



HOME OF THE WILDCATS
MAQUOKETA VALLEY
Community School District

Maquoketa Valley Middle School



Student Handbook 2026 - 2027



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Maquoketa Valley Middle School

112 3rd Street
Delhi, Iowa 52223

School Phone: 563-922-9411 Fax: 563-922-9502
Principal – Brian Mangold

Teaching Staff

Mikayla Callan, Special Education
Elizabeth Olson, Special Education
Dan Cassutt, Social Studies
Jackie Moorman, Social Studies
Ron Besler, ELA
Michelle Grimm, ELA
Ali Scherrman, ELA, Technology, Accelerated Math
Amber Boeckenstedt, Math
Morgan Nefzger, MS Secretary
Creig Dunlap, Art
Travis Ford, Instrumental Music
Scot Moenck, A.D. / At-Risk
Jen Jaeger, School Counselor
Megan McCrary, Vocal Music
Christina Rudd, Science
Molly Droeszler, Science
Rebecca Besler, Science
Shane Kirchoff, PE
Eric Conner, PE

Volleyball – Emily Ludovissy
Wrestling - Kurt Hatfield

Classified Staff

Karelene Sellner - Head Cook
Pamela Jenkins, Paraprofessional
Amy Wilson, Paraprofessional
Chelsey Klima, Paraprofessional
Ericia Lanning, Paraprofessional
Natasha Klaren, Paraprofessional
Amanda Ludwig, Library Paraprofessional
Randy Darrow - Day Custodian/Building
Maintenance
Elise Bonert - MS Secretary/Nurse
Craig Wilson - Transportation/Maintenance
Greg Guetzko - Night Custodian
Erika Vanderloop - School Business Officer

Co-Curricular Staff

Athletic Director - Scot Moenck
Baseball – Brad Huber
Boys Basketball - Steve Huegel
Boys Track – Steve Huegel
Cross Country – Shane Kirckhoff
Drama - Megan McCrary
FFA - Haylee Lau
Football - TBD
Girls Basketball - Jason Helle/Ali Shcherrman
Girls Track - Scot Moenck
Jazz/Pep Band – Travis Ford
Softball - Ali Scherrman
Vocal Jazz - Megan McCrary



Class Time Schedules

Normal Daily Time Schedule

- 1) 8:03-8:48
- 2) 8:51-9:36
- 3) 9:39-10:24
- 4) 10:27-11:12
- 5) 11:15-12:00
- LUNCH: 12:00-12:30
- 6) 12:33-1:18
- 7) 1:21-2:06
- 8) 2:09-2:54
- WIN: 2:57-3:20

2 - Hour Delay Time Schedule

- 1) 10:03 - 10:36
- 2) 10:39 - 11:12
- 5) 11:15 - 12:00
- LUNCH: 12:00 – 12:30
- 3) 12:33 - 1:04
- 4) 1:07 - 1:38
- 6) 1:41 – 2:12
- 7) 2:15 - 2:46
- 8) 2:49 - 3:20
- NO WIN

2:05 Dismissal Schedule

- 1) 8:03 - 8:39
- 2) 8:42 - 9:18
- 3) 9:21 - 9:56
- 4) 9:59 - 10:34
- 6) 10:37 - 11:12
- 5) 11:15 - 12:00
- LUNCH: 12:00 - 12:30
- 7) 12:33 - 1:18
- 8) 1:21 - 2:05
- NO WIN

1:05 Dismissal Time Schedule

- 1) 8:03 - 8:32
- 2) 8:35 - 9:04
- 3) 9:07 - 9:36
- 4) 9:39 - 10:08
- 6) 10:11 - 10:40
- 7) 10:43 - 11:12
- 5) 11:15 – 12:00
- LUNCH: 12:00 – 12:30
- 8) 12:33- 1:05
- NO WIN



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 Middle 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 2024-2025 school year.

Our Mission Statement:

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

Core Values:

1. Maquoketa Valley will ensure high levels of growth and achievement in all academic areas through quality instruction.
2. Maquoketa Valley will provide a safe environment that supports students' physical, social, emotional, and behavioral well-being.
3. Maquoketa Valley will effectively manage district resources to ensure quality facilities, transportation, and food services in a safe, well-maintained educational environment.
4. Maquoketa Valley will collaborate with families and the community to ensure a productive partnership to help our students thrive in a local and global community.

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 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 and productive 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 grades online weekly and check for the 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 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 an online student information system in which parents are able to check their child's academic progress and meal account. Parents are given a username and password and are then able to view their child's information. The username 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 student to set high academic goals, and to participate in at least one extra curricular activity.
- 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 the school accountable for implementing the policies.
- Any person having inquiries concerning the Maquoketa Valley Community School District compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Mr. Troy Osterhaus, P.O. Box 186, Delhi, Iowa 52223 (563) 922-9422.

Equal Educational Opportunity:

Maquoketa Valley CSD does not discriminate in its education programs or activities on the basis of sex, race, color, national origin, disability, religion, creed, marital status (for programs), sexual orientation, and socioeconomic status (for programs). The school district's goal is to educate students in programs and activities that foster a healthy social, intellectual, emotional, and physical self-concept. Each student has the opportunity to use Maquoketa Valley's educational programs and activities. Each student is expected to conduct themselves in a manner that assures each student the same educational opportunity.

Students who feel they have been discriminated against are encouraged to report it to the school district Equity Coordinator. The Equity Coordinator is Troy Osterhaus and can be contacted at 563-922-9411 or by email: troyosterhaus@maquoket-v.k12.ia.us. Inquiries may also be directed in writing to Troy Osterhaus, Maquoketa



Valley Community Schools, P.O. Box 186, Delhi, Iowa 52223, (563) 922-9411.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be made instead of, or in addition to, an inquiry or complaint at the local level.

Maquoketa Valley CSD, in its educational program, has an intervention process to assist students experiencing behavior and learning difficulties. Jackie Moorman is responsible for this process. Parents wanting access should contact the school at 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, 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, Academic Awards Banquet, 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 middle 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.

Student Attendance

Student Registration & Enrollment:

Students and parents going through the enrollment and registration process with Maquoketa Valley for the first time must complete the enrollment process by contacting Kelsey Thomas at: phone: 563-922-2091 email: kelseythomas@maquoketa-v.k12.ia.us

School Calendar:

Maquoketa Valley CSD school calendar may be subject to change throughout the year due to weather, emergencies, or other reasons.

Compulsory Attendance:

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

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 8:15 a.m. Parents have 48 hours to excuse their child for an absence.

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days or hours school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 1080 hours.

Chronic Absenteeism/Truancy Legal Requirements:

- **Chronic Absenteeism Legal Requirements (Absent 10%):**

Chronic absenteeism/absences means **ANY** absence from school that does not meet an exemption for more than ten percent of the *semester days listed in the current school calendar* established by the district.

- When a student meets the threshold to be considered chronically absent (10%), the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent,



guardian or legal or actual custodian via email or mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

- **School Engagement Meeting (Absent 15%):**

If a student is absent from school for at least fifteen percent of the days or *hours* in the grading period, the school official will attempt to find the cause of the absences. If the school official determines that the child's absences are negatively affecting the child's academic progress, the school official will start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student; the student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and A school official.
- Absenteeism Prevention Plan:
 - The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant.
 - The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan.
 - If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

- **Truancy Legal Requirements(Absent 20%):** Truant/truancy means a child of compulsory attendance age who is absent from school for **ANY** reason that does not meet an exemption for at least twenty percent of the semester days listed in the current school calendar established by the district.

