the following beliefs about co-curricular activities: This belief continues from year to year.

We believe participation in co-curricular activities is an equal part of our education. In fact, co-curricular activities provide us with opportunities to develop abilities that might not be developed in the classroom. We believe all students should have the opportunity to participate in co-curricular activities and every attempt should be made to avoid conflicts that would limit our participation in a variety of activities. We believe co-curricular activities, led by good role models, help us to work as a team to develop individual success. Co-curricular activities should be an enjoyable experience that help us develop citizenship and other traits important to success in later life.

School-Sponsored Student Organizations

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

Athletics (Boys)

Athletic organizations offered to boys are football, cross-country, basketball, wrestling, track, golf and baseball. All participants must carry accident insurance. Academic standards have been established by the school district.

Athletics (Girls)

Athletic organizations offered to girls are volleyball, cross-country, basketball, track, golf and softball. All participants must carry accident insurance. Academic standards have been established by the school district.

Athletic Manager/Statistician

A student manager may be selected by the coaches/sponsors for each of the activities. They will aid in the care of equipment, keep statistics, etc.

Class Officers

Each class selects its own officers, which consist of a President, Vice President, and Secretary-Treasurer. To be considered, candidates must be nominated by someone from their class. Elections are to be by ballot. No person will hold more than one office.

Drama & Speech

The drama department presents a play in the fall and a play in the spring, one-act plays, individual and group speech & drama work and contest work.

Dance Team

The Dance Team provides entertainment at the half time of the basketball games. Members of the squad perform with pom poms and dance routines to both live and recorded music. Tryouts are held in the spring. The number of students on the squad will vary from year to year depending on the number of qualified applicants.

FFA

The FFA is an organization for students interested in careers in agriculture, business, technology, science and production. Membership in the FFA provides many benefits for members to prepare for the career of their choice. Contests are held to help students develop the skills needed to be successful in life. Awards programs are in place for members to receive recognition for their accomplishments as well as prize money. Development of your skills to make you a winner is the primary aim of the FFA. The FFA is the largest student organization in the world and it works to develop agricultural leadership, cooperation, citizenship and patriotism in its member. Membership is open to anyone enrolled in at least one semester of agriculture class or horticulture.

Homecoming

The Homecoming Court consists of a queen and three attendants from the senior class, and all female foreign exchange students. The queen and king will be a senior selected by the student body. To be eligible for queen a student must have attended Maquoketa Valley at least one academic year prior to the election. The Homecoming King and three attendants from the senior class, and all male foreign exchange students will also be part of the Homecoming Court.

Instrumental Music

Our instrumental music department provides marching band, concert band, pep band, jazz band and individual lessons. Playing for football games, basketball games, winter and spring concerts and a musical are some of the activities.

Newspaper & Yearbook

The "WILDCAT ECHO" is published at school. It is written and laid out by the newspaper staff. All students are encouraged to join in this organization. This is open to any student wanting to take part in the publication of the Wildcat Yearbook. Students organize and layout pictures and copy for each page of the book. Work includes laying out pictures, typing and photography.

National Honor Society

The purpose of the NHS is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. LOCAL POLICIES: (1) students must have and maintain a 3.5 cumulative GPA. GPA will be checked each grading period by the advisor. If a member's GPA falls below 3.5, probation, suspension or dismissal will result; (2) each member will be required to complete 50% of group service projects each year as part of the NHS service pillar, as well as serve on the Student Ambassador group; (3) each NHS member must maintain good conduct as outlined by MV's Good Conduct Code. Any violation of MV's Good Conduct Code will result in immediate dismissal from the NHS, subject to appeal as outlined by the NHS handbook; (4) Officers will be chosen on a yearly basis. Officers will be selected from eligible senior members of NHS, with junior members filing positions if no senior member is able to serve; (5) All NHS members are required to maintain the four pillars of Character, Leadership, Service and Scholarship throughout their scholastic careers. NOMINATION process: (1) to be eligible for selection to the NHS a student must: a) have a 3.5 cumulative GPA after their first semester of their sophomore year. All students eligible will be notified and need to attend the announced assembly; b) must turn in the written application that outlines the student's Character, Service and Leadership abilities, as well as, a word processed essay by the date given by the advisor; (2) Upon receipt of valid applications, each student will be ranked on a four point scale in the four NHS pillars, by all members of the MV high school faculty. Students receiving an average of 3.5 or above will be inducted into NHS at the earliest possible date in the third quarter of every year.

