

Maquoketa Valley

EMPLOYEE HANDBOOK



2026-2027



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OPENING STATEMENT

Welcome Letter

This handbook has been written to acquaint the faculty of Maquoketa Valley Community Schools with the policies and regulations of the Board of Education as well as general procedures governing the conduct and maintenance of the school.

This handbook is a general source of information and may not include every possible situation that could arise. It is not intended and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook conflict with those of a board-adopted policy, an applicable Master Contract, or any other formal employment contract, the terms of the policy, Master Contract, and/or employment contract shall govern. Consistency in observance of general procedures and policies is essential in a good school system. Therefore, the full cooperation of all members of the staff is requested so that uniformity will exist in matters pertaining to educational policies and procedures.

It is our sincere wish that each teacher and staff member will have an enjoyable and rewarding school year.

Definitions

An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.

"The district" means the Maquoketa Valley Community School District.

"Online learning platform" means Zoom, Google Classroom, or any other web application used to conduct virtual learning.

"Parent" also means "guardian" unless otherwise stated.

"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.

"School facilities" includes school district buildings and vehicles

"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.

School District Mission Statement, Vision Statement, Educational Goals and Expected Outcomes

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.

Equal Opportunity Employment

- See Certified and Classified Handbook



School Calendar



MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT

2026 - 2027 District Calendar

CALENDAR LEGEND

First & Last Day	
2:05 Early Dismissal	
1:05 Early Dismissal	
Teacher PD/No School	
Holiday	
Vacation Day	
Teacher Comp Day	

STUDENT SCHOOL DAY

Start Time: 8:00 am
Dismissal Time: 3:20 pm

HOLIDAYS

Labor Day	9/7
Thanksgiving	11/26
Christmas	12/25
New Year's Day	1/1
Memorial Day	5/31

SCHOOL PHONE NUMBER

563-922-2091

SCHOOL WEBSITE ADDRESS

www.maquoketa-v.k12.ia.us

FACEBOOK

Maquoketa Valley Community
School District

SCHOOL HOURS

Semester 1 - 595 hours
Semester 2 - 554 hours

SEMESTER STUDENT DAYS

Semester 1 = 91
Semester 2 = 85
Total = 176



M	T	W	T	F
August 2026				
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
September 2026				
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
October 2026				
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
November 2026				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
December 2026				
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
January 2027				
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
February 2027				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
March 2027				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
April 2027				
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
May 2027				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
June 2027				
1	2	3	4	

Aug. 10-11	New Teachers to the Profession
Aug. 11	New Teachers to the District
Aug. 20	Open House
Aug. 18-21	Teacher Learning (No School)
Aug. 24	Begin First Semester
Sept. 7	Labor Day (No School)
Sept. 16	Teacher Learning (No School)

Oct. 14	Teacher Learning (No School)
Oct. 23	End of 1st Quarter
Oct. 28	1:05 Dismiss - PT Conf. 2:00-6:00
Oct. 29	1:05 Dismiss - PT Conf. 3:00-7:00
Oct. 30	No School

Nov. 24	1:05 Dismiss
Nov. 25-27	No School - Thanksgiving Holiday

Dec. 22	1:05 dismissal
Dec. 23	Teacher Learning (No School)
Dec. 24-Jan. 1	Winter Break (No School)

Jan. 4	Resume 2nd Quarter
Jan. 15	End of 1st Semester
Jan. 18	Teacher Learning (No School)
Jan. 19	Begin 2nd Semester

Feb. 17	1:05 Dismiss - PT Confs. 2:00-6:00
Feb. 18	1:05 Dismiss - PT Confs. 3:00-7:00
Feb. 19	No School
Feb. 22	No School

Mar. 3	Teacher Learning (No School)
Mar. 12	End of 3rd Quarter
March 25	1:05 Dismissal
March 26 - 29	Spring Break

April 28	Teacher Learning (No School)
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May 19	Graduation
May 24	1:05 Dismiss - Last Day of School
May 25	Teacher Learning (No School)
May 31	Memorial Day - No School



Ensures High Levels of Learning to Empower All Students for Lifelong Success



Governance Level	School Board (Board of Education): • Role: The highest governing body, typically composed of elected or appointed community members. They set the overall vision, mission, and policies for the district, approve budgets, and ensure accountability to the community. • Reports to: The community/electorate.
<i>District Leadership</i>	Superintendent of Schools: • Role: The chief executive officer (CEO) of the school district, responsible for the day-to-day administration and implementation of the school board's policies. They provide educational leadership, manage staff, and oversee all district operations. • Reports to: The School Board. • Supervises: Principals, School Business Official, Food Service Director, and Director of Transportation, Maintenance, and Grounds
<i>School-Level Leadership</i>	Principals: • Role: The instructional and administrative leaders of individual schools within the district. They manage daily operations, implement district policies at the school level, supervise teachers and support staff, and foster a positive learning environment. • Reports to: Superintendent • Supervises: Teachers, and school-based support staff.

<i>School-Based Certified Staff</i>	Teachers: • Role: Directly responsible for instructing students, developing lesson plans, assessing student progress, and creating a conducive learning environment. • Reports to: The Principal Guidance Counselors: • Role: Provide academic, social, and emotional support to students. • Reports to: The principal Teacher Librarians/Media Specialists: • Role: Manage school library resources and promote literacy. • Reports to: The Principal Activities Director: • Role: Coordinate all extra curricular and co-curricular activities for the district. • Reports to: Building Principal
<i>School-Based Classified Support Staff</i>	Library Associates: • Role: Manage school library resources and promote literacy. • Reports to: Building Principal and Teacher Librarian School Nurses: • Role: Address student health needs. • Reports to: Building Principal Secretarial/Administrative Assistants: • Role: Handle administrative tasks, manage records, and assist with communication. • Reports to: Building Principal or Superintendent Custodial/Maintenance Staff: • Role: Ensure the cleanliness and upkeep of school facilities. • Reports to: Direction of Transportation, Maintenance, and Grounds Cafeteria Staff: • Role: Prepare and serve student meals. • Reports to: Food Service Director Paraprofessionals/Aides: • Role: Provide instructional and non-instructional support to students and teachers through direction from classroom/special education teachers as applicable • Reports to: Building Principal

	Bus Drivers: • Role: Transport students to and from school safely • Reports to: Direction of Transportation, Maintenance, and Grounds Coaching Staff/Sponsors: • Role: Provide instruction and support to students in extra curricular and co-curricular activities • Reports to: Activities Director
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Board Policies

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available at <https://maquoketa-valley.iowaschoolfinance.com/policy/board-policies>. Employees are expected to know existing board policies and know to refer to the policies when necessary. If you have questions about board policies, please contact the Superintendent.