- A school official will notify and turn in all student attendance information over to the county attorney.

- **Exemptions - Student will still be counted absent but the absence is exempt from Truancy**

- **Exemptions - Student will still be counted absent but the absence is exempt from Truancy**
 - have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
 - are excused for sufficient reason by any court of record or judge;
 - are attending religious services or receiving qualifying religious instruction in accordance with relevant laws;
 - are unable to attend school due to legitimate medical reasons;
 - has an individualized education program that affects the child's attendance;
 - has a plan under Section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
 - are attending an approved or probationally approved private college preparatory school;
 - are attending an accredited nonpublic school;
 - are receiving independent private instruction; ~~or~~,
 - are receiving competent private instruction;
 - are a military applicant undergoing military entrance processing;
 - are engaged in military service;
 - are traveling to attend a funeral; or



- are traveling to attend a weeding

School Based Academic & Disciplinary Requirements Related to Attendance:

- Students are required to be in attendance, pursuant to board policy, for 1080 hours per school year unless their absences have been excused for. ***Maquoketa Valley classifies unavoidable absences as follows:***
 1. Personal illness (some type of medical excuse or a parent call to validate absence within 48 hours, see above)
 2. Professional appointments that cannot be made other than during school time. (A parent call the day of the appointment, 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. College visitations for juniors and seniors. (Verification email or letter from school student is visiting to validate absence)
 4. Funerals, death, or serious illness in the immediate family.
 5. Family emergencies
 6. Participation in school scheduled activities (including supporting MV students at state competitions).
 7. Recognized religious observances
 8. Reasonable excuses may also include family trips or vacations

Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal.

- Students who are absent without a reasonable excuse may be assigned to *supervised study hall, detention, early bird school, Saturday school, in-school suspension, structured WIN time, extracurricular consequences, or other appropriate disciplinary sanction up to loss of class credit.*
 - **Arriving Late to School / Leaving School Early:**
Any student arriving late to school or leaving school early, must sign-in or sign-out in the office. Any student who does not follow this procedure will be given an avoidable absence and detention assigned.
 - **Absent or Tardy to School:**
If a parent does not call, then 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.
 - **Attendance to Participate in Extracurricular Activities:**
Students must be in school from 12:30 pm until the end of the day to participate in any after school activity. Students cannot leave school and come back to participate in an afternoon / after school activity, unless it is for a medical appointment. This means practices, games, meets, meetings, banquets, performances, etc. It is recommended that medical appointments be scheduled in the morning to avoid missing the last half of the school day. If this can not be avoided due to doctor / specialist availability, the student must bring a doctor's note to be able to participate.



- **Leaving School Grounds without Permission:**
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. If a student is ill, he/she must check out with the office before leaving the building. Any student who does not follow this procedure will be given an avoidable absence and detention assigned.
- **Tardies to Class during the School Day:**
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 4 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. There will be a continued consequence for each tardy thereafter.
- School work missed because of absences must be made up within two times the number of days absent, not to exceed 5 school days. The time allowed for make-up work may be extended at the discretion of the classroom teacher and will follow the district's homework and assessment policy.

Open Enrollment:

Iowa Department of Education Open Enrollment Handbook: [Open Enrollment Handbook](#)

Iowa Department of Education Open Enrollment Application: [Open Enrollment Application](#)

Inclement Weather:

Should school be canceled due to inclement weather prior to the start of the school day, students and parents will be notified via the Maquoketa Valley CSD text alert system and media outlets. These days are typically built into the school calendar, however, there may be instances where missed days will need to be made up.

Should school be dismissed early due to inclement weather, parents will be notified by the Maquoketa Valley CSD text alert system and media outlets. Parents will also be notified of the status of the school's transportation services by the same means.

Unless weather conditions prevent it, students will still be returned to their regular drop-off sites. Should weather conditions be too extreme for regular school transportation, students will be kept at school, or potentially returned to school until parents are available for pick-up.

Should there be extracurricular activities or practices scheduled during school or after school on the day of inclement weather, the administration will determine on a case-by-case basis whether to hold the extracurricular activity. This is true should school be canceled or experience an early out.

School Day:

Students may be present on school grounds before 8:00 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 8:03 a.m. each day and ends at 3:20 p.m. Activity chaperones are responsible for students until they have left the building.



Student Rights & Responsibilities

Student Appearance:

The students of Maquoketa Valley shall be dressed and groomed in a fashion that is complementary to the school and to themselves. Cleanliness and neatness in both hair and clothes is essential. The dress of a student is offensive to a fellow student or a faculty member when it is disruptive to 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. Any suggestive wording or abbreviations that imply inappropriate language or material will not be allowed to be worn. 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.

Student Care of School Property/Vandalism:

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.

Accidental damages may, but are not required to, be treated differently. Whether an incident is considered accidental will be determined on a case-by-case basis by administration, depending on the circumstances of the situation, the student's actions leading up to the situation and the student's response after the situation occurred.

Student Complaints / Grievances:

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.

Student Search & Seizure:

I. Searches, in General

1. The Board of Directors holds all school property in public trust. School authorities may, without a search warrant search a student, student lockers, desks, students' belongings, work areas or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment and protect the safety and welfare of students, school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in a search. Items of contraband may include but are



not limited to non-prescriptions controlled substances, such as marijuana, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action may be grounds for reporting to local law enforcement authorities.

2. In an ongoing effort to keep and provide a safe environment for all students, the Maquoketa Valley School District will partner with local law enforcement to participate in a routine unannounced search of school premises by the drug and bomb K-9 (dog) units. Sessions will be scheduled through the Superintendent and/or Secondary Principal's office.

II. Reasonable and Articulable Suspicion:

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

III. Reasonable Scope:

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

IV. Types of Searches

A. Personal Searches

1. A student's person and/or reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable. c. Pat-down searches: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student, with another adult witness of the same sex present, when feasible.
3. A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc, is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures. al effects (e.g., purse, backpack, etc.) may be searched when a school official has reason
4. **Hand-Held Metal Detector "Wand" Search: A wand search of a student and/or personal effects is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. At the discretion of the school official, a wand search may be conducted in the event that there is reasonable suspicion a student has a vaping device and the device is not found upon initial search of the person(s). A wand search may also be utilized as a component of a written safety plan when school officials deem wand searches to be reasonable at the inception or modification of the plan considering the totality of the circumstances. Circumstances that may give rise to a reasonable suspicion justifying the inclusion of a wand search in a safety plan include but are not limited to the past or present**



use of a weapon, dangerous object, or look-a-like weapon (as defined by Policy #5202) by the student on or off school grounds; an arrest or investigation of the student for possession or use of a weapon, dangerous object or look-a-like weapon; the threat of harm or violence by the student; behavior of the student suggesting an intent to harm; or as otherwise approved by the Superintendent considering the totality of the circumstances. Any wand search of a student and/or a student's personal effects will be conducted according to the school district's Search and Seizure Protocol for Wands.

B. Locker and Desk inspections

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

In an ongoing 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 walkthroughs for the drug and bomb K-9 units. Sessions will be scheduled through the superintendent's and/or principal's offices.

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. Students should keep lockers locked at all times. 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 may be conducted periodically. 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 problem with their locker should notify the Office. Students will be assigned a locker each year.

Locker Signs:

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



lockers.

