



HOME OF THE WILDCATS  
MAQUOKETA VALLEY  
Community School District

# Maquoketa Valley High School



## Parent & Student Handbook 2022 - 2023



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## Maquoketa Valley High School

107 South Street  
Delhi, Iowa 52223

School Phone: 563-922-2091 Fax: 563-922-3026  
Principal – Troy Osterhaus

### Teaching Staff

Tim Andrews, Special Education  
Sally Groth, Special Education  
Dan Cassutt, Social Studies  
Debbie DeVore, ELA  
Matt DeVore, Math  
Karla Downs, Family Consumer Science  
Brandy Whittenbaugh, HS Secretary  
Kurt Palmer, Industrial Technology  
Creig Dunlap, Art  
Travis Ford, Instrumental Music  
Diane Temple, ELA  
Steve Huegel, Social Studies  
Trevor Arnold, A.D. / 6-8 Discipline  
Rachel Lewin, Math  
Haylee Lau, Vocational Agriculture  
Jill McDermott, School Counselor  
Audrey Moenck, ELA  
Megan McCrary, Vocal Music  
Rebecca Besler, Science  
Molly Droeszler, Science  
Jennifer Ries, Spanish  
Mary Hayes, Business  
Shane Kirchoff, PE / At-Risk

### Co-Curricular Staff

Athletic Director - Trevor Arnold  
Baseball – Mike Cook  
Boys Basketball - Eric Conner  
Boys Track – Pat Meehan  
Cross Country – Pat Meehan  
Dance Team – Jennifer Teymer  
Drama - Megan McCrary, Debbie DeVore, Jennifer Teymer  
FFA - Haylee Lau

Football - Trevor Arnold  
Girls Basketball - Scot Moenck  
Girls Track - Creig Dunlap  
Girls Golf – Tim Andrews  
Boys Golf - Ron Besler  
Jazz/Pep Band – Travis Ford  
Newspaper - Diane Temple  
Prom Coordinator - Jenn Teymer  
Softball - Emily Ludovissy  
Spanish Club - Jennifer Ries  
Speech - Matt DeVore, Debbie DeVore, Amy Anderegg, Hannah Crumpton  
Student Council – Trevor Arnold  
Vocal Jazz - Megan McCrary  
Volleyball – Abby DeGroot  
Wrestling - Kurt Hatfield  
Yearbook – Creig Dunlap / Tjaden Fleege

### Classified Staff

Karelene Sellner - Head Cook  
Kim Hunt - Media Associate  
Lisa Kramer - Special Ed Para-educator  
Mary Maurer - Special Ed Para-educator  
Kori Wright - Special Ed Para-educator  
Randy Darrow - Day Custodian / Building Maintenance  
Mary Ries - MS Secretary / Nurse  
Jane Hoeger - Custodian  
Patty Wilson - Cook  
Doug Steger - Transportation/Maintenance  
Ryan (Pete) Parsons - Night Custodian  
Rose Tumey - Cook  
Sarah Lown - HS Secretary  
Erika Imler - School Business Officer



## Class Time Schedules

### Normal Daily Time Schedule

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

### 2:05 Dismissal Schedule

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

### 2 - Hour Delay Time Schedule

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

### 1:05 Dismissal Time Schedule

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



## Welcome

The policies and procedures contained in this Handbook are a result of a concentrated effort on the part of the faculty, students, parents and administration of Maquoketa Valley. The information in this booklet has been prepared to help you understand the expectations at Maquoketa Valley High School and become an integral part of it. This handbook is a guide to be used by the administration. All circumstances are not the same and interpretation is left to the administration. The ultimate purpose of education is to help each student become a productive citizen. We hope that you will participate in varied activities and find those things within our school, which will prepare you for life after high school. Remember that your success in this school will be directly proportional to the **effort you** put into it. This handbook will serve as a guide to help make you aware of your surroundings, restrictions and responsibilities. You are urged to read the following items concerning policies, regulations and services so that you will receive maximum educational benefits during the 2022-2023 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.
5. 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.