Handbook Subject to Change

Although every effort will be made to update the handbook on a timely basis, the district reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The district reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

COMPENSATION AND BENEFITS

Licensure

An employee required to hold a license, authorization or certification for his/her position is solely responsible for ensuring it is current. Failure to do so could, and likely will, result in termination because by law the district cannot offer a teacher contract and employ an employee who does not have a current license, authorization or certification. Specific information regarding an employee's license, authorization, or certification can be obtained from the Iowa Bureau of Educational Examiners (BOEE). The BOEE can be reached by calling (515) 281-3245 or by visiting their website, located at www.boee.iowa.gov/.

Compensation for Extracurricular/Extra Duty Positions

- See Master Contract and Classified Handbook



Teacher Leadership and Compensation

The goals of the Teacher Leadership and Compensation System (TLC) are:

- Attract able and promising new teachers by offering competitive starting salaries and offering short-term and long-term professional development and leadership opportunities.
- Retain effective teachers by providing enhanced career opportunities.
- Promote collaboration by developing and supporting opportunities for teachers in schools and school districts statewide to learn from each other.
- Reward professional growth and effective teaching by providing pathways for career opportunities that come with increased leadership responsibilities and involve increased compensation.
- Improve student achievement by strengthening instruction.

Any questions about our TLC System, contact Jackie Moorman, TLC Coordinator.

Group Health Insurance

- See Certified and Classified Handbook

Iowa Public Employees' Retirement System (IPERS)

The district participates in the Iowa Public Employees' Retirement System (IPERS). This defined benefit plan provides a lifetime retirement benefit to you upon retirement in accordance with a formula based on your age, years of service and the average of your highest five years of wages. For additional information, please contact IPERS at (800) 622-3849 or visit the IPERS website at [About IPERS | IPERS](#)

Travel Compensation – Inside/Outside the District

- See Certified and Classified Handbook

EMPLOYEE RELATIONS

Background Checks

Employees and volunteers are subject to criminal, dependent adult abuse and child abuse background checks at least every five years. The background check will either be conducted by the school district or another agency.

Conflict of Interest

No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. Such actions may subject employees to disciplinary action, up to and including termination.

Employees will not act as an agent or dealer for the sale of textbooks or other school supplies to the school district. Employees will not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or parents. Employees will not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

Since employees have access to information and a captive audience that could present a conflict of interest, employees may only solicit other employees or students for personal or financial gain with the prior, advance approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days' notice, require the employee to cease approved solicitations as a condition of continued employment.

Employee Records

The district will maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning and for meeting state and federal requirements.

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references and other items needed to carry out board policy. Employee personnel files are school district records and are generally considered confidential records and therefore are not open to public inspection or accessibility.

Only in certain limited instances will employee records be made available to the public. This occurs when the employee gives signed consent or records are non-confidential records such as an employee's salary, an employee's individual contract, or the fact the employee resigned in lieu of termination, was discharged, or was demoted as a result of a disciplinary action, and the documented reasons and rationale why.

Employees may have access to their personnel files, except for letters of reference, and copy items from their personnel files at a time mutually agreed upon between Erika Vanderloop and the employee. The school district may charge a reasonable fee for each copy made.

Employee Searches

Employees should have no expectation of privacy in their classrooms, desks, computers or other school district provided space, or equipment. The school district may examine these items when needed. Anything on the school district's computers, server, website, online learning platform, etc. and in school district files, etc. are considered a public record and open to public inspection. If the school district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property which are placed in the desk or workspace which is assigned to employees.

Evaluation Procedure For Staff

- See Certified and Classified Handbook

Grievance Procedure

- See Master Contract and Classified Handbook

Mandatory Cooperation in Workplace Investigations

Any workplace investigation conducted by administrative staff, or their designee will receive complete cooperation from all employees. Employees may be disciplined, up to and including termination, for making any untrue statement or providing information that is dishonest, misleading, inaccurate or incomplete during the investigation and related procedures. Employees may also be disciplined, up to and including termination, for impeding, obstructing or failing to cooperate with the investigation and related procedures.

CHILD ABUSE REPORTING

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All licensed school employees, teachers, coaches and paraeducators and all school employees 18 years of age are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous three years. Once the training course has been taken, the certificate will remain valid for three years. Employees will take the training course every three years and prior to the expiration of their certificate.

ABUSE OF STUDENTS BY SCHOOL DISTRICT 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.



Mandatory Reporting of Post-Employment Arrests and Convictions

Any employee who is arrested or convicted of any criminal charges shall report such information to the superintendent within 72 hours. Failure to do so shall incur discipline, up to and including termination.

Nepotism

More than one family member may be an employee of the school district. It is within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district [*subject to the approval of the board*].

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.

Public Complaints about an Employee

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action however, the following should be completed:

- (a) Matters should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal.
- (c) Unsettled matters from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.

Parents, guardians and community members of the district who have concerns about the district or the board may refer to the student handbook for additional guidance from the Iowa Department of Education.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only consider whether to address complaints if they are in writing, signed, and the complainant has complied with this policy. The board is not obligated to address a complaint and may defer to the decision of the superintendent. If the board elects not to address a complaint, the decision of the superintendent shall be final. If the board does elect to address a complaint, its decision shall be final.

Qualifications, Recruitment, and Selections

Job applicants for all positions will be considered on the basis of the following: training, experience, and skill; nature of the occupation; demonstrated competence; and possession of, or ability to obtain, state license if required for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on Teachlwa, the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will employ employees after receiving recommendations from the superintendent. The superintendent, however, will have the authority to hire an employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The board may employ temporary teachers for a period of up to six months and temporary administrators up to nine months. Temporary employees will be employed to fill a vacancy created by a leave of absence or unexpected termination of a licensed employee.