Anti-bullying & Harassment Policy:

The Maquoketa Valley CSD is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district; a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Retaliation Prohibited

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in an investigation is prohibited.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of



this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

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



“Harassment” and “bullying” mean any repeated and targeted electronic, written, verbal, or physical act or conduct toward an individual that creates an objectively hostile school environment that meets one or more of the following conditions:

- (1) Places the individual in reasonable fear of harm to the individual’s person or property.
 - (2) Has a substantial detrimental effect on the individual’s physical or mental health.
 - (3) Has the effect of substantially interfering with the individual’s academic or career performance. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent’s designee. The complaint form is available on the district website. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent’s designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint (“Respondent”)
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal



The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include 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, which may include 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, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may 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.

Physical / Sexual Abuse & Harassment of Students by Employees:

Physical or sexual abuse of students, including but not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with students by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by timely reporting to all relevant agencies as required by law. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process. If the Iowa Department of Health and Human Services reports to the board of directors of the district that an allegation of abuse of a student has been made against a school employee, the district will place the employee on administrative leave until the resolution of the investigation. The employee will be prohibited from entering school property while on administrative leave.

The superintendent is responsible for drafting administrative regulations to implement this policy.

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.atq.wa.gov/violence/points.shtml>
- <http://www.nccasa.org/teen/index.htm>

Student Substance Abuse:

Students are prohibited from distribution, dispensing, manufacture, possession, use or being under the influence of alcohol, tobacco/nicotine products, other controlled substances, or look-a-like substances while on school district premises or property within the jurisdiction of the school district, while on school-owned and/or operated school or charter vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school.

Students found to be in violation of this rule will be subject to appropriate disciplinary measures and may be required to satisfactorily complete a substance abuse or rehabilitation program. Disciplinary measures may include discipline up to or including suspension and expulsion. For students under the age of 21, local law enforcement authorities may be notified.

Internet:

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and internet-based collaboration software to send and receive messages at school. Students will receive age-appropriate training prior to using the internet.

The internet can provide rich opportunities through a vast collection of educational resources. Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible and to the extent permitted by law or vendor policies. Additionally, student's internet activities may be monitored by the school district to ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a global network and information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Some students may encounter information that may not have educational value.

Students will not intentionally access or download any text file or visual depictions or engage in any discussion that includes restricted material. Restricted material includes but is not limited to obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Should a student be found to have accessed restricted materials, students may experience the following disciplinary measures and/or, depending on the severity violation may experience disciplinary measures up to suspension and expulsion:

1. Loss of School Owned Computer for a length of time determined by Administration



2. Detention
3. Consistent monitoring of internet and computer usage

Use of Personal Electronic Devices by Students:

It is the policy of the Maquoketa Valley CSD that students may not use or possess personal electronic devices during classroom instructional time.

Definitions

For purposes of this policy, a “personal electronic device” is a device that is used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, and any applications or programs installed by the student on a school-owned or issued device. A “personal electronic device” does not include a device possessed by the student for documented legal, health, and safety purposes and used solely for those purposes.

The “school day” is defined as once the first bell rings until the end of day school bell minus lunch period.

“Instructional time” is any time during which a student is under the guidance and supervision of licensed instructional staff or instructional assistants, including independent study time during the school day and homeroom.

General Rules

The following are the district-provided educational technologies and devices that will be made available to students for instructional purposes: MacBook Air Computers, iPads, other classroom technology provided by the school.

A student’s personal electronic device, not otherwise allowed to be used under this policy, must be securely stored at all times in a school-provided device in each classroom for High School students in the Secondary Building and in the student lockers for Middle School & Elementary. High School students may utilize their personal electronic devices during passing time and at lunch.

A parent or guardian, after verification by school officials, may communicate with a student through the school office. If there is an emergency requiring the student’s immediate attention, a parent or guardian may contact the school office or the district office. In the event of an emergency, the school will contact the parent or guardian by the method most recently listed by the parent in the school’s student information system immediately when it becomes safe to do so. In the event of an emergency involving the broader school community, the school will contact parents and guardians by the district wide mass notification system.

Violations of Policy

First Offense - Upon the first offense, the student’s remotely activated, or activating communication device(s) will be confiscated by a staff member and taken to the principal’s office. After reviewing the policy with the principal or



principal's designee, the device will be given back to the student at the end of the school day.

Second Offense - Upon the second offense, the student's remotely activated, or activating communication device(s) will be confiscated by a staff member and taken to the principal's office. 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 5 school days. 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.

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 10 school days. 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 a minimum of 20 days or 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. A parent meeting may be requested to determine the next course of action.

If the student uses a personal electronic device during the administration of any assessment, the student will receive no credit for the assessment without the ability to retake and will also face the consequences identified in the prior paragraph. If the student uses a personal electronic device in a state or federal mandated assessment, the school will follow any protocols for that assessment's security.

Student-Specific Exceptions to Policy

Petition by Parent or Guardian. A parent or guardian of a student may petition to allow their child to maintain access to a personal electronic device for a legitimate reason related to the student's physical or mental health, based on the unique facts of the student's case. The petition shall be addressed to the building principal. If not granted, a parent or guardian may appeal to the superintendent or designee, whose decision shall be final. A parent or guardian has the burden of providing a legitimate reason for allowing the child to maintain access of a personal electronic device contrary to Maquoketa Valley's policy.

Student Plans. A student who has a current Individualized Education Program, a plan under section 504 of the federal Rehabilitation Act, or health plan may maintain access to a personal device during an appropriate portion of the school day as documented in the plan. The device should be used solely in the manner necessary and documented.

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, restrooms, or for being used inappropriately affecting the well being of other students or staff.

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



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

Third Offense: Possible recommendation for expulsion, Law enforcement notified

Use of Motor Vehicles:

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).

Academic Integrity / 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 middle school principal, and the instructor. Continued or multiple offenses may result in reduction of grade or failure of the course.

Dual Enrollment:

Home schooling/private instruction or home school assistance program students enrolled in classes or participating in school activities in the Maquoketa Valley CSD are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building administrator.

Activity Bus

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

Advanced Make-up

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

Assignment Notebooks

Students have the option to use assignment notebooks. They can be picked up in the office.



Bailey's Ford Trip:

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

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

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.

Weapons & Weapon Look-a-Likes:

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

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

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

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



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

Threats of Violence:

Discipline Policy

Discipline is designed to promote behavior that will enable students to learn and successfully participate in their educational and social environments. The district discipline policy for students who make a threat of violence or commit an act of violence is developed to help students understand their obligations to others in the school setting, secure the safety of all students, staff and the community, and to correct student behavior if a violation occurs (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 1).

Students will conduct themselves in a manner fitting their age, grade 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 vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and tailored to the age, grade level and maturity of the student.

Discipline and other responses to threats or incidents of violence by a student with a disability, including removal from a class, placement in a therapeutic classroom, suspensions, and expulsions, will comply with the provisions of applicable federal and state laws including, but not limited to, the IDEA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 3).

District Response to a Threat or Incident of Violence by a Student

Reporting a Threat of Violence or Incidence of Violence

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, chapter 96 (House File 604), sec. 4).

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsections 1 and 4).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 5).



Threat of Violence

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

Incident of Violence

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

Injury

Injury means "physical pain, illness or any impairment of physical condition." State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

Property Damage

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

Assault

Assault means when, without justification, a student does any of the following:

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 unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1)

Escalating Responses by Grade Band: Grades 6-8

Level	Escalating Response
Level 1	• Requires parent or guardian notification. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Responses to an incident may include the following: ◦ Parent or guardian conference that may include the student, when appropriate; ◦ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district; ◦ Behavior intervention student agreement coupled with another response(s); ◦ Restitution or opportunities to repair relationships coupled with another response(s); ◦ Detention; and/or ◦ Temporary removal from class.



