

**Maquoketa Valley
High School**



**STAFF HANDBOOK
2022-2023**

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Forward

This handbook is to acquaint the faculty of Maquoketa Valley Community Schools with the policies and regulations of the Board of Education governing the conduct and maintenance of the school. Uniformity of observance of general principles and policies is essential in a good school system. The full cooperation of all members of the staff is therefore requested so that a harmonious relationship will continue in the adjustment of matters pertaining to educational policies. A professional attitude is highly desirable at all times.

Any person having inquiries concerning the Maquoketa Valley Community Schools compliance with the regulations implementing Title IV, Title IX, or Section 504 is directed to please contact Mr. Dave Hoeger, P.O. Box 186, Delhi, IA 52223, (563)922-2091.

The Maquoketa Valley School Board affirms its intent to support the school-student responsibility and discipline policies, its intent to support school staff who enforces these policies, and its intent to hold school staff accountable for implementing the policies.

The Educational Philosophy

We, as educators and workers with youth, should provide information and experience that will lead to the fullest development of students as individuals toward the end that they may acquire those skills, attitudes, and ideas that will prove to be of value to them now and in later life.

Each student should be encouraged and assisted to produce and grow to the best of his/her ability. Each shall be encouraged to contribute to the group. Remember, that every learning experience is a fine experience to the student.

We should strive to teach by providing life-like experience whenever possible. Let us make the student's school life so worthwhile and pleasant that the very environment around each student wherever he/she does, becomes vibrant with enthusiasm for learning and growth.

We realized that an effective public school program must be directed toward the common needs of all children, but must also consider the uniqueness and needs of individual children.

We recognize that the guardianship of public education is a trust and obligation - that the goals of education are fundamentally the goal of democracy.

We believe that its purpose and objectives can best be realized when the program of education is directed through written board policies based on the state statutes and on the needs of the individual school district.

We expect real educational leadership from the school administration and desire a teaching staff composed of superior individuals who will set high standards of achievement for all students. We desire that the program of education be organized so that it will challenge all students to achieve commensurate with individual capacities.

We believe that the Maquoketa Valley School District will profit most when the professional staff prepares and utilizes a current and comprehensive study guide for each subject taught.

We further believe that the philosophy and objectives of Maquoketa Valley Schools can be implemented best when the program of studies is so organized that a teacher new to our system can immediately recognize his/her role and responsibility in the total educational program.

We believe in self-discipline and freedom of choice for students' as they are able to exercise these responsibilities to the advantage of themselves and others. We, as a school system, believe in a firm and positive correction rather than lax or evasive action in cases of failure in self-discipline. We believe in an orderly school with respect shown by students for their teachers, who in turn show respect for the personality and opinions of students.

Maquoketa Valley Community School District Board Policies

Section IV: School Staff & Personnel

A. General policies concerning Maquoketa Valley Community Schools employees

1. All personnel employed by this school district shall have on file in the office of the Superintendent, thirty days before the beginning of the school year a doctor's statement concerning their ability to perform their contract obligation.
2. In case an employee of the district is ill, they shall promptly notify the assigned building at-risk coordinator to locate substitutes by 6:00 a.m. of the school day in which they will be absent.

B. Teachers

1. The qualifications of teachers shall be those required by the State Board of Education Examiners for certification to perform the particular service in instruction for which they are employed. Before being reimbursed for classroom duties, teachers must have supplied evidence of proper certification by the State of Iowa.
2. It shall be the duty of the teacher to keep informed concerning the policies and regulations of the Board of Education.
3. Teachers shall be directly responsible to the principal of their building. They shall promptly and consistently carry out the instructions of their principal.
4. Teachers shall make an immediate report to the principal of any unusual disorder among the students under their charge.
5. Teachers shall be responsible for grading as well as promotion of their students in accordance with the policy and instructions of the principal.
6. Complaints of teachers against fellow teachers or principal shall be brought directly to the Superintendent and made in a constructive and professional manner. They should never be made in the presence of other teachers, pupils, or outside persons.
7. If teachers need to use school property, away from school, they should have this conversation with an administrator.
8. Teachers shall not act as agents or accept commissions, royalties, or rewards for books or other school materials, the selection or purchases of which they may influence.
9. No teacher may tutor for pay, any pupil attending the school to which the teacher is assigned.
10. When the students arrive at school in the morning all teachers should be in their rooms or on their assigned duties and to render assistance to students on their schoolwork.
11. Each teacher will be assigned a teaching load as prescribed by the administration.
12. All students are to be under the teacher's supervision at all times of the school day. Teachers will be assigned supervisory duties by their principal.
13. Teachers shall be responsible for the proper care of all books, apparatus, bulletins, supplies, and furniture owned by the school district.
14. All orders from teachers to custodians shall be made through the principal, except in the case of an emergency.
15. Teachers shall not at any time engage in controversial school issues in the presence of students. Matters in which teachers are in disagreement should be discussed in private.
16. Teachers are encouraged to attend various school activities throughout the school year.

Our Mission Statement

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

Our Vision

1. Learning that is engaging, challenging, and focused. This includes integration of technology into classroom learning in meaningful ways that promote development of collaboration, communication, creativity and critical thinking skills.
2. Frequent feedback and purposeful assessment.
3. Timely response to all students' needs. The goal of our multi-tiered system of support is that we will identify strengths and weaknesses in our student's learning, identify students who need additional time and support, and together monitor student progress to target effective interventions as needed.
4. Shared responsibility for learning in a safe, respectful environment.

- Promotion of strong character and productive citizenship. We will encourage problem solving and build perseverance; promote ethical, safe, and respectful online use and behavior; and provide critical technology skills to be successful and productive 21st century citizens.

Notice of Non-Discrimination

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

Accidents

In case of an accident, the teacher should notify the principal as soon as possible. If the school nurse is in the building at the time, report the accident to the nurse. The parents should be notified immediately in the event of a serious accident. It will be the nurse's responsibility to determine whether a child should be sent to a doctor.

All accidents have to be reported in writing to the principal. This is the responsibility of the nurse or the person in charge, if the nurse is not available. Forms are available in the office. If it is an accident in athletics it is the responsibility of the head coach to report the accident in writing to the activity director, nurse and principal. Forms are available in the office.