Release of Credit Information

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income and number of years employed. This information will be released without prior written notice to the employee as it is all public information. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

Transfers

- See Certified Employee Handbook

Workday

- See Master Contract and Classified Handbook

DISTRICT PROCEDURES AND GUIDELINES

Business Office Procedures

Equipment Inventory

At a designated time during the school year, staff members may be asked to turn in an updated equipment inventory. Major items that have been newly purchased, transferred to or from the classroom, or disposed of should be noted as such on the inventory form.

School Keys/Fobs

Under no circumstances is a teacher to loan keys/fobs to a student. The keys/fobs are issued to the teacher and are expected to be under his/her control at all times. Cost of lock replacement due to a violation of this procedure may be charged against the employee loaning his/her keys/fobs.

Supplies and Materials (student use/checkout)

Teachers are responsible for all supplies, equipment, etc., handled through their classes or activities. It is their responsibility to see that equipment loaned to students is returned or inform the district of the students owing for the equipment/books. Requisitions for supplies are available in the office.

Requisitions

All requisitions for supplies and equipment will go to the building principal on a requisition form. Requisitions for the following year will be called for on or about Mid-April. All expenditures require administrative approval. The school district cannot be responsible for unauthorized expenditures.

Repairs

Needed repairs should be reported to the building custodian.

Discipline of School Personnel

Employee violations of board policy and work rules may result in discipline, up to and including termination. Employees whose employment is terminated will be given the appropriate level of due process as required by law.

The district uses progressive discipline procedures to prevent undesirable employee behavioral issues. In most cases, the district will follow the steps below. However, the district may combine or skip steps depending on the facts of each situation and the nature of the offense.

Step One – Verbal Warning

The employee and the principal or immediate supervisor shall meet to bring attention to the existing conduct issue. The principal or immediate supervisor shall discuss the nature of the problem and clearly describe company policies and procedures. The principal or immediate supervisor shall document this meeting.

Step Two – Written Warning

If the issue in Step One is not corrected, the employee and the principal or immediate supervisor shall meet to review the existing behavioral issue and any additional incidents. The principal or immediate supervisor shall outline the consequences for failing to meet conduct expectations to the employee. Employees in Step Two shall be placed in an intensive assistance plan.

The principal or immediate supervisor shall document the Step Two meeting and give a copy of the documentation to the employee. The original copy shall be placed in the employee's personnel file.

Step Three – Recommendation for Termination of Employment

If the issue in Step Two is not corrected, the employee may be subject to the termination procedures as outlined in Iowa Code and in board policy. The principal or immediate supervisor will discuss the appropriate action with the superintendent. The superintendent has the authority to recommend the termination of an employee to the Board

Employee Publication or Creation of Materials

Materials created by employees and/or the financial gain therefrom are the property of the school district if school materials and/or time were used in their creation and/or such materials were created in the scope of the employee's employment unless prior arrangements are made. The employee must seek prior written approval of the superintendent concerning such activities.



Limitations to Employment References

School employees shall not assist another co-worker, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative personnel files, if the employee knows, or has probable cause to believe, that such co-worker, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

This limitation does not apply if the matter has been properly reported to law enforcement and any other regulatory authorities required by law, and either:

- the matter has been officially closed by the law enforcement agency;
- the individual is acquitted or otherwise exonerated of the alleged misconduct; or
- more than four years has passed since the case was opened, and no charges or indictment have been filed.

Payroll Accountability

The district believes in taking appropriate measures to ensure the accurate expenditure of district funds through payroll. All district employees shall be responsible for accurately and timely reporting their time worked. The *school business official* shall be responsible for the timely and accurate disbursement of payroll for the district. No individuals beyond the employees and the school business official shall have authority to alter timekeeping for employees without prior approval from the superintendent. The superintendent shall develop procedures to ensure the accurate recording of time worked and compensation disbursed for all district employees.

Professional Development

High quality teaching is imperative for student success and professional development plays a key role in this success. Employees are expected to attend all professional development opportunities and staff meetings provided by the school district unless they are on leave or have been excused by the superintendent and curriculum director/s. For all professional development programs the district requires, the district will provide employees notice indicating the section of the law, or rules adopted by the state Board of Education or Bureau of Educational Examiners that the district determines requires the employee to participate in the program.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to the TQC coordinator. Approval must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

Religious Holiday Celebrations in Public Schools

The school district is required to keep the practice of religion out of the school curriculum. The board recognizes the key role religion has played in the history of the world and authorizes the study of religious history and traditions as part of the curriculum. Preferential or derogatory treatment of a single religion will not take place.

It is the responsibility of the superintendent to ensure the study of religion in the schools in keeping with the following guidelines:

- the proposed activity must have a secular purpose;
 - the primary objective of the activity must not be one that advances or inhibits religion;
- and
- the activity must not foster excessive governmental entanglement with religion.

The historical and contemporary significance of religious holidays may be included in the education program provided that the instruction is presented in an unbiased and objective manner. The selection of holidays to be studied will take into account major celebrations of several world religions, not just those of a single religion. Holiday-related activities will be educationally sound and sensitive to religious differences and will be selected carefully to avoid the excessive or unproductive use of school time. Teachers will be especially careful in planning activities that are to take place immediately preceding or on a religious holiday.

Music, art, literature and drama having religious themes (including traditional carols, seasonal songs and classical music) will be permitted if presented in an objective manner without sectarian indoctrination. The emphasis on religious themes is only as extensive as necessary for a balanced and comprehensive study or presentation. Religious content included in student performances is selected on the basis of its independent educational merit and will seek to give exposure to a variety of religious customs, beliefs and forms of expression. Holiday programs, parties or performances will not become religious celebrations or be used as a forum for religious worship, such as the devotional reading of sacred writings or the recitations of prayers.

The use of religious symbols (e.g. a cross, menorah, crescent, Star of David, lotus blossom, nativity scene or other symbol that is part of a religious ceremony) are permitted as a teaching aid, but only when such symbols are used temporarily and objectively to give information about a heritage associated with a particular religion. The Christmas tree, Santa Claus, Easter eggs, Easter bunnies and Halloween decorations are secular, seasonal symbols and as such can be displayed in a seasonal context.

Expressions of belief or nonbelief initiated by individual students is permitted in composition, art forms, music, speech and debate. However, teachers may not require projects or activities which are indoctrinate or force students to contradict their personal religious beliefs or nonbeliefs.