Level 2	• Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Responses to an incident may include, but are not limited to, the following: ◦ Parent or guardian conference that includes the student, when appropriate; ◦ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; ◦ Behavior intervention student agreement coupled with another response(s); ◦ Restitution or opportunities to repair relationships coupled with another response(s); ◦ Detention; ◦ Temporary or permanent removal from extracurricular activities; ◦ Temporary or permanent removal from class; ◦ In-school suspension; ◦ Out-of-school suspension; ◦ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or ◦ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.
Level 3	• Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Response to an incident may include the following: ◦ Parent or guardian conference that includes the student, when appropriate; ◦ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; ◦ Behavior intervention student agreement coupled with another response(s); ◦ Restitution or opportunities to repair relationships coupled with another response(s); ◦ Detention; ◦ Temporary or permanent removal from extracurricular activities; ◦ Temporary or permanent removal from class; ◦ In-school suspension; ◦ Out-of-school suspension; ◦ Suspension of transportation privileges, if misconduct occurred in a school vehicle; ◦ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or ◦ Recommendation for expulsion.

Definitions (consistent with the Department's Data Dictionary (2022-23))

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, after school has been dismissed for the day or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal disciplining the student.

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.

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.



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 consecutive school days unless due process is provided as required by federal and state law. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Placement in an alternate learning environment means placement of a student in an environment established apart from the regular educational program that includes rules, staff and resources designed to accommodate student needs and to provide a comprehensive education consistent with the student learning goals and content standards established by the school district.

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

Social Media Acceptable Use

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

Good Conduct Code:

I. Statement of Philosophy

1. 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:
 - a. The development of good citizenship and moral character.
 - b. The development of personal habits aimed at lifetime success.
 - c. The promotion of the image and identity of the school and community.
 - d. The training for successful lifelong careers.
2. 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.
3. 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

1. 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.

2. The following activities are covered by the board's policy and these rules: Athletics, instrumental, and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular and service clubs, all honorary and elected offices (e.g, Homecoming King/Queen/court, class officer, student council officer or representative), Homecoming activities, state contests and performances for spirit squad and drill team, or any other activity where the student represents the school (district) outside the classroom.

III. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors (this list is not exhaustive):

1. Possession, use, or purchase of tobacco products, or look alike products, regardless of the student's age;
2. Possession, use, or purchase of alcoholic beverages, or any substance containing alcohol;
3. Possession, use, or purchase of illegal drugs and/or drug paraphernalia; or the unauthorized possession, use or purchase of otherwise lawful (prescription) drugs;
4. Joint possession of tobacco, drugs, and/or alcohol.
5. Inappropriate or offensive conduct at school or school events such as fighting, insubordination, hazing or harassment.
6. 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), including joint possession of alcoholic beverages or controlled substances.
7. 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

1. Consequences for violation of this policy will be enforced over a student's junior high school career and will not carry 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 school years.
2. When a student is found in violation for the Good Conduct Code, the conditions of the penalty are as follows:
 - a. **First offense within the student's junior high school career:** The student will be ineligible to participate in 1/2 of an athletic season or an appropriate portion of a co-curricular activity. The student must also complete (A) and (B) below.
 - i. 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.
 - ii. Ten (10) hours of community service to be worked off at a place other than school.
 - b. **Second offense within the student's junior high school career:** The student will be ineligible to participate in one full season or an appropriate portion of a co-curricular activity. The student must also complete (A) and (B) below.
 - i. 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.
 - ii. Twenty (20) hours of community service to be worked off at a place other than school.
 - c. **Third offense within the student's junior high school career:** 12 months of ineligibility from athletics and/or co-curricular activities. The student must also complete (A) and (B) below.
 - i. An appropriate evaluation and counseling sessions at a recognized substance abuse



- center or agency equipped to handle the problem. These sessions will be conducted some place other than school and will be at the student's expense.
- ii. Forty (40) hours of community service to be worked off at a place other than school.
 - d. **Fourth offense within the student's junior high school career:** Permanent ineligibility to participate in all extracurricular activities at Maquoketa Valley.
3. 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

1. A student that has become permanently ineligible for extracurricular activities can apply for reinstatement of their ineligibility after 12 months of being violation free. The Good Conduct Appeals Committee will meet for a hearing with the student to determine if the eligibility should be reinstated. For reinstatement, the following must be fulfilled:
 - a. The student has no violations for a 12-month period.
 - b. 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. Admission of guilt must occur within 48 hours of the incident.

VII. Determination of Guilt

A student may only be found in violation of the Good Conduct Code if any one 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

1. 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.
2. A student who is serving academic ineligibility due to the Scholarship Rule, will serve the good conduct code in conjunction with the academic ineligibility. The good conduct code consequences may extend beyond the academic ineligibility.

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

1. 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.

2. 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.
3. 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.
4. 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 2025-2026:

Number of Contests

1. A contest/performance is defined as that activity which occurs on that date. Multiple games, meets or one date count as one contest. B. Students who are in violation of the Good Conduct Policy will lose some eligibility in all activities they are involved in during a particular season. **Students must be involved in an activity from the first day of practice to entitle the student to serve their suspension. Students will not be allowed to go out for an activity after the season has begun in order to serve their suspension.**
2. It should be noted that as an example: If you take 1/2 of a nine game schedule it comes out to a 4 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.
3. 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.
4. 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: July 31, 2025 - November 14, 2025

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



HOME OF THE WILDCATS

MAQUOKETA VALLEY

Community School District

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 15, 2025 - March 6, 2026

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
Dance 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 7, 2026 - May 22, 2026

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 23, 2026 - August 1, 2026

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

Fines & Fees:



Students may be assessed for fines, fees, and other similar charges for materials needed in a course, overdue school materials, activity participation, misuse of school property, or any other reason permitted by law. Parents and students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction upon parental request. Should a parent or student seek a waiver, they should contact the Middle School Office for more information and waiver forms.

Illegal Items Found in School or in Student's 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.

Student Assault of a School District Employee

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

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

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

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

Maquoketa Valley Discipline Response

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



SF2428 Student Behavior/Classroom Removal

Nonviolent Disruption

A nonviolent disruption is defined as a disruption to classroom instruction that results from disorderly conduct, abusive or profane language, bullying as defined by Iowa Code 280.28, or repeatedly disruptive behavior (Board Policy #503.11-R(1)).

Violent Disruption

A violent disruption is defined as a disruption to classroom instruction that results from a threat of violence or an incident of violence resulting in injury, property damage, or assault as defined in Iowa Code 708.1 (Board Policy #503.11-R(1)).

Multiple Removals

Nonviolent

Should a student be removed from a teacher's classroom more than once in the quarter, the teacher(s) who removed the student, the principal, the guidance counselor, the student's parent/legal guardian (if the student is not an emancipated minor), and the student must participate in a meeting to discuss the student's nonviolent disruptions, establish a behavior plan, and a course of discipline. Considerations may include relocating the student to an alternative learning environment.

Violent

Should a student be removed from a teacher's classroom more than once in the quarter, the teacher(s) who removed the student, the principal, the guidance counselor, the student's parent/legal guardian (if the student is not an emancipated minor), and the student must participate in a meeting to discuss the student's violent disruptions, establish a behavior plan, and a course of discipline. If a student is removed from a teacher's classroom two or more times in a quarter, then the principal will discipline the student in any of the following manners: Assigning the student to either in-school or out-of-school suspension; or Recommend to the superintendent the student be relocated in an alternative learning environment that has been approved by the superintendent. Removal and discipline of students with disabilities under any of these categories must comply with the provisions of applicable federal and state law.