## School Song, School Colors and School Mascot

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

IOWA Fight Song/MAQUOKETA VALLEY School Song

*Go, you Wildcats, fight, fight, fight.....*

*We're gonna fight, fight, fight for M.V. High,*

*Let every loyal Wildcat sing.*

*We're gonna fight, fight, fight for M.V. High,*

*Until the walls and rafters ring.*

*GO 'Cats!*

*We're gonna cheer, cheer, cheer for M.V. High,*

*We're gonna cheer until we hear the final gun.*

*We're gonna fight, fight, fight for M.V. High,*

*Until the game is won!*

**FIGHT!**



## Description of the School

Four attendance centers provide the setting for the academic and co-curricular activities of the district. The district has three elementary centers located in Delhi, Earlville, and Hopkinton. The Delhi Elementary/Middle School facility houses grades 3 through eighth grades. Earlville Elementary is the early childhood center and Johnston Elementary, located in Hopkinton and named after Hopkinton native and former State Superintendent of Public Instruction Paul F. Johnston, houses our 1<sup>st</sup> and 2<sup>nd</sup> graders. Also located in Delhi is Maquoketa Valley High School, which serves students in grades nine through twelve.

## A Message to the Parents

It is only through your cooperation and support that our school can operate effectively and efficiently. In order for your children to profit most from their school experiences and to develop into worthwhile and productive citizens, it is necessary for the parents to:

- Realize that school is the chief business during the school year for the student and that very few things are allowed to interfere with this important job.
- Feel free to visit the school at any time to discuss your child's educational progress.
- Check your child's grades online weekly and check for the report card at the end of each nine weeks. If the card is not issued, it means the student has not met his/her obligations to the school. Learn the reasons for any unsatisfactory report from the student and from the school.
- ***One of the most important ways you can help your child is to help make sure they have a set time each evening to study and complete all of their homework. If their homework is completed effectively, we can almost assure you they will do well with their assessments and grades.***
- The school has an online student information system in which parents are able to check their child's academic progress and meal account. Parents are given a username and password and are then able to view their child's information. The username and password are provided by the school.
- Be interested to the point of knowing whether your child is working up to his/her ability, for this is the important aspect of his/her school career. Encourage your student to set high academic goals, and to participate in at least one extra curricular activity.
- The Maquoketa Valley School Board affirms its intent to support the school-student responsibility and discipline policies, its intent to support school staff that enforces these policies and its intent to hold the school accountable for implementing the policies.
- Any person having inquiries concerning the Maquoketa Valley Community School District compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Mr. Dave Hoeger, P.O. Box 186, Delhi, Iowa 52223 (563) 922-9422.

## Notice of Nondiscrimination

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

## **Jurisdictional Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook, school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff. A violation of a school district policy, rule, or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, athletics, National Honor Society, graduation, concerts, foreign language trips, Prom, Homecoming activities, Academic Awards Banquet, etc. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the high school office for information about the current enforcement of policies, rules, or regulations.

## **Definitions**

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

## **Adding/Dropping Courses**

Students who wish to add or drop courses must do so during the add/drop period. For 1<sup>st</sup> semester classes, students will be given an opportunity to request a change in their schedule during the first week of the semester.



These dates will be announced to the students. 2<sup>nd</sup> semester schedules will be posted in late November or early December and students will have the opportunity to request a change. Students wishing to drop a course during the semester must have permission from the teacher, guidance counselor, principal and parent to do so. Students wishing to drop a class after these add/drop periods and during the first 2 weeks of the semester will be assigned a study hall. Those students wishing to drop a class after the second week of the semester will have an “F” recorded for the semester and will be assigned a study hall. Students taking courses from a college for high school or college credit, must drop the class according to Maquoketa Valley, Kirkwood, or NICC drop dates, or receive a failing grade.

### Parent Concerns:

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

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

### Administration of Medication Policy:

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

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



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

## Essential Oils and Natural Supplements

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

## Alternative School

Maquoketa Valley collaborates with Monticello CSD at the Jones Regional Education Center and Monticello High School to provide an alternative education to students who may not be as successful in the traditional school setting. Students will work on core courses and curricular materials. Students will work on the curriculum on the JREC campus in Monticello. A certified staff member will communicate with Maquoketa Valley on student progress. Alternative students remain an MV student, and grades will be entered into the MV student information system. Students will graduate with their MV class upon completion of meeting the graduation requirements. Students who attend the alternative school are not allowed to participate in extracurricular activities at MV, but can attend prom and the graduation ceremony.