School Fees

Iowa law identifies the types of fees schools can charge. School districts only have the authority to charge fees for textbooks, school supplies, eye and ear protective devices, summer school, driver's education and transportation for students not eligible for free transportation. For those that are charged, the fees must be waived or reduced for those students who meet the eligibility requirements for free or reduced-price meals. Students cannot be charged a fee for masks or other personal protective equipment.

Employees cannot charge a student fee for anything without prior consent of the superintendent.

School Nutrition Program

The district operates a school nutrition program. Employees may purchase meals and other items, including milk.

School Publicity and Community Relations

The district staff is the connection between the schools and the community. Employees are expected to work in a professional manner with parents and the community, when appropriate, for their positions. Teachers especially are expected to work closely with parents throughout the school year to ensure the success of all students, as parents are vital partners in the education of their children.

The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Staff Meetings

- See Master Contract

Staff meetings will be held on an as-needed basis. The meetings may be in-service, consultant meetings, or workshops. Any teacher who has a concern that he/she would like discussed at a faculty meeting should feel free to bring it to the attention of the administration, after which it may be included on the agenda.



CONDUCT IN THE WORKPLACE

TECHNOLOGY/ONLINE COMMUNICATION/SOCIAL MEDIA/CELL PHONES

If social media is used at school, all comments are subject to monitoring, possible editing or removal if the 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 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, and prohibits posting of comments that violate confidentiality requirements under state and federal law.

Listed below are reminders and guidelines that faculty and staff will adhere to when using technology to communicate with colleagues, parents and students. All communications to parents and/or students must be made on a district computer or phone system unless in case of an emergency. All e-mails, text messages, etc., should be copied and archived by the instructor as well as cc'd to the building administrator.

Cell Phones (Staff Use)

- Use of school owned cell phones are subject to open record requests from the public.
- Cell phones or similar devices will be off or on silent and will not be used for receiving and placing personal calls, text messages, or conducting searches for personal use during assigned instructional time and when responsible for supervision unless permission has been secured from the building administrator.
- Any text message or picture sent to a student will also be copied and forwarded to the student's parents/guardians.
- Any communication should be kept to official matters.

Social Networking, E-mail, and School Owned Computers

- Use of school owned computers are subject to open record requests from the public.
- No sexually explicit or vulgar music may be downloaded on school owned machines, ipods, etc.
- There should be no emailing during student instructional time.
- Any email sent to a student should also be copied and forwarded to the student's parents/guardians.
- Any communication should be kept to official matters.
- Students may not be listed as a "friend" on a staff member's social network page.
- Staff members will not accept an invitation to a student's social network.

- Comments posted on a staff member's wall should not include inappropriate photos or comments.
- Employees will not use school technology to promote a business.
- Staff developed Web pages will have administrator approval before posting.
- Parents/guardians will have access to these postings.
- Any comment section will be password protected.
- Comments posted by staff and students should be related to class content.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district computer network is prohibited.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material is prohibited.
- Use of another's account or password is prohibited.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users is prohibited.
- Forging or attempting to forge e-mail messages is prohibited.
- Engaging in vandalism is prohibited. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network to send anonymous messages or files is prohibited.
- Revealing the personal address, telephone number or other personal information of oneself or another person is prohibited.
- Intentionally disrupting network traffic or crashing the network and connected systems is prohibited.
- Installing personal software or using personal disks on the school district's computers and/or network without the permission of the district Technology Director is prohibited.
- Remind students that comments posted on these pages are subject to the school's anti-bullying policy.

Please remember that it should be the rarest of circumstances that a faculty or staff member will need to communicate with a student outside of class. If an instructor does need to communicate to a student, it is highly recommended that the staff employee communicate with the parent prior to communicating with the student.

Employee Use of District-Owned Vehicles

The regular transportation of Maquoketa Valley students is handled through established bus routes. Staff members requesting a school van or car should email the building and grounds supervisor. Staff members needing to schedule a bus should work with Brandy Whittenbaugh.

Anyone using a school car will need to complete the logbook as to time, distance, etc. School car users will return the keys and log book to the director of building and grounds and see that the interior of the car is clean. Report any maintenance or repairs needed to the building and grounds supervisor. In the event a school-owned vehicle is involved in an accident, the driver must complete an accident report and submit it to the Department of Transportation in Des Moines. Brandy Whittenbaugh will help you with this report. School-owned vehicles are for school use only and not for personal use.

Fighting

Any verbal or physical altercations between or among employees or others will not be tolerated and may subject the employee(s) to disciplinary action, up to and including termination.

Fraud/Unlawful Gain

Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement. The school district will also file a complaint with the Iowa Bureau of Educational Examiners as a violation of the employee's Code of Ethics and the district will also petition for license revocation.

Neglect of Duties

All employees are mindful that students are not to be left unattended and employees should not place themselves in any position where student safety is at risk or neglect of duty could be claimed. Employees, in a supervisory role, needing to leave an area where students are present must ensure another adult is present before leaving.

SUPERVISION OF STUDENTS

Principals will assign teachers to supervision responsibilities as needed to ensure the proper supervision of students at all times. Supervision and discipline of students is an area all staff members must work cooperatively and diligently. Staff members are expected to assume responsibility for the discipline of students and to assist in the correction of all irregularities that may occur. Staff members are obligated to correct students for misconduct whenever they see it in the building or on the school grounds. Students should realize that any staff member has authority over them. Building rules must be consistently enforced by all if they are to be effective. Discipline has both negative and positive consequences. We will always work to stress the positive side so as to ensure:

1. Student safety and well-being.
2. Respect for law, order, and authority.

3. Proper attitudes toward school.
4. Respect for the rights and privileges of others.
5. Respect for school and property of others.

Active Supervision Guidelines

1) Movement:

- constant moving so kids think you are everywhere at once
- randomize movements so it is not in a specific pattern
- target problem areas
- proximity to all students

2) Scanning

- looking around constantly
- listening to all areas as you are looking elsewhere

3) Interacting Frequently

- connect (chat, smile, wave)
- reinforce and focus on the positive!!!!