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

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

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



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

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



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



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

Inappropriate Technology Use	1st Step:	2nd Step:	3rd Step:	4th Step
Not following cell phone use policy	Held in office. Student picks up at the end of the school day. Conference with administrator or behavior strategist on policy	Held in office. Student picks up at the end of the school day. Conference with administrator or behavior strategist Parents notified and pick up the phone	Held in office during day for 1 week; student responsibility to bring in/pick up each day Conference with administrator or behavior strategist Parents notified	Held in office during day for remainder of the year; student responsibility to bring in/pick up each day Conference with administrator or behavior strategist Parents notified
Minor: Inappropriate use of technology devices -- playing games, off-task use of technology, etc.	Staff Handled: Verbal reminder of Wildcat Way expectations.	Staff Handled: Formal redirect; explicit reteaching outside of class time	Staff issues repeated minor office referral, communicates with parents. Behavior strategist or administrator follows up with student.	Complete Office Discipline Referral Sheet & send home. Conference with administrator or behavior strategist followed by communication with parent Additional consequences issued: Quiet Lunch Detention



Major: Inappropriate use of technology devices -- inappropriate sites, pictures, impersonating someone or accessing their accounts, etc.	Complete Office Discipline Referral Sheet. Send a copy home. Communicate with parent. Conference with administrator or behavior strategist One week ban on technology Multiple days of quiet lunch	Complete Office Discipline Referral Sheet. Send a copy home. Communicate with parent. Conference with administrator or behavior strategist Two week ban on technology Detention	Complete Office Discipline Referral Sheet. Send a copy home. Communicate with parent. Conference with administrator or behavior strategist Three week ban on technology Immediate suspension (plus)	Complete Office Discipline Referral Sheet. Send a copy home. Communicate with parent. Conference with administrator or behavior strategist Permanent ban on technology Immediate suspension (plus)
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Physical Altercations	1st Step:	2nd Step:	3rd Step:	4th Step
Minor: Play fighting, pushing in line, bumping intentionally, throwing object with no intended target	Staff Handled: Verbal reminder of Wildcat Way expectations.	Staff Handled: Formal redirect; explicit reteaching outside of class time	Staff issues repeated minor office referral, communicates with parents. Behavior strategist or administrator follows up with student.	Complete Office Discipline Referral Sheet & send home. Conference with administrator or behavior strategist followed by communication with parent Additional consequences issued: Quiet Lunch Detention
Unintentional Major: Physically aggressive behavior such as hitting, pushing, grabbing, slapping that is not intended to cause harm	Complete Office Discipline Referral Sheet & send home. Conference with administrator or behavior strategist followed by communication with parents. Consider restorative action	Complete Office Discipline Referral Sheet & send home. Conference with administrator or behavior strategist followed by communication with parent Additional consequence: quiet lunch, consider restorative action	Complete Office Discipline Referral Sheet & send home. Conference with administrator or behavior strategist followed by communication with parent Additional consequence: detention, consider restorative action	Complete Office Discipline Referral Sheet & send home. Conference with administrator or behavior strategist followed by communication with parent Additional consequence: in-school suspension Parent meeting



Intentional Major: Hitting, pushing, slapping, grabbing, punching, kicking that is intentional and/or does injure others	Complete Office Discipline Referral Sheet & send home Conference with administrator or behavior strategist followed by communication with parent Immediate Plus One-Day Suspension	Complete Office Discipline Referral Sheet & send home Conference with administrator or behavior strategist followed by communication with parent Immediate Plus Two-Day Suspension	Complete Office Discipline Referral Sheet & send home Conference with administrator or behavior strategist Administrator conference with parent Immediate Plus 3-5 Day Suspension	Student in suspension until plan is developed
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Theft	1st Step:	2nd Step:	3rd Step:	4th Step
Major: Taking someone else's property; refusing to return borrowed item after adult intervention	Complete Office Discipline Referral Sheet. Send a copy home. Administrator calls parent. Additional consequences: Quiet lunch Detention Possible Law Enforcement Return or Reimbursement Costs	Complete Office Discipline Referral Sheet. Send a copy home. Administrator calls parent. Additional consequences: Detention Suspension Possible Law Enforcement Return or Reimbursement Costs	Complete Office Discipline Referral Sheet. Send a copy home. Administrator calls parent. Immediate In-School Suspension (plus) Possible Law Enforcement	Complete Office Discipline Referral Sheet. Send a copy home. Administrator calls parent. Immediate In-School Suspension (plus) Possible Law Enforcement

Cheating/Forgery	1st Step:	2nd Step:	3rd Step:	4th Step
Minor: Copying from someone else's work	Staff Handled: Verbal reminder of Wildcat Way expectations.Communicate with Parents Complete assignment	Staff Handled: Formal redirect; explicit reteaching outside of class time. Communicates with parents. Complete assignment Quiet Lunch	Staff issues repeated minor office referral, communicates with parents. Behavior strategist or administrator follows up with student. Complete assignment Quiet Lunch Detention	Complete Office Discipline Referral Sheet & send home. Conference with administrator or behavior strategist followed by communication with parent Complete assignment Quiet Lunch Detention



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



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

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

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

Weapons	1st Step:	2nd Step:	3rd Step:	4th Step
Use or possession of water guns and look-alike weapons	Immediate suspension plus 1 day Parent Notified	Immediate suspension plus 2 day Parent Notified	Immediate suspension plus 3 day Parent Notified	Possible expulsion Parent Notified



Student Health & Wellbeing

Administration of Medication Policy:

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

1. No medication will be administered to a student in school or during school sponsored activities without a parent/guardian written authorization and a prescriber's written order for prescription medications or a current pharmacy labeled container as dispensed by the pharmacy. The name of the student, medication, time to be given, and the name of the physician must be on the container. Medications must be in the most **current** pharmacy labeled container. A second labeled medication container can be obtained for school use by asking the pharmacist. All medication must be brought in by a parent/guardian whenever possible, or the parent must notify the school that the medication is coming. Medication will not be sent home with students unless arrangements have been made with the parent prior to sending them home. Any medication that has not been picked up by the last day of school will be disposed of properly.
2. Herbal remedies, natural supplements, or essential oils not approved by the Federal Drug Administration will **NOT** be administered by school personnel.
3. Over the counter/non prescription medication will be given only with parent/guardian written authorization. Maquoketa Valley CSD will have school approved over-the-counter medications available to students in grades 6-12, distributed by either the school nurse or medication certified staff. Health information must be provided as well as parent/guardian permission for these over the counter medications before **ANY** medication(s) will be administered. Students may receive up to 5 doses of school approved medications per year, after which the school nurse will assess the student and contact the parents/guardians to determine if a medical referral is needed and before any more doses will be given. Parents/guardians of students requiring or requesting greater than the 5 doses allowed per year may be asked to provide written permission from a licensed healthcare provider for future administration of these medications as well as will be asked to provide the medication being requested. These medications must be brought in by a parent/guardian and be sent to school in the original medication container with the student's name attached. Parent instructions cannot conflict with label administration instructions.
4. The parent/guardian is responsible for submitting a new prescriber's order form to the school each time there is a change in the dosage or time of administration, change to a different medication or the medication is discontinued. Prescriber's orders may be faxed to the school.
5. The parent/guardian will inform the nurse/medication certified staff of the number of tablets/capsules that are brought to the school. The nurse and a medication certified staff will also count and document the number of tablets/capsules brought to the school.
6. Students who independently carry inhalers or emergency medication, (ex. Epi-pens) throughout the school day need a written prescriber's order on file in the health office as well as an authorization form/consent form. The order must state the reason for the medication, dosage, times for administration to be given, and/or special circumstances under which the medication is to be given; the student must carry the medication at all times. All inhalers must have a current prescription label on the inhaler as well as on the box it comes in. You will need to ask the pharmacy for this.
7. To ensure the safety of all children all medication will be kept in a locked storage cabinet with the exception of Epi-pens, glucagon, and inhalers that are carried independently.
8. The first dosage of any new prescription **must be** given at home so the child can be more closely



- observed for possible side effects and/or adverse reactions.
9. No medication is to be kept by the student in their locker, desk, or on them personally. The Maquoketa Valley CSD does not assume responsibility for medication not prescribed by a physician/prescriber or medication that is administered by the student himself/herself.
 10. Medication required for field trips will be administered by a medication certified staff member or with parental permission.
 11. No medication will be continued beyond the school year in which it is ordered.