## Books & Book Rental

Books are placed on a rental basis at Maquoketa Valley so as to provide each student with an adequate book of the same edition. Students are responsible for the condition of these books. Excessive wear on a book will require an extra payment at the end of the year. A lost book will result in the full payment for the book. Please do not write in books.



## Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct. Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations:

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times
- Riders shall load and unload through the front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- The driver may assign seats to the riders.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement. (Additional consequences may be assigned)
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver's decisions will be respected.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look alike substances is prohibited in the vehicle.
- The good conduct rule is in effect.

## Cafeteria

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

## Care of School Property

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



enforcement officials.

## Cell Phone Policy

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

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

Cell phones with cameras and other portable “Remotely activated, or activating communication devices” capable of storing, and transmitting or receiving images are banned from locker rooms and rest rooms at **ALL** times. Students will be disciplined for the use of cellphones 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 respect and adhere to each teacher’s classroom policy regarding the above devices, without question.**

## Violation of Cell Phone Policy Consequences

**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 student’s 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 a minimum of 10 days or the remainder of the school year. It will be kept safe in the office. It will be the student’s responsibility to pick it up at the end of each school day.



## 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.

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

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

Third Offense: Possible recommendation for expulsion, Law enforcement notified

## Church Priority/Family Time

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

## Class Loads

Students must be registered for at least six classes per semester. Administration has the right to waive this policy based on individual student need and/or the possibility of work release. See course catalog manual for more information on the 6-period requirement.

[High School Course Catalog](#)

## Classroom Discipline Policy

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

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

**STEP 2:** A student disrupting class a second time may be dismissed from class for one week and placed in a structured study hall or the suspension room during that particular class time. A report of the incident causing the dismissal will be filed with the HS Principal Office. Sometime during the week's dismissal the student and his/her parents must have a conference with the principal, counselor, and the teacher. This conference must be held before the student will be allowed to reenter the class. The student will be expected to make up any missed class work. The parents will be notified of Step 2 and the need for a conference. Step 2 will be regarded as separate from the regular discipline code.

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



## College Visits

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

## Correspondence Course

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

## Dances

School-sponsored dances must be approved by the principal prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds. All dates, which are NOT currently in attendance at MVHS, must be signed up in advance of the dance, approved by administration, be in High School, and no older than 19.

## Deficiency Reports

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

## Dress Code

The students of Maquoketa Valley shall be dressed and groomed in a fashion that is complementary to the school and to themselves. Cleanliness and neatness in both hair and clothes is essential. The dress of a student is offensive to a fellow student or a faculty member when it is disruptive to some degree to the educational progress. To serve as a guideline to students, the following are considered inappropriate: undergarments that are visible; caps or hats; backless apparel; revealing halter tops; strapless tops; one-sleeved tops; see-through clothing, bare midriff shirts; clothing with insignia or wording that is not in good taste, including Hooters shirts and advertising for taverns or lounges, tobacco, beer or liquor advertising, material or messages of a sexual nature; shorts, skirts, or dresses that are too short and any item of clothing that draws special attention to the student. Any suggestive wording or abbreviations that imply inappropriate language or material will not be allowed to be worn. State law requires all students to wear shirts and shoes for health reasons. The Maquoketa Valley Board of Education recognizes that the administration will be the final judge of what is appropriate dress.



## Driving to School

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

## Dual / Concurrent / PSEO / AP / Weighted Credit Classes

Because of the collegiate nature of the college credit classes, instructors of these classes may have additional requirements than those in the school handbook or requirements that vary from the high school handbook. These variances may deal with policies regarding late work, absences, test or project deadlines, use of cell phone, plagiarism, and participation points. Teachers of these classes will provide these expectations to students in writing at the commencement of the course. These expectations have been approved by the respective Dean's at Northeast Iowa Community College and Kirkwood as part of the submitted course information. Concurrent courses contracted at the high school are eligible for enrollment in PICC on an individual, case-by-case basis. If a conflict arises in a student's schedule for a Dual or Concurrent course offered at MV, the High School Administration will make final determination if the student will be allowed to take the PICC course.