4) When Responding to Problem Behavior

- stay respectful calm and clear
- concentrate on the problem behavior not the student
- never use public humiliation or shame
- if the problem behavior was important enough to correct, then the correct behavior is important enough to be acknowledged

Offensive or Abusive Language

Threatening, intimidating, or using abusive and profane language by school district employees towards others, including derogatory slurs, will not be tolerated. Violation will incur discipline, up to and including termination.

Performing Unauthorized Work While on Duty

All district employees are prohibited from performing unauthorized work while on duty. Doing so could result in discipline, up to and including termination.

Use of School Facilities and Equipment

Equipment use by School Personnel

All equipment and supplies were purchased for use within the school system and may only be checked out for educational purposes. See the administrative offices for check-out forms and specific information on staff responsibility and liability for use of equipment outside of school.

Care for School Property/Equipment

Reasonable care for school property and equipment is expected at all times. This will not only extend the life of the equipment, but also aid the work of the custodians. When rooms are not in use, the lights should be turned off and at the end of the day, windows and doors should be closed. Loss or damage of equipment should be reported immediately to the building principal. No equipment is to be loaned out without the permission of the principal.

In fairness to all concerned, and to prevent misunderstandings, staff members should not enter other staff members' areas without permission. Borrowing of equipment without prior consent should be avoided.

GYM FACILITIES

During much of the year, our gymnasiums are in great demand, not only by our own school activities, but by other groups such as 4-H, Scouts, etc. In order to keep dates straight, the only person responsible for allowing groups to use the gym will be the activities director. All use of the gym must go through the central office. This pertains to Maquoketa Valley employees as well as others.

Use of Time

An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate backtracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

Actions such as the following are strictly prohibited by employees and will result in discipline, up to and including termination: loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty.



EMPLOYEE STANDARDS OF CONDUCT

Academic Freedom

The district's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials as outlined in each curriculum. Teachers are expected to use good judgment in their pedagogy and consider the culture and climate of the school and community and age, maturity and intellectual and emotional capacities of the students, as they individualize curriculum and provide a learning environment and assignments for their students. Teachers are expected to create a learning environment of age-appropriate civil discourse where a variety of viewpoints can be freely shared to enhance student learning.

Artificial Intelligence

Teachers have discretion whether to use AI in their classrooms. However, prior to using AI tools, classroom teachers will inform the students how AI tools may be used to engage in and complete educational tasks and assignments. All applicable laws will be adhered to in the classroom and by classroom teachers. Classroom teachers will establish appropriate parameters for AI tool usage and will monitor student use of AI tools as appropriate. Students are expected to abide by their classroom teachers' rules. Classroom teachers will utilize AI tools that have been reviewed by the district.

Privacy must be protected when using AI tools. This means no personally identifiable information about other students or staff will be shared with AI tools, without prior written consent from the parent or guardian of the student or from the staff or student when applicable.

Break of Meal Periods

Leaving the place of duty during a work shift without permission of the building principal, except during lunch periods, is cause for discipline, up to and including termination. Employees are expected to return to work immediately upon completion of a break

Dress and Grooming

All employees are required to dress in a professional and appropriate manner in light of the environment in which they work, the duties of their jobs and the impressionable youth they serve. Clothing should be neat and clean. Discretion and common-sense call for an avoidance of extremes which would interfere with or have an effect on the educational process. Clothing deemed inappropriate will be discussed with the employee. Any clothing which could be deemed unsafe or disruptive to the school environment could result in disciplinary action. Questions about appropriate attire should be addressed to building principals. Guidance is listed out below:

- T-Shirts & Crew Neck Sweatshirts are ok, must be MV or educational focused
- Every Friday/last day of the week is a Jeans Day unless otherwise directed by building principal (such as times where guests will be in the building or other special events).
- No ripped jeans
- No leisure wear leggings (consider whether you are going to workout/lounge at home or going to work)
- Joggers are ok
 - No joggers that are sweat pants material
- NO Hooded Sweatshirts
- Tennis shoes are OK

Employee Outside Employment

The board believes that the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board expects that district employees will give the responsibilities of their positions in the school district priority over any other employment. Employees with external employment must keep the two positions separate and the external job cannot impact the school district job. Should a supervisor believe the external position is impacting the internal one; the supervisor will address it with the employee.

The board may request the employee cease the outside employment as a condition of continued employment with the school district.

Employee Political Activity

Employees have full equality with other citizens in the exercise of their political rights and responsibilities, but employees shall refrain from certain political activities in the workplace and on district property under the jurisdiction of the board. Such prohibitions include, but are not limited to:

- Engaging in any activity for the solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation or other political action during work hours/while engaged in official duties and in the presence of any student.
- Soliciting or receiving from any employee or other person any contribution or service for any political purpose during work hours/while engaged in official duties.

- Using classrooms, buildings or students for solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation or other political action. (This provision does not apply to employee use of district facilities if they are related to third-party events/activities authorized by the district that are outside the employee's scope of employment.)
- Using school equipment or materials for solicitation, promotion, election or defeat or any referendum, candidate for public office, legislation or other political action.

Engaging in prohibited political activities may be grounds for discipline action, up to and including termination.

Employees may request a leave of absence to run for public office.

Ethics – Board of Educational Examiners

School district employees are expected to perform their jobs in an ethical and honest manner consistent with board policy and the state Bureau of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Professional Conduct and Ethics of the BOEE. The BOEE's Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. While classified employees, except coaches, are not subject to the BOEE Code of Ethics, it is good guidance for all employees and recommended reading for classified employees as well.

For a copy of the ethics code, please visit [Ethics | Iowa Bureau of Educational Examiners](#).

Failure to Complete Reports

In order to have the school district function in an efficient manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including but not limited to: time sheets, grade reports, student records, Individualized Education Plan (IEP) documentation and testing results. Failure to meet the required deadlines may result in discipline, up to and including termination.

Gifts

Employees will not, either directly or indirectly, solicit, accept or receive any gift or series of gifts, unless the gift is valued at less than three dollars or has a negligible resale value. Honorariums may be received but must be turned over to the school district unless the employee was on his or her own time, the donor does not meet the definition of “restricted donor” or the gift or honorarium does not meet the definition of gift or honorarium.