Essential Oils & Natural Supplements:

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

Immunizations:

Prior to starting school or transferring into the school district, students must submit a certificate of immunization as required by law. Students without a proper certificate are not allowed to attend school until they have received the required immunizations or may be admitted on the condition that the student is in the process of completing the immunization process. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission.

Exemptions are recognized only for specific medical or religious purposes as recognized by the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption.

Physical Examinations:

Parents are encouraged to have their children receive periodic physical examinations.

Students participating in athletic activities are required to provide the school with a physical examination form signed by the student's approved health care provider: doctor, physician's assistant stating that the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination causes the student to be ineligible to participate in the athletic activity. Students that cannot afford a physical examination should contact the activities director.

Student Illness or Injury at School:

A student that becomes ill or is injured at school must notify their 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 student's emergency contact form. If the student is too ill to remain in school, the student will be released to the student's parents or, with the parents' permission, to another person directed by the parents.

While the school is not responsible for treating medical emergencies of an ill or injured student, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student may have been transported for treatment.

Health Screenings:

Throughout the year, Maquoketa Valley CSD sponsors health screenings. Parents are notified prior to



the screening and may opt out through a written, signed note.

Emergency Drills:

Periodically the school holds emergency drills for fire, tornado, and other threats or disasters. 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.

Physical Restraint & Seclusion of Students:

Corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools by Iowa law. Employees are prohibited from administering corporal punishment, mechanical restraint and/or prone restraint.

That said, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The school uses the least restrictive behavioral interventions appropriate for the situation.

Physical restraint or seclusion may be used for the following reasons:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant non monetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

All physical restraints and seclusions will be conducted and documented in accordance with the adopted policy and state law.

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 student's food allergies, meal planning, emergency treatment protocol, and contact information.



- Food allergy and anaphylaxis training for faculty, staff and coaches will be provided as needed.

Parent Responsibilities:

- Parents of students with life-threatening allergies must provide the district and school nurse with emergency medications and written medical treatment protocol for their student addressing their specific allergy related event(s). This information and medication must be provided before the start of the school year. The school nurse will keep the medications according to school medication policies.
- Parents are expected to meet with the school nurse and food service director at the beginning of each school year regarding their child(s) food allergies.
- Parents are responsible for educating their child about managing their food allergy at school, including identifying "safe foods" by reviewing the lunch menu together, contacting the food service director for ingredient listings and reinforcing 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 students.

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.

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.

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.

Concussion Policy and Protocol

The Maquoketa Valley Community Schools will follow guidelines outlined by the Iowa High School Athletic Association Concussion Management Protocol, Iowa Code Section 280.12C regarding brain injury policies.

If a Maquoketa Valley Community School staff member, coach or contest official observes any signs, symptoms or any behaviors consistent with a concussion or brain injury in a school activity (recess, in the classroom, during a competition or practice), the student shall be **immediately removed from participation**. If injury occurs during the school day, the student should be sent to the nurse's office, where the school nurse or other designee will



assess the student for symptoms of a brain injury, and notify parents/ guardians. If it happens during a practice or game, the coach is responsible for notifying parents immediately, and notifying the athletic director and school nurse in a timely manner. A student who has been removed from participation shall not return to such participation until the student has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and other brain injuries. A student must then receive a written clearance to return to participation from the same health care provider who evaluated and/or diagnosed the concussion and other brain injury.

A school activity includes any physical education or weightlifting course, recess, extracurricular interscholastic activity contest or practice, including sports or dance.

A licensed health care provider includes: a physician, physician's assistant, advanced registered nurse practitioner, chiropractor, physical therapist, registered nurse or licensed athletic trainer.

Preseason baseline neurocognitive testing, (see Appendix A for pre/post form), will be done for **all 7-12 athletes** and may be repeated at the discretion of the athletic director, coaches, school nurse and administrative staff. This can and will be used during the school year to help identify the effects of an injury and the student/ player's readiness to return to school and/or activities.

The Student Support Team (Support and Intervention Team(s)) will identify needs and plan for ways to promote the success of a student with brain injury and/or concussion as they are progressing through return to learn and return to play. A student support team will consist of our current appropriate Support and Intervention Team(s) and any other individuals needed to support the individual need of the student. These team members will work closely with the student and parents/ guardians to manage the student's needs at school and during extracurricular activities.

Brain Injury Protocol During School Hours

1. A student will be sent to the school nurse for assessment after any significant bump, blow or jolt to the head which occurs during the school day.
2. The school nurse or designee will observe the student for signs and symptoms of a concussion or other brain injury.
3. Classroom teacher will be notified and will consult with the school nurse if any signs or symptoms of concern are identified during class.
4. Student's parent(s) or legal guardian will be notified of the injury and observations by the school nurse, or other designee during the school day, or by a coach if it occurs before or after school during an extracurricular.
5. If signs or symptoms of concussion are not present, student may remain in school but should not participate in any sports or recreational activities on the day of the injury. Observe student for 24-48 hours and if signs or symptoms develop then parents will be notified and student will need to be evaluated by an outside healthcare provider. We ask that this provider fill out the Concussion School Care Plan, Appendix D.
6. Student will return to school nurse immediately if symptoms of concussion occur at any time after the injury.

Brain Injury Protocol Outside of School Hours

1. The student will be removed from activity immediately.
2. Assess and monitor for signs and symptoms of concussion.
3. Coach or sponsor must notify a parent/ guardian of the head injury right away, before the student leaves practice or event.



4. Regardless of whether or not a concussion has been diagnosed, **a student athlete should never return to sports or activities on the same day a head injury occurred.**
5. Coach or sponsor will notify the school nurse and athletic director if any student experiences a head injury during a practice or competition.

Diagnosed Concussion: Return to Learn

Returning to school should be determined, by the student support team, parents and healthcare provider, based on each individual student's symptoms. A plan will be devised and may include accommodations such as: no school, shortened school days, allotted rest periods, decreased assignments, or no screen time throughout the healing process. It is helpful to have the Concussion School Care Plan Form, Appendix D. If symptoms reoccur after returning to school, brain activity should be decreased (rest time, school day lessened, etc.) Students should be performing at their academic baseline (symptom-free) before returning to athletics.

If concussion symptoms reappear at any time during return to learn and/or play, the student should cease activity and be re-evaluated by the school nurse, licensed athletic trainer and/or other healthcare professional.