Activity & Field Trips

All requests for buses for athletic contests (team and spectator), music events, speech activities, etc., must be requested from the principal's office. Transportation arrangements will be completed by the principal with the superintendent. Trips must be taken in school vehicles, bus, van or on foot. All field trip requests should be turned in at least two weeks prior to the anticipated field trip date. Approval for such a trip must be obtained by filling out the proper forms.

Cell Phone Policy

For the purpose of this handbook, "Remotely activated, or activating communication devices" are defined to include portable two-way telecommunication devices, including but not limited to cellular telephones, with or without cameras, beepers, walkie-talkies, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and; transmitting or receiving images, such as cameras, as well as any new technology developed for similar purposes.

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

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

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

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

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

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

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

Inappropriate use of electronic devices: Cell phones with cameras and other portable "remotely activated, or activating communication devices" capable of storing, and transmitting or receiving images are banned from being used in locker rooms and rest rooms at **ALL** times. Students will be disciplined for use of cell phones with cameras in school locker rooms or restrooms with an immediate suspension plus one day for a first time violation. A second violation will result in an immediate plus 3-day suspension and a third offense could result in a recommendation for expulsion. Law enforcement may be notified after the first, second, and/or third violation of the policy.

Church / Family Time

Wednesday night is **church/family night** in the Maquoketa Valley School District. No activities are to be sponsored by the school after 6:00 p.m. on any Wednesday. The Maquoketa Valley Schools will also not sponsor or make facilities available for Sunday activities. Exceptions to this will be state sanctioned events of which need administrative approval in advance.

Deficiency Reports

A deficiency report will be sent home to parents and/or guardians of students whose work is not up to the class standards. This report will be mailed or electronically sent every three weeks. Teachers will also email, text or send a deficiency report home later in the quarter if a student that is doing satisfactory work during the middle of the quarter should drop to unsatisfactory status later in the quarter. Parents are highly encouraged to contact the school and meet with teachers to discuss the deficiency. Instructors are highly encouraged to contact parents if a student is not performing up to expectations in their classroom.

Discipline

All teachers are expected to assume responsibility for the discipline in their groups and to assist in the correction of all other irregularities that may occur. Teachers are obligated to correct students for misconduct every place they see it in the building or on the school grounds. Every reasonable effort should be made by teachers to solve discipline problems before referring them to the office.

Teachers should use the MVHS DISCIPLINE CHART to guide them in the appropriate action to be taken when disciplinary measures are required. Detentions can be issued by the instructor. These teacher assigned detentions will be supervised by the instructor. Teachers should at all times exhibit to their pupils an example of dignity, courtesy, and

good temper. No sarcasm, bitter or cutting speech should be employed. The discipline policy as written in the student handbook will be used.

All staff should review this policy and to use it when appropriate. The students have more respect for any policy when it is used by all staff members. We in the office will assist you in any way we can to make this policy work.

In case a student does not report for detention when he/she is told to report, BE SURE TO INFORM THE OFFICE. The student will receive an office detention or ISS for skipping a teacher's detention.

Teachers are highly encouraged to call parents when discipline situations arise in the classroom that could get the student removed from class.

Fire Drill

All teachers should know the proper exits to use in case of a fire. They should see that all their students are out of the building. They should go some distance from the building once they are out. Teachers should bring a class roster and their emergency bucket with them to make sure all students made it out of the building. We will evacuate the building every time the alarm sounds. Whenever the fire alarm is sounded all students and employees will evacuate until we know if it is a false alarm or not.

Grading

The grading system for secondary school will be regular grades: A, B, C, D, and F. The administration feels strongly that regular classroom attendance, participation, and homework completion is necessary to get the most out of any class offered at Maquoketa Valley. Plus and minus grades may be used and will be placed on permanent records. A student dropping a course after the second week of a semester will have "F" recorded for the semester. Teachers may withhold grades and give an incomplete (I) for work not done which they consider relevant to their course. In order to get a more accurate assessment of the cumulative grade point average, Maquoketa Valley will assign a numerical value to plus and minus grades (please see table below). Students at Maquoketa Valley High School also have a tremendous opportunity to take Senior Year Plus course work through different venues. There are prerequisites to be fulfilled before students are able to register for PICC, PSEO, Concurrent/Dual Credit, ILO, or AP classes, etc. Students will receive counseling and recommendations from MVHS guidance/administration personnel that will assist the student in having the greatest opportunity for success while participating in a college level course.

In an effort to encourage students to pursue challenging learning experiences, courses providing the opportunity to earn college-level credit (BA and/or transferable Community College Credit) will be calculated on the 5.0 grading scale. Because these courses are dual credit courses, the GPA from a PSEO course will be counted in the high school GPA. Once a student successfully completes a PICC, Concurrent/Dual credit course and earns college credit it will be reflected on their transcript as a weighted course. These are done on a course-by-course basis because students take a wide variety of courses.

The following courses will be weighted at 5.0.

- All A.P. Courses
- Dual/Concurrent Courses offered at MV except Basic Construction
- PICC/PSEO Courses
- Project Lead the Way Courses
- On-Line College Credit Courses
- Kirkwood Concurrent Enrollment Courses: Criteria used to place Kirkwood courses are this list: Transfer to an Iowa Regents School, program rigor, Direct 1:1 course transfer to an Iowa Regents School.

The following table outlines the weighted and unweighted grade point scale:

LETTER GRADE	UN-WEIGHTED	WEIGHTED
A (93 – 100)	4.000	5.000
A- (90 – 92)	3.666	4.625
B+ (87 – 89)	3.333	4.125
B (83 – 86)	3.000	3.750
B- (80 – 82)	2.666	3.375
C+ (77 – 79)	2.333	2.875
C (73 – 76)	2.000	2.500
C- (70 – 72)	1.666	2.125
D+ (67 – 69)	1.333	1.625
D (63 – 66)	1.000	1.250
D- (60 – 62)	0.666	0.875
F (59.999 or BELOW)	0	0

Grievance Procedure

Grievances may involve almost any issue relating to sex or ethnic discrimination in the treatment of students or employees in education programs or activities. They may relate to the actions of a particular individual, to the practices or policies of a particular school or unit within an education agency or institution, or the practices or policies of the agency or institution as a whole. Grievances may assert discrimination against a single individual or against a group or class of individuals.