Online Fundraising Campaigns - Crowdfunding Procedures

The Maquoketa Valley Community School District believes online fundraising campaigns, including crowdfunding campaigns, may further the interests of the district. Any person or entity acting on behalf of the district and wishing to conduct an online fundraising campaign for the benefit of the district will:

1. A request to participate in online fundraising (crowdfunding) should be made to the principal. The request should include the explanation of who will be doing the fundraising, purpose of the funding, items being funded, fundraising timeline, funding goals, as well as other relevant information regarding your funding request.
2. If approved by the principal the request should be forwarded to the superintendent.
3. If approved by the superintendent, this request will be placed on a board agenda for approval.
4. Any fundraising efforts conducted using the district’s name, symbols or imagery will be conducted in accordance with all policies, regulations and rules for fundraising within the district.
5. Money or items raised by an online fundraising campaign will become the property of the district.
6. Gift cards cannot be accepted as part of the fundraising activities and all cash and check donations should be deposited into a school account as soon as possible.
7. When the donated items are received, a report outlining the items, donors, and amounts received will be given to the board secretary.

Insubordination

Insubordination is the disobedience, failure or refusal to follow the written or oral instructions of supervisory authority or to carry out work assignments and will not be tolerated.

Insubordination will result in discipline up to and including termination. School district employees shall contact their principal or immediate supervisor if there are concerns regarding working conditions.

Relationships with Co-Workers

School district employees are encouraged to create an environment where co-workers' collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a respectful attitude toward their job and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt or demean their work.

Treatment of Patrons of the District

Patrons of the district are to be treated with respect on school grounds and at school events. Employees should always be courteous, and report to district administration any mistreatment by district patrons.

PUBLIC RELATIONS

One of the biggest challenges that we face as educators is that of "selling" our school to the public. Educators should take advantage of every opportunity to let people know about the positive things going on in school.

Visitors/Volunteers

All visitors/volunteers are asked to report directly to the principal's office prior to contacting any employee or student during school hours to sign in and pick up an identification badge.

Employee Expression

The school district shall take reasonable measures as required by law to protect the intellectual freedom of students and employees and protect students and staff from discrimination based on speech. Employees who file a complaint alleging a violation of their intellectual freedom or discrimination based on speech shall not be retaliated against and shall have whistleblower protections under Iowa law. Employees will comply with Iowa law to the extent that compliance does not infringe on employee's free speech rights.

Employees who use social media platforms are encouraged to remember that the school community may not be able to separate employees as private citizens from their role within the district. Employee expression on social media platforms that interferes with the district's operations or prevents the district or employee from functioning efficiently and effectively may be subject to discipline up to and including termination.

A district employee who acts to protect a student for engaging in free expression or who refuses to infringe on students engaging in free expression and who is acting within the scope of their professional ethics will not be retaliated against or face any adverse employment action based on their behavior provided that expression is otherwise permitted by law and board policy.

If the board or court finds an employee that is subject to licensure, certification or authorization by the Bureau of Educational Examiners discriminated against a student or other district employee, the board will refer the employee to the Bureau of Educational Examiners for additional proceedings as required by law and which may result in discipline up to and including termination.

STUDENTS AND THE CLASSROOM

Corporal Punishment, Restraint, and Seclusion of Students

State law forbids school employees from using corporal punishment, mechanical restraint, and/or prone restraint against any student. Certain actions by school employees are not considered corporal punishment. School employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons.

State law also places limits on school employees’ abilities to restrain or seclude any student. The law limits why, how, where, and for how long a school employee may restrain or seclude a student. If a student is restrained or secluded, the school must maintain documentation and must provide certain types of notice to the child’s parent. District employees will receive Chapter 103 training on physical restraint and seclusion prior to using these behavior interventions with students.

Non-employees whose duties could require the individual to participate in or be present when physical restraint or seclusion is being used will be invited to join employee training on this subject.

Failure to comply with Chapter 103 training or requirements shall result in discipline, up to and including termination.

FIELD TRIPS

All requests for buses for athletic contests, music events and any other field trips must be filled out and filed with the transportation secretary. The Activity Request Sheet is filled out and sent to the high school office, so it can be placed on the schedule. All buses are scheduled from these forms.

Field trips should be planned only when they can be educationally justified. Consider the following when planning a trip:

How does the trip relate to the instructional program?

What steps of preparation need to be considered?

What preparations need to be made with the students?

What follow-up after returning from the trip will take place in my classroom?

All field trips must be cleared with the building principal before plans are made with students and parents. A permission slip, signed by the parents, is necessary before any students may go on a trip outside of the district. Even though trips within the district do not require parent permission, please be sure to keep parents informed if their children will be off of school district property. Trips must be taken in school vehicles, buses, or on foot. All field trip requests must be turned in at least two weeks prior to the anticipated date of the trip. Approval for field trips must be obtained by filling out the proper forms in a timely manner. Teachers must take the students' emergency information sheets and student medication with them on the trip. In order to save on transportation costs, teachers are asked to plan their field trips with another class unless cleared by the principal.

Individuals with Disabilities Education Act (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a federal law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to eligible children. Employees are expected to comply with IDEA. For additional information regarding IDEA, please visit The United States Department of Education website, located at <https://sites.ed.gov/idea/>. Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students.

Homework and Grading

- Refer to student handbook.

Elementary Grading

Report cards are distributed at the completion of each quarter. Weekly progress reports are encouraged to provide parents up-to-date information on work completion, effort, and



behavior. Teachers are asked to keep grades current on a weekly basis within the online data walls. Grades will be entered into PowerSchool quarterly at minimum. Keeping parents informed of their child's progress is of primary importance. Student will be assessed using the following:

- ME= Meeting expectations
- MP= Making progress
- NY= Not yet

High School Homework/Assessment Policy:

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class. The following is Maquoketa Valley's Homework and Assessment Policy:

- Support for learning (WIN Time, reteaching, extra practice, etc.) will be provided, when needed.
- Grades will not be determined on a "curve," meaning the highest student score does not set the grading scale.
- Extra credit will not be given and is not calculated into grades.
- Group grades will not be given. Students can be graded for their individual contributions.
- A zero should be recorded in PowerSchool if work was not handed in or completed. Attempts to remind students of late or incomplete work will be made by the teacher and the teacher contacting the parents is encouraged. The teacher will determine the timeline for the extended deadline.
- Projects, quizzes, and assessments will have timelines. Possible point reductions may result from not meeting the timeline. Teacher discretion will be used when determining the loss of points or percentage due to not meeting the timeline. This loss of points or percentage will not exceed 50% of the project, quiz, and/or assessment grade.
- Late assignments for the unit will not be accepted for credit after the unit has been completed. Teachers will determine the deadline for the summative assessments. Teachers will clearly communicate well in advance when the summative will occur and that all work must be completed before that. Exceptions to this include absence, extenuating circumstances, or conditions specified in the completion plan.
- The option of retakes is up to the teacher's discretion.
- Formative Assessments and homework should not exceed 40% of the grade.