Spanish Club

Spanish Club is open to any student currently enrolled in Spanish Class. This club promotes the knowledge of the Spanish language and culture. There are some moneymaking projects to earn money for trips to Mexico or Spain.

Spirit Squad

The Spirit Squad will promote school spirit at all home football games.

Student Council

The purpose of this group is to help carry out school functions, promote school spirit and understanding, help promote better relations between faculty and student body, assist in informing the student body of school policy, secure for all high school students the advantages both social and intellectual that can be derived from cooperation and understanding and help in general to make a better high school. Regular meetings with the sponsor and students will be used to achieve these goals. Students who are satisfactorily fulfilling the scholastic requirements of the school are eligible for admission to the group.

The council shall consist of:	4 senior members	2 sophomore members
	3 junior members	1 freshman member

In addition, the class president from each of the four classes shall be considered part of the governing body. They help make decisions, work on committees, and perform functions that elected members perform. To run for Student Council President or a representative, a student must turn in nomination papers with twenty signatures from the student body. Elections will be held in the fall for the student body president and all class officers. Any elected member, who becomes ineligible for scholastic reasons or because of bad habits/acts, will lose his/her membership to the group and will be replaced by a special election. Other members of his/her class also will replace any member who moves from the school or who drops from school. Students, who are graduating at the semester of their senior year, are not eligible to be Student Council President. All elections are by ballots.

Vocal Music

Mixed chorus, boys/girls chorus, and vocal jazz and numerous small groups are offered by the vocal music department. Contest work, winter and spring concerts and small group singing for organizations are some of the activities.

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 or canceled for violating an individual coach or sponsor's rules as well as for violation of school district policies, rules or regulations.

Top Qualities of a Good Sport

1. They are respected by others and respectful to others.
2. They are a good leader.
3. They are an appropriate role model.
4. They have fun.
5. They are good losers and good winners.
6. They have self-control and are disciplined.
7. They have a positive attitude.
8. They have pride in their school.
9. They are supportive of all co-curricular activities.
10. They encourage others to do their best.
11. They take responsibility for their actions.

Search and Seizure Regulations**I. Searches, in General**

A. 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:

1. eyewitness observation by employees;
2. information received from reliable sources;
3. 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.

B. 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:

1. the age of the student;
2. the sex of the student;
3. the nature of the infraction; and
4. exigency requiring the search without delay.

II. **Types of Searches**

A. Personal Searches

1. 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.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - (a) 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.
 - (b) 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. Effects (e.g., purse, backpack, etc.) may be searched when a school official has reason.

In an on-going effort to keep and to provide a safe environment for all students, the Maquoketa Valley Community Schools has partnered with local law enforcement and may participate in routine unannounced training sessions/building walk-throughs for the drug and bomb K-9 units. Sessions will be scheduled through the superintendent's and/or principal's offices.

Semester Examinations

Semester exams may be held at the conclusion of the 1st and 2nd semester. The exam schedule may be 2 days of 70 to 90 minute testing periods to allow for all 8 periods to administer the testing. The daily schedule for the exam testing will probably be an A and B block schedule (4 90-minute periods). Any 9th through 12th grade student for the semester that has **not** violated the student tardy policy and has not had a discipline referral will only be required to attend their scheduled testing period. If a student violates the tardy policy or has a discipline referral, the student will be required to report to school each day and will be assigned to a study hall if they are not scheduled for a testing period.

Senior Policy

The academic work of the seniors shall be terminated prior to the rest of the high school, as the remaining time will be needed for Commencement. All bills and fees must be paid before graduation.