Hall Duty

Teachers will have hall duty from 8:00-8:03 a.m. Staff are also expected to be in the hallways between classes whenever possible. **Please keep students moving to class. Do not let students stand and block the hallways.**

Homework / Assessment Policy

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

- Nonacademic factors will be communicated to students and parents with a separate employability skills report/grade and will not be factored into the grade at this time.
- Support for learning will be provided when needed.
- Extra credit will not be calculated into grades.
- Group grades will not be given. Students can be graded for their individual contributions on group projects/assignments.
- No grades will be using a “curve.”
- A **zero can be given** for work not turned in at all or for poor quality of work, but not until attempts have been made to remind students and learning support has been provided (if needed). Parents will be contacted when a pattern of zeros occur.

- Projects, quizzes, and summative assessments may have timelines. Possible point reductions may result for not meeting the timeline, as specified by the instructor (not to exceed 10% of the grade). Students will also earn a zero if the project; quiz or summative assessment is not completed within a reasonable amount of time.
- Students not able to complete the work on time will advocate for themselves by speaking to the teacher and develop a plan of completion **with the teacher**. If a student does not follow through on the plan, lack of timeliness may be factored into point deductions up to 10%, depending on how late. If it is not turned in, the teacher may assign a zero.
- Late assignments for the unit will not be accepted for credit **after** the summative assessment for that unit has been taken. Exceptions to this include absence, extenuating circumstances, or conditions specified in the completion plan. Teachers will communicate well into advance when the summative assessment will occur and that all work must be completed before that.
- Formative Assessment / Homework should not exceed 40% of the grade.
- The criteria for a re-do on a summative assessment or project is as follows:
 - a) If it is determined by the instructor that the student had not done the studying/preparation for the assessment or project, the instructor has the prerogative to not allow the student the opportunity for a re-take. **Previous preparation and effort is expected to take the re-take.**
 - b) Students must contact the teacher within a day of receiving the test/assessment to schedule a possible re-take time.
 - c) All homework necessary for success on the retake, as determined by the teacher, must be turned in. Late work would not earn points (as noted above), with the exception being made for absence, extenuating circumstances, or conditions set for in the completion plan.
 - d) Corrections are made on the original test/assignment and turned in, as determined appropriately by the instructor.
 - e) Study session with instructor, if deemed necessary.

Inventories

Each teacher will take an inventory update of the major items in their room. A textbook inventory and a textbook assignment sheet should be kept to record all books and equipment loaned out to students.

Lesson Plans

Lesson plans are essential as part of the teacher's responsibility for presenting and carrying on a well organized lesson. As a professional lesson plans need to be done and available for substitutes. Teachers please have a seating chart that is neat and up-to-date for substitute teachers.

Updating Grades in Powerschool

With our student information program system (PowerSchool), available online to students and parents for viewing, it will be expected that grades and attendance are updated on a weekly basis. By Monday of every week, teachers are to have their grades and attendance updated.

Requisitions & Departmental Budgets

Yearly requisitions from teachers will be taken in the spring of each year. It will be the duty of the principal to recommend what should be purchased to the superintendent. Your department will be granted money in the yearly budget according to your request and needs. Teachers need to take care in prioritizing purchases for your classes. Please communicate with your fellow departmental faculty before large expenditures are made. The key to any budget is to not spend more than you receive.

School Day

School begins at 8:00 a.m. each day and ends at 3:20 p.m. A teacher may keep a student after 3:20 p.m. for detention, as well as, to make up work due to absenteeism. Students who are transported by school bus should be given 48 hours notice before his/her detention. This is to allow them time to make arrangements at home/work.

School Property

Each teacher is responsible for the proper care and use of all school property in his or her custody. Loss or damage of equipment should be reported immediately to the building principal. No school equipment is to be loaned to outside practices or organizations without permission from the principal or superintendent

Search and Seizure Regulations

I. Searches, in General

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

II. Reasonable and Articulable Suspicion:

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

III. Reasonable Scope:

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

IV. Types of Searches

A. Personal Searches

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

B. Locker and Desk inspections

- a. Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections. Students should have no legitimate expectation of privacy in their locker or desk. Periodic inspections of all or random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such

- searches shall be confiscated by school officials and may be turned over to law enforcement.
- b. The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy rule. Such searches should be conducted in the presence of another adult witness when feasible.
 - c. Students having any problems with their locker should notify the office.
 - d. Students will be assigned a locker each year. Please do not tell anyone the combination to your locker. Also - students are in no circumstances allowed to change lockers or locker partners without permission of the principal.

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

Semester Examinations

Semester exams may be held at the conclusion of the 1st and 2nd semester. Dates of the exams will be determined based on the school calendar and feedback from staff. These dates will be communicated with students in a timely fashion. The exams will be administered during the regular daily time schedule. There will be 2 days set aside for finals, so staff that need more time for the exam can spread it out over a 2 day period.

Social Media Acceptable Use

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.

Appropriate Technology Usage: Social Networking, emailing, cell phone / texting, webpages, and internet usage

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 emails, text messages, etc. should be copied and archived by the instructor as well as cc'd to the building administrator. Staff should never be using their cell phone for any reason when supervising students (i.e. Email, texting, phone calls) unless there is a special situation and the building principal has been notified.

1. Cell Phones
 - Use of school owned cell phones are subject to open record requests from the public.
 - Cell phones will remain off during faculty and staff assigned instructional time for receiving and placing calls and text messages 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.
2. Social Networking, Email, 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, I-pods, 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 parent/guardians.
 - Any communication should be kept to official matters.
 - Students may not be listed as a "friend" on a staff members 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 or Wiki pages will have administrator approval before posted.
- Parents/guardians will have access to these postings. Staff need to be mindful of what they are posting.
- Any comment section will need to 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 district's network or of any of the entities or other networks connected to the Internet. This includes, but 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 on the school district's computers and/or network without the permission of the district's ITS services is prohibited.
- Remind students comments posted on these pages are subject to the school's anti-bullying policy.

Please remember 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 the staff employee communicate with the parent prior to communicating with the student.

Sponsors & Chaperones: Duties & Responsibilities

Teachers assigned the duty of sponsor and/or chaperone, are responsible for all organized activities of that club or organization. They are to see that the activity functions within the framework and guidelines of the school policies and that these activities are properly supervised. Any fund raising activity held by a club or group must have the approval of the principal prior to beginning any fund raising activity.