Searches of Students and Property

Reasonable and Articulate Suspicion: A search of a student or a student's Remotely Activated or Activating Communication Device will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

1. eyewitness observation by employees;
2. information received from reliable sources;
3. suspicious behavior by the student; or,
4. the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

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

Types of Searches

Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has 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.
 - (a) Pat-down searches: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student, with another adult witness of the same sex present, when feasible.
 - (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Locker and Desk Inspections

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 and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

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.

Standardized Testing and Assessment

Assessment is an important part of the education process, and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Bureau of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in discipline, up to and including termination.

Student Funds and Fundraising

Student fundraising for school activities may occur upon approval of the board of education. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must identify a specific purpose for fundraising and secure the approval of the principal prior to spending the money raised.

Student Records and Confidentiality

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information unless it is permitted by law. Please contact the building principal if you have a request for student records.

Give careful thought to what you discuss concerning school matters whether with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring community members to the school principal or appropriate staff member. Employees must exercise significant care and judgment when handling confidential information. A break in confidentiality can result in discipline, up to and including termination, and expose the employee to personal liability for violation of Iowa's privacy law.

Student Disclosure of Gender Identity

It is the goal of the district to provide a safe and supportive educational environment in which all students may learn. This includes transparency and collaboration with parents in an effort to support their students. As part of creating that safe educational environment, no employee of the district will provide false or misleading information to the parent/guardian of a student regarding that student's gender identity or intention to transition to a gender that is different from their birth certificate or certificate issued upon adoption.

If a student makes a request to a licensed employee to accommodate a gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records, the licensed employee is required by Iowa law to report the request to an administrator. The school administrator receiving the report is then required by Iowa law to report the request to the student's parent/guardian. This requirement also applies to all nicknames.

Transporting Students by Employees

Generally, transportation of students is in a motor vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the building principal or superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district, including public health guidelines. Private vehicles will be used only when:

- The vehicle is in good condition and meets all applicable safety requirements
- The driver possesses a valid driver's license
- Proof of insurance has been supplied to the superintendent and insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa, and
- The parents of the students to be transported have given permission to the building principal or superintendent

Tutoring

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent. Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent and the fees go to the school district, not the teacher. Any questions about whether a tutoring relationship or activity complies with the Code of Professional Conduct and Ethics for educators should be directed to the Bureau of Educational Examiners.

HEALTH AND WELL-BEING

Administering Medication

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

1. No medication will be administered to a student in school or during school sponsored activities without a parent/guardian written authorization and a prescriber's written order for prescription medications or a current pharmacy labeled container as dispensed by the pharmacy. The name of the student, medication, time to be given, and the name of the physician must be on the container. Medications must be in the most **current** pharmacy labeled container. A second labeled medication container can be obtained for school use by asking the pharmacist. All medication must be brought in by a parent/guardian whenever possible, or the parent must notify the school that the medication is coming. Medication will not be sent home with students unless arrangements have been made with the parent prior to sending them home. Any medication that has not been picked up by the last day of school will be disposed of properly.
2. Herbal remedies, natural supplements, or essential oils not approved by the Federal Drug Administration will **NOT** be administered by school personnel.
3. Over the counter/non prescription medication will be given only with parent/guardian written authorization. Maquoketa Valley CSD will have school approved over-the-counter medications available to students in grades 6-12, distributed by either the school nurse or medication certified staff. Health information must be provided as well as parent/guardian permission for these over the counter medications before **ANY** medication(s) will be administered. Students may receive up to 5 doses of school approved medications per year, after which the school nurse will assess the student and contact the parents/guardians to determine if a medical referral is needed and before any more doses will be given. Parents/guardians of students requiring or requesting greater than the 5 doses allowed per year may be asked to provide written permission from a licensed healthcare provider for future administration of these medications as well as will be asked to provide the medication being requested. These medications must be brought in by a parent/guardian and be sent to school in the

original medication container with the student's name attached. Parent instructions cannot conflict with label administration instructions.

4. The parent/guardian is responsible for submitting a new prescriber's order form to the school each time there is a change in the dosage or time of administration, change to a different medication or the medication is discontinued. Prescriber's orders may be faxed to the school.
5. The parent/guardian will inform the nurse/medication certified staff of the number of tablets/capsules that are brought to the school. The nurse and a medication certified staff will also count and document the number of tablets/capsules brought to the school.
6. Students who independently carry inhalers or emergency medication, (ex. Epi-pens) throughout the school day need a written prescriber's order on file in the health office as well as an authorization form/consent form. The order must state the reason for the medication, dosage, times for administration to be given, and/or special circumstances under which the medication is to be given; the student must carry the medication at all times. All inhalers must have a current prescription label on the inhaler as well as on the box it comes in. You will need to ask the pharmacy for this.
7. To ensure the safety of all children all medication will be kept in a locked storage cabinet with the exception of Epi-pens, glucagon, and inhalers that are carried independently.
8. The first dosage of any new prescription **must be** given at home so the child can be more closely observed for possible side effects and/or adverse reactions.
9. No medication is to be kept by the student in their locker, desk, or on them personally. The Maquoketa Valley CSD does not assume responsibility for medication not prescribed by a physician/prescriber or medication that is administered by the student himself/herself.
10. Medication required for field trips will be administered by a medication certified staff member or with parental permission.
11. No medication will be continued beyond the school year in which it is ordered.

Anti-Bullying and Anti-Harassment

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 involves 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.

Bloodborne Pathogens

Annually, all school employees are required to take the bloodborne pathogens training. This training will be completed online.

Communicable Diseases – Employees

Employees who are ill are encouraged to stay home.