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 the principal excuses them. Students are expected to take the tests seriously and try to do their best. Students not performing up to expectations or not trying on the test will be required to retest.

Student Attendance

Students and parents are expected to make attendance a top priority. Only through attendance and class participation do students achieve the full 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 absence can never be replaced. 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. Regular attendance and being well prepared for class helps students in school, as well as prepares students for the real world.

Students who know they will be absent should have their parents notify the office prior to the absence. If advance notification is not possible, parents must notify the office at 563-922-2091 on the day of the absence by 8:05 a.m. Before a student is readmitted after an absence, the student must have a call by the student's parents to the office explaining the reason for the absence. Parents have 48 hours to excuse their child for an absence. After 48 hours, the absence is avoidable and detention is assigned. A call is necessary for all absences or a tardy to school, except when on a school

event with a sponsor/teacher. Parents have the responsibility to provide to the school a written medical doctor's excuse if their child/student misses 3 or more consecutive days of school.

Maquoketa Valley classifies unavoidable absences as follows:

- 1) *Personal illness (some type of medical excuse to validate absence within 48 hours, see above)*
- 2) *Professional appointments that cannot be made other than during school time. (doctor/dental appointments, an appointment card or a note from the doctor or dentist on letterhead is required -- A reasonable amount of time gone for the appointment will be listed as unavoidable)*
- 3) *School arranged college visitations for juniors and seniors that are arranged through the Guidance office*
- 4) *Funerals, death, or serious illness in the immediate family.*
- 5) *Participation in school scheduled activities (including supporting MV students at state competitions).*

Students who need to leave school during the school day must receive permission from the office and have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must have a call by their parents to the office for readmission. 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 are responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval of their teacher. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork. Students will have one day for each day absent, plus one additional day to make up work assigned while absent. If a student misses the day work is due to be turned in to a teacher, it is due the day the student returns to school at no penalty. A student must be in attendance a minimum of 37 days per quarter. Students that are missing excessive days in a quarter may meet with the principal and their parents. The County Attorney may also be notified. Excessive days absent may result in failing grades and loss of credit for classes. The office will continue to assign detentions if students do not have a verifying call from a parent within 48 hours of the absence or being tardy at the beginning of the school day.

Student Tardy

It is the student's responsibility to attend class on time. Students not in their assigned classrooms when the second bell rings will be counted tardy. Teachers will be held accountable for reporting attendance to the office every period. If a student receives an accumulation of three tardies for a specific class during the semester, they will receive a detention for that class. The student has up to 3 days to serve this detention. If the student skips or refuses to serve the detention the student will be assigned an in-school suspension. (ISS) This policy is based on each semester.

Student Truancy

The State of Iowa defines truancy as: Any child between 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 a truant. Along with the compulsory attendance policy the following will apply: (A) If a student misses 7 full 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 known reasoning accounted for the absence. (B) At the time a student accumulates 10 days of absence throughout the school year, a letter will be sent to the parent/guardian. The above will also pertain; checking each case individually to determine cause. (C) If there is a situation where the student accumulates 13-15 or more days in the school year, it will be evaluated by the building principal, at risk liaison/nurse, and others as needed to determine how to proceed. It may be necessary to involve the County Attorney or Assistant County Attorney.

Student Conduct

The 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; while on school owned and/or operated school or chartered buses; while attending or engaged in home or 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, probation, and expulsion.

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 when 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

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

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the principal.

Suspension means an in-school suspension, an out-of-school suspension, and a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

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.

Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the School Board 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.

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 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 school.

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. Student athletes who do not have insurance should contact their coach.

Student Lockers

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

A student's locker can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials. Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. Prior to a maintenance inspection, students are given 24 hours' notice. Students must not leave money or anything valuable in the locker. Students having any problems with their locker should notify the office or Guidance Office. Students will be assigned a locker each year.