## E-Mail Information Sheet

All students having an email account set up through the Maquoketa Valley Community School District, need to be aware of the following conditions:

- Email accounts are available only to students within the Maquoketa Valley School District. ◦ E-mail service and content are the property of Maquoketa Valley Schools. Student emails may be retrieved at any time per administrative request to ITS.
- Every effort is made to ensure network integrity, MVCSD will not be held responsible for system problems
- Your email account is **your** personal account and may be used to send, receive and/or reply to your personal email and no one else's email. **Do not give your email password to anyone. Always log-out when done with your assigned machine/computer.** The registered owner whether caused by you or someone else will consider any problems with your account abuse of the account. The penalty will be imposed on the registered owner.
- Your MVCSD email account is not to be used for personal use. It is to be used for school use only.
- You may not subscribe to any type of "listserv" or other automatic mail service without the specific permission of the "sysop" system operator.
- You may not use email to start or perpetuate a chain-type letter, send hate mail, or send mail with objectionable language.
- Your email is stored on the mail server. As mentioned earlier, the administration reserves the right to pull any and all emails from the server.
- If an email user is suspected of or reported to be abusing any of these conditions their account will be monitored for a period of time. Failure to comply with any of the conditions outlined in this document will result in the loss of your email account.





## Early Graduation

Students may graduate prior to the completion of grade twelve if the coursework for graduation has been fulfilled. The high school principal will grant permission for early graduation if the student has met all "Graduation Requirements." Students will not be permitted to graduate earlier than after the fall semester of their senior year (Administration has the right to waive this due to unique circumstances). Students graduating early will be permitted to participate in the May graduation ceremony, academic awards ceremonies, banquets, and prom. Students graduating early will not be allowed to participate in extracurricular or co curricular activities.

## Educational Records

Student records containing personally identifiable information are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

## Academic Eligibility for Co-Curricular Activities (Scholarship Rule)

The eligibility requirements (Scholarship Rule) will be evaluated more stringently at Maquoketa Valley than is currently by the State guidelines.

Quarter grades will be evaluated at the end of the first and third quarters. Any student failing any course at that time will be ineligible for **10 school days (school must be in session)** beginning the next school day. At the end of the tenth day, the principal will evaluate the student's grades as they are recorded in the student information program. If the student is passing they are eligible beginning the eleventh school day after the ineligibility began. If the student is still failing any class, the student remains ineligible until the grades are reviewed five days later. This process will follow five day increments until the failing grade is raised to a passing grade. The same process will be in place for the third quarter evaluation.

Semester grade evaluation will be conducted on the day grades are due and any failing grade will necessitate **30 consecutive calendar days** in the athletic, fine arts, or extra-curricular event in which a student is a participant. There is no requirement that the student has previously competed in an extracurricular activity. A student may not begin an extracurricular activity mid-season to serve the academic ineligibility. The student must start the season, and finish the season in good standing per the coach/sponsor in order to complete the academic ineligibility. If a student is ineligible at the end of the school year, the same eligibility guidelines will apply to summer activities beginning with the day grades are due to the office. The academic ineligibility will carry to the next extracurricular activity the student participates in. If a student transfers to another school district, Maquoketa Valley must report original failing grades.

Students serving a good conduct code violation, will serve the academic ineligibility in conjunction with the good conduct code violation. The academic ineligibility may extend beyond the good conduct consequences.

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



## Emergency Drills

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

## Exclusion of Pupils for Reasons of Health

Students will be excused from physical education if they have a written excuse from a doctor or due to a religious orientation only. The principal may excuse students upon evidence that it may injure the student's health.

## Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are not considered absences on school records. Students are expected to make up all classroom assignments. Classroom teachers may raise the expectations or request a student not to go on a field trip.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, guides, hosts, property, etc. with respect and courtesy.