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district’s bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping.

Employee Injury on the Job

Employee and student safety is a major district concern. An employee should therefore remove him or herself from and report any situations where employee safety is compromised. If an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical professionals as quickly as possible.

It is the responsibility of the employee injured on the job to inform the school nurse within twenty-four hours of the occurrence. It is the responsibility of the employee to file an accident report with their immediate supervisor within twenty-four hours after the employee reported the injury.

Smoke and Tobacco Free Workplace

The district is committed to providing a safe and healthy workplace and to promoting the health and well-being of employees. As required by Iowa Code Chapter 142D, the Iowa Smokefree Air Act, and motivated by a desire to provide a healthy work environment, the district prohibits smoking, and the use of tobacco and nicotine products as cited in board policy, on all school grounds and in school vehicles.

Substance Free Workplace

Alcoholic beverages, illegal substances, and legal substances used illegally shall not be consumed at any time during the employee's work shift. It is in violation of school district work rules for an employee to report to work in an unsafe condition, or in a condition which impairs the employee's judgment or performance of job functions due to the use of alcohol or other substances. Unauthorized possession or use of alcoholic beverages or other substances during work hours, while on district time or property, or while engaging in district business will result in discipline, including termination.

It is a violation of the federal Substance-Free Workplace law for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 124.

"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes off school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who operate school vehicles are subject to mandatory random and scheduled federal drug and alcohol testing if a commercial driver's license is required to operate the vehicle and the vehicle transports sixteen or more persons including the driver. For regulations and forms please visit the Federal Motor Carrier Safety Administration website located at: <https://www.fmcsa.dot.gov/regulations>.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

LEAVES AND ABSENCES

Absenteeism

Each employee is granted sick leave as set forth in the Master Contract, Certified/Classified Handbooks, and School Board Policies. In case of illness or an emergency which would result in a staff member being absent, the principal should be notified by telephone by 6:00. The principal will secure a substitute when needed. A leave form must be completed and given to your principal the first day you return to work. A doctor's note is required for all medical appointments that require the use of sick leave or family leave to be used.

Jury Duty

Employees may be summoned for jury duty. Employees who are called for jury service will notify their immediate supervisor within twenty-four hours after notice of call to jury duty and will provide suitable proof of jury service to the school district.

SAFETY AND SECURITY

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

Building Security

The district is committed to maintaining a safe and secure learning environment for students and staff. In order to accomplish this, it is the responsibility of all employees to do their part in creating this safe and secure environment. Employees should contact their immediate supervisor to report any security/safety hazard(s) or condition(s) they identify.

EMERGENCY PLAN OVERVIEW FOR TIMES OF CRISIS

[\(See the District Crisis Plan for more detailed information.\)](#)

Each of these plans is explained and practiced each year so everyone knows what steps to take. State law requires schools to hold fire and tornado drills twice a semester. Practice drills allow staff to know what steps to take if a situation of this magnitude should develop. Some of these plans were developed in conjunction with the local and county law enforcement agencies, emergency management and local fire and EMT personnel.

A plan for parents is also an important component to these crisis situations where their children may be involved. The first priority of school personnel will be accounting for all children and staff in the building. Some emergencies will require the evacuation of school grounds. In this case, we will wait until the situation has become safe and secure. Then the students and staff will be evacuated to a primary evacuation site. Once there, another count will be taken to ensure that everyone is safe. Parents will be directed through local media as to when and where to pick up their children.

Parents will be asked to NOT call school during an emergency because this will tie up the phone lines that will be needed to communicate with law enforcement. As difficult and stressful as the situation might be, it is imperative to cooperate with law enforcement as they work to secure the building and move children and staff to a safe place.

Our hope is that we never will have the need to implement any one of these plans but being prepared is critical to everyone's safety. Please help us carry these plans out by noting your role in these crisis situations.

EVACUATE: Fire Drill/Emergency Plan

[\(See the District Crisis Plan for more detailed information.\)](#)

SHELTER: Tornado Drill/Emergency Plan

[\(See the District Crisis Plan for more detailed information.\)](#)

EVACUATE: Bomb Threat Procedures

[\(See the District Crisis Plan for more detailed information.\)](#)

EVACUATE: Evacuation Plan

[\(See the District Crisis Plan for more detailed information.\)](#)

HOLD: Explosives/Hazardous Materials

[\(See the District Crisis Plan for more detailed information.\)](#)

LOCK DOWN: Lock Down Procedures

[\(See the District Crisis Plan for more detailed information.\)](#)

Emergency Closings, Inclement Weather and Other Interruptions

In case of severe weather which might result in the cancellation of school, several radio and TV stations will be notified. Those stations which have agreed to correctly broadcast our announcement are: WMT, KDST, and KMCH radio; KGAN, KWWL, and KCRG television. Staff will be notified using the MV text alert system and Facebook.

Threats of Violence

All threats of violence - whether oral, written or symbolic - against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for discipline if the threat impacts the orderly and efficient operation of the school. Employees engaging in threatening behavior will face discipline, up to and including termination.

Visitors/Guests

The board welcomes the interest of parents and other members of the community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Individuals who wish to visit a classroom, whether in person or remotely, while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and class disruption can be minimized.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors will also be required to follow district rules on health and safety as well as social distancing and other public health guidelines. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee is responsible for taking the action necessary to cease the inappropriate conduct.

Weapons

The district 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.

Employees are prohibited from bringing weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy.

TERMINATION OF EMPLOYMENT

Contract Release

- Reference Certified/Classified Handbooks and the Master Contract

Resignation – Licensed Employee at Year End

- Reference Certified/Classified Handbooks and the Master Contract

Resignation – Classified Employees

- Reference Certified/Classified Handbooks and the Master Contract

Reduction in Force/Furlough

- Reference Certified/Classified Handbooks and the Master Contract

Retirement

- Reference Certified/Classified Handbooks and the Master Contract

APPENDIX

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the Maquoketa Valley Community School District's Employee Handbook available at <https://www.maquoketa-v.k12.ia.us/>. I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult Troy Osterhaus with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended and does not constitute a contract between the district and any one or all of its employees.

Employee's Signature

Date

Employee's Name (Printed)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE – COPY PROVIDED TO EMPLOYEE