Student Publications

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from faculty advisor.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material, which is:

*obscene; libelous; slanderous; or

*encourages students to:--commit unlawful acts;

--violate school district policies, rules or regulations;

--infringe on the rights of others;

--disrupt or interfere with the education program;

--interrupt the maintenance of a disciplined atmosphere;

--cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

Study Hall

The following rules will apply to all students in Study Hall:

1. Appropriate behavior is expected at all times.
2. The two objectives in Study Hall are: studying and doing homework. If a student has no work, then they need to go to the library to check out a book to read, read a newspaper or magazine, or work on the computer.
3. Students must bring all necessary work with them when they come to Study Hall. No one will be allowed back to his or her lockers without permission of the study hall supervisor.
4. Students are expected to stay in their assigned seat.
5. No food or drink is allowed.
6. At the discretion of the SH supervisor students that need to work together will work together quietly.
7. Students that want to leave Study Hall must have a pass to go to a teacher's room.
8. Students are only allowed to sign out to the library, restroom, office, and guidance office.
9. Students are limited to 5 minutes for the restroom and office.
10. Students entering Study Hall late must have a pass or they will be counted tardy. Students will not be allowed to return and get a pass until the class period is over.

Study Hall Restrictive

Students who are receiving D's or F's on the 3-week progress/deficient report, at the end of the quarter or a discipline referral will be placed on the restrictive list. Students on this list will not be allowed regular study hall privileges. Students will not be allowed to leave study hall to go to the library or another classroom. The only exception to this is if the student has **secured a written, not verbal pass** from the instrumental or vocal director to attend a lesson. Students

can earn back their regular study hall privileges at the next 3-week progressive/deficiency report if there are no “D’s or F’s” or additional discipline referrals.

Senior Study Hall

Senior Study Hall is for all seniors who are in good standing academically and behaviorally. The following rules apply for seniors to qualify for the Senior Study Hall:

- Seniors are permitted to go to the commons or the library without checking into their assigned study hall during their assigned study hall time as long as they are not on the 3-week progress/deficient report, end of quarter grading period or have not had a discipline referral during this 3-week time frame.
- If the Senior is currently on the 3-week D or F list, end of quarter grades and/or had a discipline referral, they will be required to attend study hall and will be on the restrictive study hall list.
- Seniors have the opportunity to earn back their Senior Study Hall status after the next 3-week deficiency reporting period.
- Students may go to their locker or the restroom but the noise level will remain low. If distractions occur, privileges will be lost.

If a senior has secure written permission from their parent/guardian the senior student does not have to report to school until 2nd hour if the student has a 1st hour study hall and the student can leave 8th hour if the student has an 8th hour study hall as long as they meet the requirements of senior study hall.

Structured Study Hall Assignments

We will operate a structured study hall when staffing permits. The structured study hall will be considered a more restrictive environment. This is not optional if staff feels this kind of environment would benefit a student. Students may be dismissed from the structured study hall as soon as their grades improve and they no longer need this structure and support. Students will move in and out of the study hall on a needs basis. Referral to this study hall will be based on the following:

- Teacher-Parent-Student request to be in SSH,
- Exit IEP for one at least mandatory quarter in SSH,
- Students’ receiving a failing grade in a course at the end of Quarter 1, 2 3, or 4 and/or a failing grade 1st or 2nd semester,
- Student receives a 66% or less in a course for 1st, 2nd, 3rd, or 4th quarters,
- Need extra support with their schoolwork and would benefit from more one on one attention, or
- Student requested.

Use of School District Facilities by Student Organizations

School district facilities are available during non-school hours to school-sponsored and non school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should stop in the high school office to reserve a room. School district policies, rules and regulations are in effect during these meetings.

Visitors/Guests

Visitors to the school grounds must check in at the principal's office. All guests must give at least 48 hours notice to gain permission. There will also be no guests permitted the first two weeks and the last two weeks of school. Student visitors from other schools are frowned upon. In rare occasions, the principal will consider requests. These requests will be considered on rare and unusual circumstances. Maquoketa Valley graduates must follow the same procedures as visitors; they are encouraged to visit former staff members during lunch and prep periods.

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. School district policies, rules and regulations for the Good Conduct Policy are in effect for 12 months.