All school funds received and/or disbursed in the name of the school or any recognized student club or organization shall be accounted for through the guidance secretary. Under no circumstances shall a school employee maintain school or club money in the employee's saving or checking account.

Teachers assigned as bus chaperones are responsible for the behavior and good conduct of the students from the time the bus leaves until it returns. Infractions are to be reported to the principal's office for appropriate disciplinary action.

Students riding the bus to an activity will ride the bus home unless prior arrangements are made through the principal's office or the parents of the student involved contact the chaperone personally at the activity and approve the change.

Sponsors are to attend the dance of that class. Other than Homecoming, graduates and others not attending Maquoketa Valley are not permitted in, except as guests. Chairman or the class sponsors are to see that all proper arrangements have been made and the check is available to pay the band or disc jockey.

Student Attendance

Students and parents are expected to make attendance a top priority. Only through attendance and class participation do students achieve the full benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to absence can never be replaced. Parents make the call as to whether their son or daughter is in school, but the school makes the call on whether the nature of the absence is avoidable or unavoidable. Regular attendance and being well prepared for class helps students in school, as well as prepares students for the real world.

Students who know they will be absent should have their parents notify the office prior to the absence. If advance notification is not possible, parents must notify the office at 563-922-2091 on the day of the absence by 8:05 a.m. Before a student is readmitted after an absence, the student must have a call by the student's parents to the office explaining the reason for the absence. Parents have 48 hours to excuse their child for an absence. ***If a parent does not call, then after 48 hours, the absence is avoidable and detention is assigned. A call is necessary for all absences or a tardy to school, except when on a school event with a sponsor/teacher.*** All absences due to medical appointments require a written doctor's note in order to be marked excused medical absence. If no doctor's note is provided, it will be marked as an unexcused medical appointment. Parents have the responsibility to provide to the school a written medical doctor's excuse if their child/student misses 3 or more consecutive days of school.

Maquoketa Valley classifies unavoidable absences as follows:

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

Students who need to leave school during the school day **must** receive permission from the office and have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must have a call by their parents to the office for readmission. Students are not released to anyone other than their parents during the school day unless the office has a message by the student's parents. Individuals on the emergency contact list cannot call out or excuse students.

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

Student Tardy

It is the student's responsibility to attend class on time. Students not in their assigned classrooms when the second bell rings will be counted tardy. Teachers will be held accountable for reporting attendance to the office every period. If a student receives an accumulation of 4 tardies for a specific class during the semester, they will receive a detention for that class. The student has up to 3 days to serve this detention. If the student skips or refuses to serve the detention, the student will be assigned an in-school suspension. (ISS) This policy is based on each semester. There will be a continued consequence for each tardy thereafter.

Student Truancy

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

Along with the compulsory attendance policy the following will apply:

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

Staff Absences

Each employee is granted sick leave as set forth in the Master Contract. In case of illness or an emergency that would result in a staff member being absent, the principal should be notified by telephone no later than 6:00 A.M. (All staff contact Troy Osterhaus at: 563-542-4088). Please do not email or leave a voice message. If the employee knows the evening before they are not going to be able to be at school the next day, they are asked to contact Troy Osterhaus at that time providing additional time to find a substitute teacher. A leave form must be completed and given to the office the first day you return to work. A doctors note is required for all medical appointments that require the use of sick leave or family leave to be used.

Student Parties

Student parties will NOT be allowed during the regular school day unless the building administrator approves.

Student Passes

Students must have a pass to be excused from class. Students that are leaving for appointments need to get a pass before coming to class. Once a student reports to class at the beginning of a period he/she is expected to remain there until the end of the hour. The only exception to this rule would be that students may leave and return to their study hall from music lessons or the library. If a teacher wishes to have a student come to his/her classroom from study hall, the teacher needs to give them a pass. **There are NO permanent passes!**

Study Hall

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

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

Study Hall Restrictive

Progress reports will be run every Friday afternoon starting the 3rd week of each quarter. Students who are receiving F's on the progress/deficient report, or a discipline referral during that week will be placed on the restrictive list for the following week. Students on this list will not be allowed regular study hall privileges. Students will not be allowed to leave the study hall to go to the library or another classroom. The only exception to this is if the student has **secured a written, not verbal pass** from the instrumental or vocal director to attend a lesson. Students can earn back their regular study hall privileges at the next progressive/deficiency report if there are no F's or additional discipline referrals.

Senior Study Hall

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

- Seniors are permitted to go to the commons or the library without checking into their assigned study hall during their assigned study hall time as long as they are not on the 1-week progress/deficient report, end of quarter grading period or have not had a discipline referral during this 1-week time frame.
- Progress reports will be run every Friday afternoon starting the 3rd week of each quarter. If the Senior is currently on the 1-week F list, end of quarter grades and/or had a discipline referral, they will be required to attend study hall and will be on the restrictive study hall list.
- Seniors have the opportunity to earn back their Senior Study Hall status after the next 1-week deficiency reporting period.
- Students may go to their locker or the restroom but the noise level will remain low. If distractions occur, privileges will be lost.

Study Hall Exemption:

If a **Junior or Senior** has secure written permission from their parent/guardian the student does not have to report to school until 2nd hour if the student has a 1st hour study hall, and the student can leave 8th hour if the student has an 8th hour study hall. **Seniors** who start the school day with 2 study halls do not have to report until 3rd period. **Seniors** who end the day with 2 study halls can leave after the 6th period. If the student is involved in an after school activity they are required to be in school for the 2nd ½ of the day in order to participate. Juniors or Seniors who are on the study hall restrictive list or have discipline will be required to attend school during their study halls even if they have written permission from parents. Once grades are brought up and/or discipline concerns are resolved students may be exempt from study hall again. Administration maintains the right to determine if students need to be in the study hall based on grades and behavior.

Structured Study Hall Assignments

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

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

Teacher Dress

Staff members are reminded that they are expected to dress appropriately. Long women's dress shorts that touch the knee or slightly above the knee are acceptable. Men should not wear shorts. Due to extreme conditions, building administration may allow dress shorts for men. Hooded sweatshirts are not to be worn. Jeans may be worn on designated days during the school year. MV crew neck sweatshirts worn on jeans days are acceptable.

Teacher Meetings

It will be the duty of every principal to conduct teacher meetings. Normally, teacher meetings will be held at 7:30/7:45 a.m. in the high school library so that business can be conducted prior to the arrival of students in the building.