## Food Allergy Information

Maquoketa Valley Community Schools is committed to providing a safe school environment for all students. The district recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. It is the intent of the School District to try and reduce the likelihood of severe allergic reactions of students with known food allergies while at school, and to increase the likelihood that appropriate medical treatment is available in case of an allergic reaction. It is the District's intent to work with students and parents to help students learn how to manage their food allergies while providing an environment where the risk is reduced and emergency support is available. The school cannot achieve this goal alone and student and family involvement is critical. Ultimately the primary responsibility for reducing the risks associated with food allergies rests with the student and their parents. School procedures to reduce that risk are as follows:

- Information pertaining to student allergies will be shared with faculty and staff who have contact with the student(s). Otherwise this information will be kept as confidential as possible.
- Based on information from the parent's doctor, the school nurse along with the Food Service Director will develop a food allergy action plan which lists the student's food allergies, meal planning, emergency treatment protocol, and contact information.
- Food allergy and anaphylaxis training for faculty, staff and coaches will be provided as needed.

### Parent Responsibilities:

- Parents of students with life-threatening allergies must provide the district and school nurse with emergency medications and written medical treatment protocol for their student addressing their specific allergy related event(s). This information and medication must be provided before the start of the school



year. The school nurse will keep the medications according to school medication policies.

- Parents are expected to meet with the school nurse and food service director at the beginning of each school year regarding their child(s) food allergies.
- Parents are responsible for educating their child about managing their food allergy at school, including identifying “safe foods” by reviewing the lunch menu together, contacting the food service director for ingredient listings and reinforcing that the student should ask for help if the student is unsure about choosing foods in the cafeteria.
- If parents are uncertain about possible exposure to allergy-causing foods, they should provide meals and/or treats for their child.
- Parents of students with severe, multiple or unusual food allergies may be required to provide meals and snacks for their student.

## Grade Reports

Students receive progress reports in the form of report cards at the end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Students who receive an incomplete in a class must complete the class within two weeks after the start of the next quarter, unless extension is granted by the principal due to a special circumstance. Failure to finish an incomplete by the end of the next grading period will result in a failing grade and loss of credit.

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

## 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
- Online 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

## Graduation

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

Students who complete their high school career with a 3.0 GPA or better will graduate with academic excellence. The top twenty percent of the graduating seniors will be recognized at graduation as Honor Students. Students



who complete community service hours requirements will receive a cord or medal to wear at graduation.

Only Maquoketa Valley High School medals, cords, awards, and apparel will be allowed to be worn at the graduation ceremony. Students will not be allowed to wear awards, medals, cords, etc. from any outside organizations. Students who choose to decorate their caps, must have them approved at commencement practice, which is typically on the Monday before commencement on Wednesday night. Decorated caps must be school appropriate. Those not pre-approved will not be allowed to be worn.

## Graduation Requirements

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

Math = 6 credits	English = 8 credits	Social Studies = 6 credits	Science = 6 credits
Health = 1 credit	Technology = 1 credit	Financial Literacy = 1 credit	Physical Education = 1 credit
Electives = 18 credits			

This leaves 18 credits for electives, which may be picked from any area to make a total of 48 credits, which are required for graduation. Students, who are planning to go to college, should take electives in English, Math, Science, and Social Studies, which will give them the background for further study. If high school will be the end of their formal education, they should take electives, which will help them get a job.

## Grievance Procedure

Grievances may involve almost any issue relating to sex, race, religion, color, national origin, marital status or disability in the treatment of students or employees in education programs or activities. They may relate to the actions of a particular individual, to the practices or policies of a particular school or unit within an education agency or institution, or the practices or policies of the agency or institution as a whole. Grievances may assert discrimination against a single individual or against a group or class of individuals. Students may file a written complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases. 1) If unsatisfied with the employee's response or if there is no employee involved, file a written complaint with the principal within one school day of the employee's response or the incident; 2) If unsatisfied with the principal's response, file a written complaint with the superintendent within two days of the principal's response; 3) If unsatisfied with the superintendent's response, students may request in writing to speak to the board within three days of the superintendent's response. The board determines whether it will address the complaint.