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 2016-2017

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 on 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 8, 2016 - November 13, 2016

Activity	First Offense	Second Offense
Band	1/2 of fall activities	all fall activities
Class Officer	1/2 of fall season	full season
Cross Country	1/2 of all meets	entire season
Fall Musical	all performances	all performances
FFA	1/2 of fall events	all fall events
Football	1/2 of all games	entire season
Homecoming Court/Royalty	all activities	all activities
Homecoming Activities	all activities	all activities
Spirit Squad	1/2 of fall season	all of fall season
Student Council	1/2 of fall season	all of fall season
Vocal Music	1/2 of fall activities	all of fall activities
Volleyball	1/2 of all games	entire season

WINTER SEASON: November 14, 2016 - March 11, 2017

Activity	First Offense	Second Offense
Band	1/2 of winter activities	all winter activities
Basketball	1/2 of all games	entire season
Class Officer	1/2 of winter season	full season
Drill Team	1/2 of performances	all performances
Speech	Either Lg. Group/Individual	all performances
FFA	1/2 of winter events	all winter events
Student Council	1/2 of winter season	all of winter season
Vocal Music	1/2 of winter activities	all of winter season
Wrestling	1/2 of all meets	entire season

SPRING SEASON: March 12, 2017 - May 21, 2017

Activity	First Offense	Second Offense
Band	1/2 of spring activities	all spring activities
Class Officer	not eligible to be elected	not eligible for election
FFA	1/2 of spring events	all spring events
Golf	1/2 of all meets	entire season
Spring Play	all performances	all performances
Student Council	not eligible to be elected	not eligible for election
Track - Boys	1/2 of all meets	entire season
Track - Girls	1/2 of all meets	entire season
Vocal Music	1/2 of spring activities	all of spring activities

SUMMER SEASON: MAY 22, 2017 - August 6, 2017

Activity	First Offense	Second Offense
Band	1/2 of summer activities	all summer activities
Baseball	1/2 of all games	entire season
FFA	1/2 of summer events	all summer events
Softball	1/2 of all games	entire season
Foreign Language Trip	Sponsor Discretion	No trip
Music Trip	Sponsor Discretion	No trip

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.

Maquoketa Valley High School

Bullying Behavior Expectations & Consequences

(Administration has the right to modify the severity of the consequence due to the student infraction)

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
Teasing (name-calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves) Exclusion (starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends)	Conference with Administrator	Saturday Detention Parent Notified	Immediate Plus One-Day Suspension (ISS) Parent Notified	Staff and parents will meet to discuss an individual plan for the student. 4 th Offense may lead to possible expulsion. (Student ISS/OSS until plan is
Hitting (pushing, slapping, grabbing, punching, kicking, similar behavior that may injure others)	Immediate Plus One-Day School Suspension (ISS) Parent Notified	Immediate Plus Two-Day School Suspension (ISS or OSS) Parent Notified	Immediate Plus 3-5 Day In School Suspension (ISS) or Out of School Suspension (OSS) Parent Notified	
Harassment (threatening, racial, ethnic, or sexual name calling)	Conference with Administrator Parent Notified	Immediate Plus 1 Day In School Suspension Parent Notified	Immediate Plus 1-3 Day In School Suspension (ISS) Out of School Suspension (OSS) Parent Notified	

Harassment (using Instant Messaging, Facebook, My Space, Texting or other severe harassment.) *SAVE EVIDENCE*	Conference with Administrator	Immediate Plus 1 Day In-School Suspension (ISS)	Immediate Plus 3-5 Days In-School Suspension (ISS) or Out of School Suspension. (OSS)	developed with parents)
	Parent Notified	Parent Notified	Restitution / Practice Parent Notified	

MAQUOKETA VALLEY HIGH SCHOOL DISCIPLINE CHART

(Administration has the right to modify the severity of consequence due to the student infraction)

	1st Offense	2nd Offense	3rd Offense	4th Offense
Inappropriate Language	Conference with Instructor	Parent Call Home	Detention (Meeting with Parent, Teacher, Admin.)	Detention or ISS Parent Notified