Diagnosed Concussion: Return to Play

1. A student athlete should never return to play (competition or practice) on the same day of a diagnosed or suspected concussion.
2. A licensed healthcare provider (defined above) should evaluate the student on the same day the injury occurs, whenever possible. (See # 5 under Brain Injury Protocol at school.)
3. A post injury test, (see Appendix A) should be completed by the student athlete and healthcare provider (see Appendix B).
4. A student may return to activity once they: are asymptomatic for concussion at rest, asymptomatic for concussion with exertion (physical and mental), and must have written clearance from a licensed healthcare provider. Clearance by a licensed medical professional is required by Iowa Code.
5. Once all criteria above are met, the student should progress back to full activity following the step by step process outlined below, also (see Appendix C) unless otherwise defined by provider:

Step 1: Complete physical and cognitive rest

- o No exertional activity until asymptomatic
- o Stay home from school or limit school hours as needed

Step 2: Return to school full time

Step 3: Low impact, light aerobic exercise

- o this step should not begin until the student is no longer having any concussion related symptoms and has been cleared by the treating licensed healthcare provider.
- o Student may begin brisk walking, light jogging, swimming or riding an exercise bike at less than 70% maximum performance heart rate
- o No weight or resistance training permitted at this time.

Step 4: Basic exercise, such as running in gym or on field

- o No helmet/ equipment

Step 5: Non-contact, sport-specific training drills;

- o Includes dribbling, ball handling, batting, fielding, running drills, etc.
- o Weight training can begin

Step 6: Following medical clearance, full contact practice or training permitted

Step 7: Normal activity or competition in a contest is permitted



Prior to returning to full practice, a post injury test, (see appendix A) must be completed by the student athlete and must have comparable results to their baseline exam. This will be at the discretion of either the school nurse, the athletic trainer, or the same health care provider who diagnosed the concussion.

Student Scholastic Achievement:

Conferences & Student Progress:

Students receive progress reports in the form of report cards at the end of each grading period. Students who have concerns about their grades should talk to their teachers to determine how they can improve performance. Teachers will notify parents and students should the student be doing poorly in the class.

Students who receive an incomplete in a class must complete the class within the designated time period allowed. Extensions may be granted by the teacher. Failure to finish an incomplete may result in a failing grade and/or loss of credit.

If parents have any concerns or questions about their child's progress, they may contact the teacher or administrator. Additionally, parent-teacher conferences are regularly scheduled and held during the spring and fall. Individual conferences are also available to parents with ongoing concerns. They are held outside of regular school hours and can be scheduled through the Middle School Office.

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.

Schedule Changes for Band / Choir

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

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

Homework Assistance: Wildcat Time

Any student receiving a "D" or "F" at the end of each week, or any student who needs additional instruction, will be encouraged to stay for Homework Assistance the following week. These sessions are tentatively scheduled for Wednesday after school from 2:05 - 3:30 pm. This time will allow students to receive additional instruction and assistance. Teachers will communicate with coaches if the student-athlete needs to attend homework assistance before going to practice.



Parent Concerns:

Parents, guardians, and community members should work with district staff to resolve disagreements or concerns. It is most effective to work as closely with the people who are directly involved so start by contacting the teacher or provider. If your problem is not resolved, contact the principal, then the superintendent, and ultimately the school board if necessary. For more information on this topic, you may visit this Iowa Department of Education website:

[Parent, Guardian and Community Concerns | Iowa Department of Education](#)

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.

Grading

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

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

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

Honor Roll

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

The following is the Grade Point Average Scale used:

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



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.

Study Hall:

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

I. Study Hall Procedures:

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

Retention Policy: Grades 6 - 8

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

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

WIN Time (Whatever I Need) Time

Students may be involved in reading and/or math interventions during our scheduled WIN time. Multiple sources of student data are reviewed. Those students identified as needing additional support will be assigned to a teacher twice a week for reading and/or twice a week for math. Intervention groups may change each quarter as a result



of a quarterly review of student assessment data. Those identified as needing extra support are expected to be a part of the interventions as it will help them become more successful in their coursework.

Student Records & Instructional Materials

Student Records: Family Educational Rights and Privacy Act (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA) student records containing personally identifiable information, except for directory information, are considered education records and are confidential. 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.

FERPA affords parents and students over the age of 18 (eligible students) certain rights with respect to a student's education records. These rights are:

1. Right to inspect and review the student's education record.
2. Right to seek amendment(s) of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.
3. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the law. Complaints should be made to the following:

Student Privacy Policy Office
US Department of Education
400 Maryland Avenue
Washington, DC 20202-8520

[File a Complaint | Protecting Student Privacy \(ed.gov\)](#)

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.

Student Directory Information:

Under FERPA, there is certain information that is contained in a student's education files that may be released to the public without prior consent from the parent or eligible student. This information is called directory information and is generally not considered harmful or invasive. Directory information includes information that the district has designated as "directory information."

Parents and eligible students may restrict the disclosure of directory information by making the request in writing. Written requests should be turned into the building administrator *by* the end of September of the current school year.

Student Photos:

Maquoketa Valley CSD allows for school photos to be taken by a commercial photographer. Prior to students' photos being taken, students and students' parents will be notified and approved or denied through the student



registration process.

Photos taken will be included in the yearbook, newspaper, publications, and social media unless parents or students request otherwise.

Student Disclosure of Identity:

Students may make a request to a licensed employee to accommodate gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records. Should a student make this request, licensed employees are required to report the request to the building administrator. The administrator will contact the student's parents/guardian regarding the request. These procedures must also be applied to nicknames.

Student Legal Status:

If a student's legal status, such as a student's name or the student's custodial arrangement, should change, the parent must notify the district. These changes are important to keep up-to-date to ensure that the school district is maintaining a current and accurate student record.

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.

School 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 talk 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.

Student Activities



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 Activities

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

School-Sponsored Student Activities

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

Athletics Seventh and Eighth Grades

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

Athletic Manager

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

Instrumental Music

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

Choir

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

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



Top Qualities of a Good Sport:

1. They are respected by others and respectful to others.
2. They are good leaders.
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.

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 alike substances is prohibited in the vehicle.
- The good conduct rule is in effect.

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, guides, hosts, property, etc. with respect and courtesy.

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.

Miscellaneous

Cafeteria:

The school district operates a breakfast and lunch program. Students may either bring their own lunches or purchase lunch and other items, including milk. All students must eat their lunch or other purchased food in the cafeteria. Pop or other non-wellness policy beverages will not be allowed to enter the building at any time.

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.

Lost and Found:

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

Lunch Period

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



apply:

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

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.

School Announcements:

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

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.

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 fundraising 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.

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. On rare occasions, the principal will consider requests. These requests will be considered in 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.

Maquoketa Valley Community School District - COMPUTER USE AGREEMENT

Please read the entire document carefully.

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

1. EQUIPMENT

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

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

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

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



for any such software.

2. DAMAGE OR LOSS TO EQUIPMENT

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

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

- First incident – up to \$150
- Second incident – up to \$200
- Third incident – up to full cost of repair or replacement

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

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (*See the Standards for Proper Care document for definitions of “attended,” “unattended,” and “locked.”*)
- Lending equipment to others, other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (*See the Standards for Proper Care document for guidelines of proper use.*)

2.3 Responsibility for Loss or Theft:

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

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

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

3. LEGAL AND ETHICAL USE REGULATIONS

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



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

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

3.4 Allowable Customizations:

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

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

4. STANDARDS FOR PROPER COMPUTER CARE

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

4.2 The Student's Responsibilities

- Treat the equipment with as much care as if it were your own property.
- Bring the Computer and charging unit to MVCSD every school day. (If the Student forgets his/her equipment, substitutes will NOT be provided, except for unusual circumstances at the discretion of the teacher or administrator).
- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in a locked locker or other suitable place) when the Student cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. It is "best practice" to leave the Computer in the Student's issued locked locker. Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be the Student's full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the Computer in school vans, in the gym, in a locker room, on playing fields, in the care of another student/teacher, or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car for long periods of time. ***Avoid leaving the Computer in environments with excessively hot or cold temperatures.** If the Computer must be stored in a car for a short period of time, it must be kept out of plain view to avoid theft.