Teacher Supervision

The principals are expected by the Superintendent and Board of Education to carry out a program of supervision and evaluation in the school. As a result, teachers should expect a visit from the principal at any time. Some of these visits will be announced in advance and others will be at unspecified times. Every effort will be made to keep from disrupting class in session. Teachers should feel free to request the principal's presence for a class of particular interest.

Teacher Workshops

Training relating to the teachers' teaching assignment is an excellent way to keep informed of educational trends and new ideas. Teachers are asked to share new information with other members of the staff upon their return to the district. Requests to attend workshops should be made by filling out the TQC Application and submitting this to Ann Norton. If a teacher has been asked by the administration to attend a training, cost of the training will be covered by the district. If the request has come from a teacher, upon administrative approval, the district will pay the cost of the substitute.

Testing

Standardized tests are used for the purpose of collecting information about the students', which can be used to help them. High school freshmen, sophomores, and juniors will take the Iowa Statewide Assessment of Student Progress and other tests that may be required by the Guidance Office.

Text Books

Book inventory sheets are to be filled out and returned to the principal's office. The book number should be recorded in the teacher's grade book for each student. These inventory sheets will show the title, author, publisher, edition, copyright, date, condition and quantity on hand. Textbooks will be numbered, and a record kept in the teacher's grade books as to whom each book was assigned and the condition of the text at the time of issue.

Tornado Drills

Tornado drills will be held periodically. In case of a tornado everyone will be notified by intercom to go to the pre designated areas as quickly as possible.

Transcripts & Certificates

All teachers should have on file in the superintendent's office:

1. Official transcript of college credits.
2. Approved statement and teacher's certificate from the Iowa Department of Education.
3. Cumulative folder filled out with the correct educational program.
4. Transcript of grades from each course taken in summer school, night school, or correspondence course. All this information will be on file in the cumulative folder.

Anti-Bullying/Harassment Policy

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

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

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate

measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

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

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

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

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

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

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

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

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

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

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

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

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a

school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

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

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

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

Anti-bullying/Harassment Investigation Procedures

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

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

Complaint Procedure

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

Investigation Procedure

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

to the superintendent.

Resolution of the Complaint

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

Points to Remember in the Investigation

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

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

Physical/Sexual Abuse & Harassment of Students by Employees:

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

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

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mrs. Brenda Becker (922-9411 or 923-3225) as the Level I investigator. Mrs. Tiersa Frasher (926-2701) and Mr. Troy Osterhaus (922-2091) as the alternate Level I investigators. Those investigators may be contacted directly.

While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

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

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

Drinking & Use of Harmful Drugs

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

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

All violations will be dealt with according to the Good Conduct Code. The first day of ineligibility begins on the date the offense becomes known to the appropriate school official and the school official notifies the student and said student's parents/guardian.

For purposes of interpretation, the student enters the 7th grade with no record of violation of this policy and the student also enters the 9th grade with no record of violation of this policy.

1. The amount and type of counseling is determined by the professional personnel at the substance abuse center.
2. Maquoketa Valley Community School District is not responsible for fees, transportation, supervision or any cost associated with the counseling sessions.
3. If a student feels he/she has been treated unfairly by the enforcement of this policy, then said student may request a hearing before the high school principal and superintendent of schools. If any agreement is still not reached, the student and his/her parents or guardian may request a hearing before the Board of Education. The decision of the Board of Education shall be final.

Good Conduct Code

- I. Statement of Philosophy
 - A. Encouragement of Participation - Maquoketa Valley Community School District encourages students to participate in co-curricular activities and recognizes that such activities are of significant educational benefit. These educational benefits are as follows:
 1. The development of good citizenship and moral character.
 2. The development of personal habits aimed at lifetime success.
 3. The promotion of the image and identity of the school and community.
 4. The training for successful lifelong careers.
 - B. Participation is a privilege. By legal interpretation, participation in co-curricular activities is a privilege extended to students by the citizens and taxpayers of the district.
 - C. Participation carries responsibilities. This privilege carries with it a corresponding responsibility to represent the school and community in an appropriate manner. The community recognizes that participants in co-curricular activities are respected and emulated by the community as a whole. Therefore, a Good Conduct Code is established to set forth behavioral expectations of those students involved in co-curricular activities. Those expectations shall be applicable on a year-round bases. School district policies, rules and regulations for the Good Conduct Policy are in effect for 12 months.
- II. Coverage
 - A. If the student is currently engaged in an extracurricular activity the suspension of contests, percentage of events, or period of time to be suspended will begin immediately. If not currently participating in an extracurricular activity the suspension of contests, percentage of events, or period of time to be suspended will be carried over to the time the student seeks to go out for the next activity or contest. Students involved in multiple same season activities will be suspended in all those activities in which a suspension could be applied. If one or several activities do not have performances, or events during the season the violation occurs, then there will not be any suspensions in those activities- provided there was a suspension in at least one activity of the original season.

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

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

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

IV. Consequences

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

- C. The time served toward the penalty is not credited until the student has completed the season(s) in good standing to the satisfaction of the coach or sponsor. The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
- V. Lifestyle Change Clause
- A. A student that has become permanently ineligible for extracurricular activities can apply for reinstatement of their ineligibility after 12 months of being violation free. The Good Conduct Appeals Committee will meet for a hearing with the student to determine if the eligibility should be reinstated. For reinstatement, the following must be fulfilled:
1. The student has no violations for a 12-month period.
 2. The student must show significant lifestyle changes.
- VI. Honesty Clause (Reduction in Consequence)
- A. Admission Prior to Determination: If a **student** comes forward to a coach, administrator, or activity sponsor to admit (self report) a violation of the Good Conduct Code prior to a finding of guilt by the administration, the student's consequence may be reduced from 1/2 of the season to 1/3 of the season. This may be used only on the first violation. Admission of guilt must occur within 48 hours of the incident.
- VII. Determination of Guilt
- A. A student may only be found in violation of the Good Conduct Code if any one of the following occurs:
1. Admission of guilt to coach/sponsor, athletic director, or principal.
 2. Report by a staff member that witnessed the student committing a violation.
 3. Signed complaint by a credible adult who witnessed the student committing the violation.
 4. Notification of violation by an official of a law enforcement agency or Juvenile Court Services.
- VIII. Academic Consequences
- A. Unless the student violated the Good Conduct Code while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (e.g. detention, suspension from school) for the violation.
- B. A student who is serving academic ineligibility due to the Scholarship Rule, will serve the good conduct code in conjunction with the academic ineligibility. The good conduct code consequences may extend beyond the academic ineligibility.
- IX. Letters and Awards
- A. Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.
- X. Appeals
- A. Any student who is found by the administration to have violated the Good Conduct Code may appeal this determination to the Good Conduct Review Committee by contacting the Principal in writing within 3 working days of being advised of the violation. The committee will consist of two students (one of the student's choosing), two teachers (one of the student's choosing), one of the student's coaches or activity sponsors, athletic director and an administrator. The administrator will serve as the facilitator for the committee.
- B. The committee will meet within 7 working days for a hearing with the student and/or parents/guardians. The consequence will be in effect pending the committee's decision.
- C. If the student is still dissatisfied, he or she may appeal to the Maquoketa Valley School Board by filing a written appeal with the Board Secretary no later than three working days following the decision of the Good Conduct Review Committee. The Board Secretary will contact the student about the date and time of the hearing with the Board. The hearing by the Board of Directors will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session.
- D. The grounds for appeal to the Board of Directors are limited to the following: the student believes he/she did not violate the Good Conduct Code; the student believes he/she was given inadequate due process in the investigation and determination of the violation; or the student believes the consequence the student