	1st Offense	2nd Offense	3rd Offense	4th Offense
Tardy to Class	Conference with Instructor	Conference with Instructor	Assigned Detention (Student has 3 days to serve detention. If student skips student will be assigned as ISS)	Assigned Detention (Student has 3 days to serve detention. If student skips student will be assigned as ISS)

	1st Offense	2nd Offense	3rd Offense	4th Offense
Inappropriate Classroom or Hallway Conduct	Conference with Instructor or Admin.	Conference with Instructor or Admin. Parent Call Home	Detention Meeting with Parent, Teacher, Student, Admin.	ISS Possible Drop Class & Assigned an F

	1st Offense	2nd Offense	3rd Offense	4th Offense
Unexcused Absence	Assigned Detention Parents Notified	1-Day ISS Parents Notified	2-Day ISS Parents Notified	2-Day ISS Parent, Teacher, Student, Admin Conference

	1st Offense	2nd Offense	3rd Offense	4th Offense
Disruptive or Distractive PDA	Conference with Instructor or Admin.	Conference with Instructor or Admin. Parent Notified	Detention Parent Notified	ISS parent Notified

	1st Offense	2nd Offense	3rd Offense	4th Offense
Inappropriate Language Directed at Staff	Immediate plus 1-day ISS Parents Notified	Immediate plus 2-day ISS Parents Notified	Immediate plus 3-day OSS Parent Conference	Possible Expulsion

	1st Offense	2nd Offense	3rd Offense	4th Offense
Harassment of Staff	Immediate 1 to 10 Day Suspension Parent Conference	Immediate 1 to 10 Day Suspension Parent Conference	Possible Expulsion	

	1st Offense	2nd Offense	3rd Offense	4th Offense
Assault on Student or Staff	Immediate 3 to 5 day Suspension Parent Conference	Immediate 3 to 10 day Suspension Possible Expulsion		

	1st Offense	2nd Offense	3rd Offense	4th Offense
Inappropriate Use of Cell Phone or Remotely Activated Communication Device	Admin/Student Conference	Admin/Student Conference Held in Office Parent Pick Device up	Admin/Student Conference Held in Office for the Day for a period of 5 Days	Admin/Student Conference Held in Office for the Day for Remainder of School Year

	1st Offense	2nd Offense	3rd Offense	4th Offense
Inappropriate Use of Technology	Assigned Detention Parent Notified	Assigned Detention 1-Week Loss of Tech Usage Parents Notified	ISS 2-Week Loss of Tech Privileges Parents Notified	ISS Permanent Ban Parents Notified

	1st Offense	2nd Offense	3rd Offense	4th Offense
Inappropriate Use of Technology in Locker or Rest Room	ISS Parents Notified Law Enforcement Notified	2-Day ISS Parents Notified Law Enforcement Notified	Possible Expulsion	

	1st Offense	2nd Offense	3rd Offense	4th Offense
Insubordination	Conference with Instructor	Detention Parents Notified	2-Day ISS Parent Conference	2-Day ISS Parent Conference Dropped from Class with an F

	1st Offense	2nd Offense	3rd Offense	4th Offense
Fighting	Immediate plus 1-Day ISS Parents Notified	Immediate plus 2-Day ISS Parent Conference	Immediate plus 3-Day ISS Parent Conference Law Enforcement Notified	Immediate plus 3-Day ISS Parent Conference Possible Expulsion Law Enforcement Notified

	1st Offense	2nd Offense		
Possession or Under Influence of Illegal Substance	Immediate plus 5-Day ISS/OSS Parent Conference Possible Expulsion Law Enforcement Notified	Possible Expulsion Law Enforcement Notified		

	1st Offense	2nd Offense	3rd Offense	4th Offense
Possession of Tobacco	Immediate plus 1-Day ISS Parent Conference	Immediate plus 1-Day ISS Parent Conference Notify Law Enforcement	Immediate plus 1-Day ISS Parent Conference Notify Law Enforcement	Immediate plus 1-Day ISS Parent Conference Notify Law Enforcement