## Guidance & Counseling

Sometimes in your school life, assistance concerning personal, social, and educational growth will concern you enough to ask for help. The counseling department will assist you or be able to refer to those who can. Large inventories of library materials, college catalogs, videos, DVD's, etc. are available through the guidance office, library and local media center. You do not need to be called, but may drop in when the need arises.

## Anti-Bullying/Harassment Policy

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil 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 of 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 (926-2701 or 923-3225) as the Level I investigator. Mrs. Tiersa Frasher (922-9411) 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](http://www.GirlScouts.org) or contact your local council
- [www.BSA-IA.org](http://www.BSA-IA.org) 515-266-2135 800-999-SCOUT
- <http://seeitandstopit.org>
- [www.sshs.samha.gov/initiative/resources.asp](http://www.sshs.samha.gov/initiative/resources.asp)
- [www.schoolcounselor.org](http://www.schoolcounselor.org)
- [www.safeyouth.org](http://www.safeyouth.org)
- <http://dvirc.org.au/whenlove/infospace.htm>
- [www.siecus.org/pubs/families/FAT](http://www.siecus.org/pubs/families/FAT) Newsletter V3N3.pdg



- <http://www.cfchildren.org/parents/parentindex/>
- <http://www.atg.wa.gov/violence/points.shtml>
- <http://www.nccasa.org/teen/index.htm>

## Homework / Assessment Policy

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

- Nonacademic factors will be communicated to students and parents with a separate employability skills report/grade and will not be factored into the grade at this time.
- Support for learning will be provided when needed.
- Extra credit will not be calculated into grades.
- Group grades will not be given. Students can be graded for their individual contributions on group projects/assignments.
- No grades will be using a "curve."
- A zero can be given for work not 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 occurs.
- Projects, quizzes, and summative assessments may have timelines. Possible point reductions may result from not meeting the timeline, as specified by the instructor (not to exceed 10% of the grade). Students will also earn a zero if the project, quiz or summative assessment is not completed within a reasonable amount of time.
- Students not able to complete the work on time will have to advocate for themselves and have a conversation with the teacher and develop a plan of completion **with the teacher**. If a student does not follow through on the plan, lack of timeliness may be factored into point deductions up to 10%, depending on how late. If it is not turned in, the teacher may assign a zero.
- Late assignments for the unit will not be accepted for credit **after** the summative assessment for that unit has been taken. Exceptions to this include absence, extenuating circumstances, or conditions specified in the completion plan. Teachers will communicate well in 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:
  - If it is determined by the instructor that the student had not done any studying/preparation for the assessment or project, the instructor has the prerogative to not allow the student the opportunity for a retake. **Previous preparation and effort is expected to take the retake.**
  - Students must contact the teacher within a day of receiving the test/assessment to schedule a possible re-take time.
  - 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.
  - Corrections are made on the original test/assignment and turned in, as determined appropriately by the instructor.
  - Study session with instructor, if deemed necessary.



## **Honor Roll and Academic Honors**

The school district honors students who excel academically. In order for a student to be on the honor roll, he/she must have a grade point average, for that grading period, of 3.0 or better.

Academic awards are given annually. A student will receive an Academic Letter following their freshman year if they have a grade point average of 3.60 or better; after their sophomore year if they have a grade point average of 3.40 or better; and after their junior year if they have a grade point average of 3.40 or better. First year awards will receive a letter, 2nd year awards will receive a bar, and third year awards will receive a pin.

## **Human Growth and Development**

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

## **Illegal Items Found in School or in Student's Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look alike substances; and possessing or using tobacco, tobacco products or look alike substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

## **Inclement Weather**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified by text and over the radio and/or television stations. The missed day may have to be made up at a later date. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the school. There will be no extracurricular morning practice when school is delayed.

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

## **Inspection of Educational Materials**

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal.



## Leaving School during School Hours / Participation in After School Activities

A student may not leave the school grounds without permission once he/she has entered it. To be excused, permission must be obtained from the principal's office before the student leaves school. A call **must** be received by office personnel prior to a student's signing-out. If a student is ill, he/she must check out with the office before leaving the building. Any student who does not follow this procedure will be given an avoidable absence and detention assigned.