must experience is in violation of the Handbook Rules or Board Policy. The consequence will remain in effect pending the outcome of the hearing with the Board of Directors. If the School Board reverses the decision of the committee, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

Good Conduct Code Suspension Consequences for 2022-2023

I. Number of Contests

- A. The number of contests/performances is listed for the varsity level. A contest/performance is defined as that activity which occurs on that date. Multiple games, meets or one date count as one contest.
- B. Students who are in violation of the Good Conduct Policy will lose some eligibility in all activities they are involved in during a particular season. **Students must be involved in an activity from the first day of practice to entitle the student to serve their suspension. Students will not be allowed to go out for an activity after the season has begun in order to serve their suspension.**
- C. It should be noted that as an example: If you take 1/2 of a nine game schedule it comes out to a 4 1/2 game suspension. In the case of an odd number, whether it is 1/2 of the season or 1/3 of the season, we will always round up to the next highest number. In this case a student would miss 5 games.
- D. Some performances in Band and Vocal music are considered part of the music curriculum. Students will be permitted to be involved in performances that are an extension of classroom curriculum. The Principal and music director will decide the decision as to what activities students will be ineligible for.
- E. The following list of activities is broken down into seasons. Some activities encompass more than one singular season. If game/activity suspensions are not fulfilled in one season, they will carry forward to the next season the student participates.

FALL SEASON: August 1, 2022 - November 13, 2022

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

WINTER SEASON: November 14, 2022 - March 12, 2023

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

SPRING SEASON: March 13, 2023 - May 21, 2023

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

SUMMER SEASON: MAY 22, 2023 - August 1, 2023

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

Crisis Plan

Plans for use in Case of:

Fire - Tornado - Hazardous Material Incident - Threat of Violence

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. Each of these plans was 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. Once the situation has become safe and secure, the school will be evacuated to a primary evacuation site. Another count will be taken to ensure that everyone is safe. From this point buses will transport to a location where parents may pick their child up. The location of this pick up point will be given by the local radio/television. **Parents will NOT be allowed to pick children up anywhere but this designated pick up area.** Students will be allowed to pick up vehicles parked in the school lot only after clearance from law enforcement.

Parents will be asked to NOT call school 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 work 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 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.

Tornado: Areas of Protection for a Tornado:

GYM area – Coaches offices/locker rooms

CHOIR – Girls Varsity Locker room

ART – Girls Varsity Locker room

INDUSTRIAL ART rooms – interior hallway

VOCATIONAL AG – interior hallway

CAFETERIA – Front Lobby restrooms/locker rooms

LIBRARY – Staff Bathrooms / Teachers Lounge

UPPER HALL CLASSROOMS (203, 204, 208, 209, 210) – Front Lobby bathrooms

UPPER HALL CLASSROOMS (205, 206, 207) – Sewing/FCS room 109

LOWER HALL CLASSROOMS – Sewing/FCS room 109, northwest corner and north wall
or room 101/102 storage

AUDITORIUM – Front Lobby restrooms / Student Bathrooms

Always face away from an open area where debris or glass may be blown towards you. Protect your face and head. If possible, face a blank wall and huddle down. Remember, time is of the essence. Proceed as rapidly as possible, but DO NOT run, DO NOT PUSH.

Fire:

GYM AREA – Exit building by the south door in the back of building by Industrial Tech area

BAND/CHOIR/ART – Exit building by the west doors

INDUSTRIAL ART / VOCATIONAL AG - Exit building by south doors

CAFETERIA / AUDITORIUM – Exit building by north front doors

LIBRARY / UPPER HALL CLASSROOMS - Exit building by north front doors

LOWER HALL CLASSROOMS – Exit building by southeast doors

Teachers: Close all windows and doors.

Students: Do not run, crowd, or push, but move out of the building as quickly as possible.

If it is a drill, you will be called back into the building.

Explosives/Hazmat

Office will notify staff/students of the hazmat incident on the intercom. Teachers will respond by:

- Closing classroom doors/windows/shut down air ventilation and air conditioners.
- Take immediate attendance.
- Allow no one to leave the classroom until “all clear” signal is given by office or directions for building evacuations are given.
- If a building needs to be evacuated, see evacuation procedure. This directive will be given by law enforcement personnel.
- Janitors/custodians will shut down the building heating system.

Bomb Threat Procedures

Secretaries Answering the Phone Call:

1. Keep the caller on the phone as long as possible. Try and determine the location and when it is to go off, etc.
2. Listen for background noises and determine if the voice is male or female.
3. Advise the caller of the seriousness of the act.
4. Report to the principal immediately. If the principal or someone else is not available, you need to make the announcement to evacuate the building and go to the primary evacuation site.

Evacuation Site (St. John’s Education Center)

Teachers and their students should report to the same area in the primary evacuation site each time this drill is implemented. Each class will gather in the designated area. Staff will take immediate roll call. Copies of class rosters will be stored in the office in case you are not able to leave your room with a copy. Students may sit on the floor and talk quietly – no loud talking or moving around the room. Wait for further direction from law enforcement/administration.