	1st Offense	2nd Offense	3rd Offense	4th Offense
Vandalism to School	Immediate plus 3-Day ISS Parent Conference Replacement Costs Law Enforcement Notified	Immediate plus 9-Day ISS Parent Conference Replacement Costs Law Enforcement Notified Possible Expulsion	Possible Expulsion Replacement Costs Law Enforcement Notified	

	1st Offense	2nd Offense	3rd Offense	4th Offense
Theft	Immediate plus 1-Day ISS Parent Conference Replacement Costs Law Enforcement Notified	Immediate plus 2-Day ISS Parent Conference Replacement Costs Law Enforcement Notified	Possible Expulsion Parent Conference Replacement Costs Law Enforcement Notified	

	1st Offense	2nd Offense	3rd Offense	4th Offense
Use of a Look Alike Weapon	Immediate plus 1-Day ISS Parent Notified	Immediate plus 1-Day ISS Parent Conference	Immediate plus 2-Day ISS Parent Conference	Possible Expulsion

	1st Offense	2nd Offense	3rd Offense	4th Offense
Possession or Use of Item Identified as a Weapon	Immediate plus 1-Day ISS Parent Notified	Immediate plus 1-Day ISS Parent Conference	Immediate plus 2-Day ISS Parent Conference	Possible Expulsion

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

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

Student Name: _____ **Grade:** _____

Check One:

_____ **May give all medications listed** _____ **Do NOT give any medications**

_____ **Give ONLY medications checked**

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

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

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

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 2016/2017 school year ONLY.

Parent Emergency Sheet

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 22, 2014. 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 _____
(Last) (First) (Middle)

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 _____

Vehicle Information

This is the vehicle your child may drive to school on a regular basis, and plans to park in school parking.

Make _____ Model _____

Color _____ License Plate No. _____

County (if other than Delaware) _____

HEALTH INFORMATION FORM SCHOOL YEAR _____

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

Student Name: _____ DOB: _____

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

***Allergies: Food-** _____ **Medicine-** _____ **Insects-** _____
Environmental- _____

Other-(please specify) _____

Specify reaction to the allergen: Rash _____, **Swelling** _____, **Hives** _____ **Difficulty breathing** _____,
Other _____

Takes medication for any allergies: Name of medication: _____

Dietary requirements for the allergy?(If yes, a letter from your physician is required)

***Asthma: List triggers** _____ **Diagnosed at age** _____

Takes medications: Name medications: _____

Under a physicians care now" Yes _____ " **No** _____

***Other frequent respiratory conditions:** _____

***Attention Deficit/Hyperactivity Disorder (ADD/ADHD)**

Takes medication: Name of medication _____

***Blood Disorder:** Please specify (ie:Factory 5 deficiency, sickle cell) _____

***BloodPressure:** High _____ Low _____ "Medication: _____

***Cancer:** please explain: _____

***Convulsion or Seizures:** Type _____ How long ago was the last one? _____ " **Takes medication:**

Name of medication _____

***Cystic Fibrosis** _____! ***Diabetes!** Type 1 _____ " Type 2 _____ "

Takes medication: Name of medication _____ **Insulin Injections** _____ "

Pump _____ **Medication(s)** _____

***Digestive Disorder** (ie IBS, Crohns) _____

***Head Injury** please explain _____

***Hearing trouble** please explain _____

***Heart Condition** please explain _____ **Under a doctor's care**

now? Yes _____ " No _____ Any physical restrictions? _____

*Kidney or Bladder disorder: Yes _____ " No _____ Explain _____

*Migraines: Takes medication: Name of Medication _____

*Muscle/Bone/Mobility disorder: Explain _____

*Psychiatric Diagnosis: Explain _____

" Takes medication: Name medication(s) _____

*Surgery: What for _____

*Vision: Problems, please explain _____

Glasses _____ Contacts _____

*Other Medical Conditions that we should be aware of: _____

*My Child does not have any of the listed conditions or illnesses: (please check)! _____

Comments or other information: _____

Parent/Guardian Signature _____ Date _____