**Students must be in school from 12:30 pm until the end of the day to participate in any after school activity.** Students cannot leave school and come back to participate in an afternoon / after school activity, unless it is for a medical appointment. This means practices, games, meets, meetings, banquets, performances, etc. It is recommended that medical appointments be scheduled in the morning to avoid missing the last half of the school day. If this can not be avoided due to doctor / specialist availability, the student must bring a doctor's note to be able to participate.

## Library

- The school library is available to students during school hours. The library is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the library. Rules of the Library shall be:
- Students are allowed to study together with people at their own table or study areas.
- Talking is permitted between people working together. This talking should remain very quiet.
- Students can only leave the library with permission.
- No food or drink is allowed.
- Students are to stay in their seats unless they are checking out computers, books, or other materials.
- Drinks need to be done before students get in the library. Once in the library, students are expected to stay until the bell rings.
- Any defacing of library property will mean immediate expulsion from the library. This includes writing on tables, littering, etc.
- Only materials that have been checked out may leave the library.

## Lost and Found

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

## Lunch Period

Students who live in town may **walk** home for lunch if they receive permission from their parents. These students will check out with the office when leaving and upon returning. Maquoketa Valley **does not** have an OPEN LUNCH policy, so students must remain in school and are not permitted to eat lunch elsewhere, except for those students walking home for lunch. During the lunch periods, students are expected to be in the lunchroom, front lobby or outside in nice weather. No students are to be in the halls. All students bringing sack lunch are expected to eat their lunches seated at a table in the lunchroom. In order to keep the cafeteria clean and attractive the following rules apply:

1. Always use a tray.
2. Keep milk cartons, food and waste paper on the tray.



3. Empty all debris from trays into the paper containers.
4. Return trays, dishes, and silverware to the receiving window.
5. Keep tables and floor clean.
6. Talk in a normal voice.
7. All food must be eaten at a table.
8. Pick up and clean up any food you drop or spill.
9. Respect the cafeteria supervisor's authority.
10. Juniors and sophomores line up down the CTE hallway. The line should be a single file. Seniors and freshman lineup down the freshman hallway against the wall. The line should be a single file.
11. Students are not allowed to go to their vehicles during lunchtime without permission from the office.

## **Mac Lab**

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

## **Physical Examinations**

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. A new physical is required every 12 months if a student continues to participate in any sports.

## **Plagiarism**

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

## **Consequences of Plagiarism:**

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

## **Pop, Juice, Milk**

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

## **Printing or Copying**

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



## Procedures for Students who are Transferring to Another School or District

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. When a new student transfers into the school district, the student's records are requested from the previous school district.

### Prom

- The doors at the Prom will close 15 minutes after the dance is to begin.
- This is a Junior / Senior prom, but 9th/10th graders may attend if dating a Junior/Senior.
- If you leave you **will not** be readmitted to the dance or be able to attend Post-Prom. Parents will be notified.
- Anyone caught taking prom decorations down or doing damage to prom decorations will be removed from the dance and suspended from school for three days.
- Anyone who has been drinking or acts like he/she has been drinking or brings alcoholic beverages to the prom will be expelled from the dance and be suspended from school for five days and dismissed to his/her parent/guardian.
- Students are responsible for their out-of-school date. If the out-of-school date breaks a rule, the student is responsible. All dates, which are NOT currently in attendance at MVHS, must be signed up in advance of the dance, approved by administration, and no older than 19.
- Prom will be formal. Formal attire is required.
- The above rules will apply whether the prom is held in the gym or another site.
- A police officer may be present at the entrance to assist school administration.

### Scholarship Honors

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

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

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

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

## School Announcements

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

## School Day

Students may be present on school grounds before 8:00 a.m. or after 4:00 p.m. when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal. School begins at 8:03 a.m. each day and ends at 3:20 p.m. Activity chaperones are responsible for students until they have left the building.