Lockdown Procedures:

STAFF ALWAYS HAVE DISCRETION TO EITHER MOVE STUDENTS TO CLASSROOMS TO LOCKDOWN AND BARRICADE OR EVACUATE BUILDING TO EVACUATION (Relocation) SITE(S)

Delhi MS/HS

Level 1 Lockdown: Instruction Continues

Staff always have the discretion to either move students to classrooms to lockdown and barricade

OR to evacuate the building to the evacuation/relocation site.

(Updated June, 2020)

Principal will instruct staff via intercom that the building is going into Level 1 lockdown. *If the principal is not in the building, the building secretary will assume the principal's responsibilities.*

<p>Staff check hallways to make sure all students have reported to designated room.</p> <p>Lower hallway staff-make sure east and west playground doors are locked.</p>	<p>Secretary/Associate clear the main hallway, restrooms, and library and send students to designated classrooms immediately. Report to the office.</p>	<p>Custodian lock all exterior front and south doors. Report to the office when finished.</p>
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- If necessary, principal or designee will instruct staff via intercom to lock classroom and office doors.
- Any classes outside will be contacted via supervising staff member's cell phone and will report to the building immediately.

Once the staff member has secured the room, roll will be taken. Students and staff missing and additional students brought into the classroom will be recorded.

Extra Students & Staff:	Missing Students & Staff:

- **Instruction Continues**
- The principal or designee will contact each classroom to gather this information and will determine if Central Office needs to be contacted.
- All bells and alarms will be disregarded until the all clear signal is given via intercom.
- Principal will consult with superintendent to determine whether class exchanges can occur but outside doors remain locked (with no outdoor classes/recesses) and will determine if 911 should be contacted. Central Office will communicate with remaining schools in the district.
- Students will not be able to use cell phones unless needed or directed by staff member.
- Staff members will retain all students in the classrooms until the principal notifies the entire facility via intercom that the lockdown has been cancelled.

Delhi MS/HS

Level 2 Lockdown: Students in safest corner

Staff always have the discretion to either move students to classrooms to lockdown and barricade

OR to evacuate the building to the evacuation/relocation site.

(Updated June, 2020)

Principal will instruct staff via intercom that the building is going into Level 2 lockdown, contact 911, and then contact Central Office who will contact other facilities and ask them to go into Level 2 lockdown with administrator discretion on whether instruction continues. *If the principal is not in the building, the building designee will assume the principal's responsibilities.*

Staff will check hallways to make certain all visible students enter a classroom.

- Lock the classroom door
- Move children away from door
- Close/cover windows
- Sit down on the floor.
- If threat is inside, interior lights stay on. If threat is outside, interior lights are off.

Use discretion to evacuate if feasible.

Secretary/Associate clear the main hallway, restrooms, and library and send students to safest area immediately. Report to the office.

Custodian locks all exterior doors and, if threat is outside the building, turns off interior lights. Report to the office when finished.

Kitchen staff lock all exterior kitchen doors if occurs during their working hours. Report to the office.

Any classes outside will be contacted via the supervising staff member's cell phone and will report to the evacuation site (MS & HS students and staff to St. John's Religious Education Center) immediately. HS students & staff report to the basement of the education center, and MS students & staff report to the classrooms.

Once the staff member has secured the room, roll will be taken. Students and staff missing and additional students brought into the classroom will be recorded.

Extra Students & Staff:	Missing Students & Staff:

- The principal or designee will contact each classroom and the evacuation center to record any additional or missing students and staff members, as well as any additional information that may be useful for law enforcement. This will be communicated to Central Office.
- All bells and alarms will be disregarded.
- Students will not be able to use cell phones unless needed or directed by staff member.
- Law enforcement will sweep the building to determine if students/staff were in "hiding" and communicate with EMS if immediate medical attention is needed and, if possible, with Central Office.
- Central Office will contact the families of any students or staff that were not located.

The building will remain in lockdown until Central Office notifies the principal that all areas have been secured.

Staff will retain all students in the classrooms until the principal notifies the entire facility via intercom that the lockdown has been cancelled. Staff may open the door before this signal for law enforcement or principal only after they have visibly identified the individual.

The evacuation site for Delhi MS/HS is the St. John Education Center located in the building west of the church. MS/HS students will go into the basement.

EVACUATION / RELOCATION PROCEDURES (Applicable only to offsite programs)

Delhi MS/HS

Evacuation & Reunification Plan

The purpose of reunification is to provide a safe location and organized process for the parents and primary caregivers of our students to reunite after an evacuation due to an emergency such as significant weather or a hostile intruder. This process will also be used for immediate family members of district employees. Primary caregivers will be informed at least twice a year via email or written letter regarding these reunification procedures. The Keystone AEA School Safety and Crisis Teams will also be a partner in the reunification process. (Updated June, 2020)

Staff will be notified via intercom to evacuate the building. They will lead students to the evacuation site (MS & HS Students to St. John's Religious Education Center) using a route deemed safest. Teachers with a restroom in/between their classrooms will make sure no students are in it before evacuating. MS & HS students & staff report to the basement of the education center.

Secretary/Associate/Custodian will clear the hallways, nurse's office, library, and restrooms before evacuating using route deemed safest.

The **superintendent** will notify parents via district text messaging system and email that a school evacuation has occurred and that parents will need to park their cars at Wulfekuhle Electric located at 208 Lexington Street in Delhi and then walk to St. John's Church located at 307 South Street.

The **principal** or designee will organize and set up the reunification site as follows:

At St. John's Church:	At the Evacuation Site:
<p>Vestibule Greeters will organize and direct parents/caregivers to the sign-in table</p> <p>The Sign-In Table Attendee will sign in parents and spouses/significant others of employees. They will verify that the person is on the student's emergency contact list and then have them sign the verification form that signifies they are picking up their children. The parent/caregiver will then be</p>	<p>Staff will lead students into the designated area and take attendance. They will communicate to the principal or designee any missing students or staff, who will communicate this information to the counselor at St. John's Church and Central Office. Doors to the Education Center will be closed and all others kept out of this space in order to follow the reunification plan.</p>

directed to take a seat in the church sanctuary.

A **Notification Room** (small sanctuary), staffed with at least one **Counselor**, will be identified at the church. Those parents whose children have been injured or have not been accounted for, as well as family members of employees injured or not accounted for, will be escorted to this room by a **Sanctuary Runner** to be informed of the situation.