- The Student will keep the laptop lid fully closed whenever it is moved from one point to another. When passing from class to class the Student must place the Computer in the given computer sleeve / bag.
- • The Computer is to be used only by the assigned Student. The Student's parents or guardians also are granted access to use the Computer. Loss or damage that occurs when anyone else is using the Computer will be the Student's full responsibility.
- Adhere to MVCSD Computer Use Agreement at all times and in all locations. When in doubt about acceptable use, ask the Technology Staff, teachers, or your Building Principal.
- Regularly back up all necessary data stored on the Computer. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.
- The Student understands their issued Computer is subject to random checks and he/she will be responsible to maintain a laptop that hosts data and materials deemed appropriate by school administration.

4.3 How to Handle Problems

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

4.4 General Care

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

4.5 Carrying the Computer

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

4.6 Screen Care



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

4.7 DVD/CD-RW (Optical Drive)

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

4.8 Battery Life and Charging

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

4.9 Personal Health and Safety

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

5. EQUIPMENT LENDING INFORMATION

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

The MVCSD grants the user permission to borrow technology equipment for school and home use based on



mutual agreement of the following:

5.1 Agreements

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

5.2. Damage or Loss

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

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

6.1 School Sponsored Pictures, Video and Chat Logs

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

7. COMPUTER USE AND CONDUCT RULES

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



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

7.3 Prohibited Acts:

The Student may not use network resources:

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

In addition, students may not:

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

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

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

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



school – will be the Student's responsibility.

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

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

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

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

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

END OF COMPUTER USE AGREEMENT

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

Parent & Student Handbook Review Signatures

We have read and reviewed the handbook with our son/daughter. We realize it is our responsibility to know and



HOME OF THE WILDCATS

MAQUOKETA VALLEY

Community School District

understand the contents of the Maquoketa Valley Middle School handbook. By signing below I acknowledge that I understand the policies, rules, procedures, and expectations set forth by this handbook.

Student Name: _____ **Grade:** _____

Student Signature: _____

Parent / Guardian Signature: _____ **Date:** _____

Parent Emergency Sheet

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

EMERGENCY INFORMATION FOR STUDENTS



HOME OF THE WILDCATS

MAQUOKETA VALLEY

Community School District

Student's Legal Name: _____ (Last) (First)

Home Phone # : _____ Student Cell #: _____

Mailing Address: _____ (911 address or Box #) (City)

Mother's Name: _____ Mother's Email: _____

Mother's Cell #: _____

Father's Name: _____ Father's Email: _____

Father's Cell #: _____

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

Name: _____ Phone #: _____

Address: _____

Name: _____ Phone #: _____

Address: _____

Name: _____ Phone #: _____

Address: _____

Parent's Signature: _____ **Date:** _____

Maquoketa Valley Community School District

Parental Order form for Over-the-Counter Medications

A Registered Nurse/medication trained staff will have the following over-the-counter medication available to give to students according to protocol and with written parental authorization. Please check which medications your



child may receive for minor problems such as a cold, menstrual cramps, headache, sore throat, sore muscles, backache, sprains, upset stomach, cuts and rashes. These medications are for occasional use only. If your child requires any medication more frequently, please provide medication and a signed parental authorization form.

Student Name: _____ **Grade:** _____

Check One:

- ☐ **May** give **all** medications listed
☐ Do **NOT** give any medications
☐ Give **ONLY** medications checked below
-

Sixth through Twelfth Grade ONLY

- ☐ (Given at staff's discretion and around meals for Ibuprofen and up to 5 doses per school year.)
☐ **Ibuprofen 200 mg** 1-2 tabs every 4-6 hours
☐ **Acetaminophen(Tylenol) 500mg** 1-2 tabs every 4-6 hours
☐ **Midol** 1-2 tabs as directed
-

Elementary through High School

- ☐ **Cough / Sore Throat Lozenge** 1 lozenge every 2-4 hours as deemed necessary
☐ **Antacid Chewable Tablets** 1-2 tablets every 2-4 hours for indigestion, heartburn, nausea
☐ **Hydrocortisone** 1% cream Apply as needed
☐ **Triple Antibiotic Ointment** Apply as needed
☐ **Vaseline** Apply as needed for dry lips
☐ **Generic Benadryl** Dosing according to age and weight on bottle's instructions

Parent/Guardian Signature: _____ **Date:** _____

This form is good for the 2023/24 school year ONLY.



Health Information Form

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

Student Name: _____ DOB: _____

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

Allergies ☐ Yes ☐ No	Food: _____ Medicine: _____ Insects (please specify): _____ Other (please specify): _____ Specify reaction to allergy or allergen: ☐ Rash ☐ Swelling ☐ Hives ☐ Trouble breathing ☐ Vomiting ☐ Diarrhea ☐ Local Reaction Does the child need a special diet? ☐ Yes ☐ No (If yes, school requires a prescription by doctor)
Asthma ☐ Yes ☐ No	Last Triggers: _____ Diagnosed at age: _____ Takes medication: ☐ Yes ☐ No Name of Medication(s): _____ Under doctor care now: ☐ Yes ☐ No
Other Respiratory Conditions ☐ Yes ☐ No	Describe: _____
ADD / ADHD ☐ Yes ☐ No	Takes Medication: ☐ Yes ☐ No Name of Medication: _____



Blood Disorder ☐ Yes ☐ No	Name of Disorder: _____ Please explain: _____
Blood Pressure ☐ Yes ☐ No	High Blood Pressure (Hypertension): ☐ Yes ☐ No Low Blood Pressure (Hypotension): ☐ Yes ☐ No
Cancer ☐ Yes ☐ No	Please explain: _____
Convulsion or Seizures ☐ Yes ☐ No	Type: _____ How long ago was last one? _____ Takes Medication: ☐ Yes ☐ No Name of Medication: _____
Cystic Fibrosis ☐ Yes ☐ No	Takes Medication: ☐ Yes ☐ No Name of Medication: _____
Diabetes ☐ Yes ☐ No	Type 1: ☐ Yes ☐ No Insulin pen / Injection: _____ Pump _____ Type 2: ☐ Yes ☐ No Medication: _____
Digestive Disorders ☐ Yes ☐ No	Explain: _____



Serious Head Injury ☐ Yes ☐ No	Explain:
Hearing Trouble ☐ Yes ☐ No	Explain:
Heart Condition ☐ Yes ☐ No	Explain: Under Doctors care: ☐ Yes ☐ No Any Physician Restrictions? ☐ Yes ☐ No If yes, explain: _____ _____
Kidney or Bladder Disorder ☐ Yes ☐ No	Explain:
Migraines ☐ Yes ☐ No	Under Doctor's care: ☐ Yes ☐ No Name of Medication: _____ Explain:
Muscle / Bone / Mobility Disorder ☐ Yes ☐ No	Takes Medication: ☐ Yes ☐ No Name of Medication: _____ What for?



Psychiatric Diagnosis ☐ Yes ☐ No	Explain:
Surgery ☐ Yes ☐ No	Explain:
Vision Problems ☐ Yes ☐ No	Explain: Glasses: _____ Contacts: _____
Other Medical Conditions not Listed ☐ Yes ☐ No	Explain:

Comments or other Health Information:

Parent / Guardian Signature: _____ Date: _____