Sanctuary Leader will organize seating in the sanctuary by grade level/employee family.

Sanctuary Runners will work with the sign-in table attendee to determine who has checked in, signed the verification form and is waiting. They will walk with parent/caregivers in groups of 10 or less to the release area beginning with the youngest grade level. The release/reunification area is the church dining area, entered through the east or west door of the building. The **Sanctuary Runner** will lead parents to this area to wait for reunification with their children. Upon arrival, they will communicate with the **children runners** who will bring the identified students from the holding area to the release area.

Staff will keep students with them in this holding area until the **children runners** escort small groups of identified students to the release area (dining area) to be reunited with their parents/caregivers.

The reunification process will not begin until law enforcement officials give permission.

A **Greeter** will meet small groups of parents (escorted by the Sanctuary Runner) at the entrance to the dining area and will direct them to the dining area.

Two **Children Runners** will identify, in conjunction with the Sanctuary runners, those students to be released from the student holding area (education center). Once the group of students is identified, these runners will escort the students from the holding area to the reunification/ release area (dining area) to be reunited with their parents or caregivers. Once reunited with their children, they will be directed by a **Children Runner** to exit the east or west door to their cars parked at Wulfekuhle Electric.

Staff members will not be released until permission has been given from law enforcement.

ALL REQUESTS FOR INFORMATION FROM MEDIA/PARENTS/STAFF MUST BE REFERRED TO THE SUPERINTENDENT OR DESIGNEE. NO INFORMATION CAN BE SHARED BY ANYONE ELSE.

Certified Staff Evaluation Schedule 2022-2023:

<u>Staff Member</u>	<u>Evaluator/Alt</u>
Creig Dunlap	Osterhaus
Molly Droeszler	Osterhaus
Elizabeth Weets	Osterhaus
Shane Kirckhoff	Osterhaus
Kurt Palmer	Osterhaus
Megan McCrary	Osterhaus
Steve Huegel	Osterhaus
Audrey Moenck	Osterhaus
Jen Ries	Osterhaus
Christina Rudd	Osterhaus
Mary Hayes	Osterhaus
Elizabeth Weets	Osterhaus
Mikayla Callan	Osterhaus
Amber Boeckenstedt	Osterhaus

Classified Staff: 2022 - 2023 Evaluation Schedule

<u>Staff Member</u>	<u>Evaluator/Alt</u>
Brandy Whittenbaugh - Office Secretary	Osterhaus
Sarah Lown - Office Secretary	Osterhaus
Randy Darrow - Custodian	Steger
Mary Ries School Nurse / Secretary	Hoeger / Frasher
Ryan Parsons - Custodian	Osterhaus
Jane Hoeger- Custodian	Osterhaus
Kim Hunt - Para	Osterhaus
Morgan Manternach - Office Secretary	Osterhaus / Frasher
Lisa Kramer - Para	Osterhaus
Mary Mauer - Para	Osterhaus
Chelsey Klima - Para	Osterhaus
Jody Montz - Para	Osterhaus
Amy Wilson - Para	Osterhaus
Amanda Ludwig - Para	Osterhaus
Tracey Hansen - Para	Osterhaus
Pam Jenkins - Para	Osterhaus

High School Co-Curricular Staff Evaluation Schedule

All Head Coaches Will Be Evaluated On An Annual Basis by the Activities Director

CLASS SPONSORS

Responsibilities:

1. Attend all class meetings
2. Attend and assist class sponsored events
3. Assist class officer with ordering of class supplies

Freshmen

- Tim Andrews (chairperson), Haylee Lau, Rachel Lewin, Becca Besler, Megan McCrary

Sophomores

- Diane Temple (chairperson), Matt DeVore, Dan Cassutt, Debbie DeVore, Mary Hayes

Juniors

- Creig Dunlap (chairperson), Sally Groth, Molly Droeszler, Jen Ries, Audrey Moenck

Seniors

- Kurt Palmer (chairperson), Steve Huegel, Shane Kirchoff, Karla Downs, Travis Ford

Time Schedules:

Daily Time Schedule		Minutes	2-Hour Delay Schedule		Minutes
1st Period	8:03 - 8:48	45	1st Period	10:03 - 10:36	33
2nd Period	8:51 - 9:36	45	2nd Period	10:39 - 11:12	33
3rd Period	9:39 - 10:24	45	MS Lunch	11:15 - 11:45	30
4th Period	10:27 - 11:12	45	MS 5th Period	11:45 - 12:30	45
MS Lunch	11:15 - 11:45	30	HS 5th Period	11:15 - 12:00	45
MS 5th Period	11:45 - 12:30	45	HS Lunch	12:00 - 12:30	30
HS 5th Period	11:15 - 12:00	45	3rd Period	12:33 - 1:04	31
HS Lunch	12:00 - 12:30	30	4th Period	1:07 - 1:38	31
6th Period	12:33 - 1:18	45	6th Period	1:41 - 2:12	31
7th Period	1:21 - 2:06	45	7th Period	2:15 - 2:46	31
8th Period	2:09 - 2:54	45	8th Period	2:49 - 3:20	31
WIN	2:57 - 3:20	23	No WIN		0

1:05 Dismissal Schedule		Minutes	2:05 Dismissal Schedule		Minutes
1st Period	8:03 - 8:32	29	1st Period	8:03 - 8:39	36
2nd Period	8:35 - 9:04	29	2nd Period	8:42 - 9:18	36
3rd Period	9:07 - 9:36	29	3rd Period	9:21 - 9:56	35
4th Period	9:39 - 10:08	29	4th Period	9:59 - 10:34	35
6th Period	10:11 - 10:40	29	6th Period	10:37 - 11:12	35
7th Period	10:43 - 11:12	29	MS Lunch	11:15 - 11:45	30
MS Lunch	11:15 - 11:45	30	MS 5th Period	11:45 - 12:30	45
MS 5th Period	11:45 - 12:30	45	HS 5th Period	11:15 - 12:00	45
HS 5th Period	11:15 - 12:00	45	HS Lunch	12:00 - 12:30	30
HS Lunch	12:00 - 12:30	30	7th Period	12:33 - 1:18	45
8th Period	12:33 - 1:05	32	8th Period	1:21 - 2:05	44
No WIN		0	No WIN		0