## School Equipment

All athletic and other equipment issued for student use is the responsibility of the student and should be turned in as soon as the activity for which the equipment was issued is completed. Any students having athletic or other school property in their possession that has not been issued for their use or has not been returned at the proper time can expect to buy the equipment or face charges of theft and be reported to the sheriff's office.

## School Fees

The school district charges fees for certain items, such as class materials and class dues. Students who have concerns about the fees should contact the principal.

## Belief Statement about Curricular Activities

Tri-Rivers Conference Citizenship/Sportsmanship Seminar on September 17, 2002 developed the following



beliefs about co-curricular activities: This belief continues from year to year.

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

## **School-Sponsored Student Organizations**

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

### **Athletics (Boys)**

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

### **Athletics (Girls)**

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

### **Athletic Manager/Statistician**

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

### **Class Officers**

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

### **Drama & Speech**

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

### **Dance Team**

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

### **FFA**

The FFA is an organization for students interested in careers in agriculture, business, technology, science and





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

## Homecoming

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

## Instrumental Music

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

## Newspaper & Yearbook

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

## MV Service Organization

Due to affiliation costs and duplication of recognition, MV will discontinue its membership to National Honor Society and will instead begin a service program for students. Students will be made aware of service opportunities, given opportunities to lead service projects, held responsible for tracking their service hours and accomplishments, and recognized publicly at graduation (indication in the program and by a cord/medal).

The goal is to recognize students who have contributed to their community or school by volunteering their time and talents. An increasing number of scholarship applications require applicants to list service experiences. Additionally, volunteer time often leads to employment and future educational opportunities as well as helps students to understand the connection between school, work, and community.

What counts as "service"? Service for this purpose is defined through the voluntary contributions made by a student to the school or community, done without personal compensation or classroom credit. Examples include coaching youth teams, helping at church or community events, managing/keeping stats/video recording an athletic team, setting up for speech or FFA contest or assisting at contest, working on set for drama, volunteering at the public library or fire department, mentoring, serving as a teacher assistant, etc.



The program will be phased in:

- Class of 2023: 150 hours from June 2021-May 1, 2023
- Class of 2024: 225 hours from June 2021-May 1, 2024
- Class of 2025 and beyond: 300 hours

For further information, please contact Diane Temple at [dianetemple@maquoketa-v.k12.ia.us](mailto:dianetemple@maquoketa-v.k12.ia.us).

## Spanish Club

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

## Student Council

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

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

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

## Vocal Music

Mixed chorus, boys/girls chorus, and vocal jazz and numerous small groups are offered by the vocal music department. Contest work, winter and spring concerts and small group singing for organizations are some of the activities. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach or sponsor's rules as well as for violation of school district policies, rules or regulations.

## Top Qualities of a Good Sport

1. They are respected by others and respectful to others.
2. They are good leaders.
3. They are an appropriate role model.



4. They have fun.
5. They are good losers and good winners.
6. They have self-control and are disciplined.
7. They have a positive attitude.
8. They have pride in their school.
9. They are supportive of all co-curricular activities.
10. They encourage others to do their best.
11. They take responsibility for their actions.

## **Search and Seizure Regulations**

### **I. Searches, in General**

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

### **II. Reasonable and Articulable Suspicion:**

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

### **III. Reasonable Scope:**

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

### **IV. Types of Searches**

#### **A. Personal Searches**

1. A student's person and/or reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.



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

### **B. Locker and Desk inspections**

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

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

## **Semester Examinations**

Semester exams may be held at the conclusion of the 1<sup>st</sup> and 2<sup>nd</sup> 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.

## **Senior Policy**

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

## **Standardized Tests**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless the principal



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

## Student Attendance

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

Students who know they will be absent should have their parents notify the office prior to the absence. If advance notification is not possible, parents must notify the office at 563-922-2091 on the day of the absence by 8:05 a.m. Before a student is readmitted after an absence, the student must have a call by the student's parents to the office explaining the reason for the absence. Parents have 48 hours to excuse their child for an absence. ***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 be required to 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 who has reached the age of 6, and is under 16 years of age by September 15, is of compulsory attendance age, and 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.
5. Based on a student's attendance records, the school maintains the right to require a doctor's note for all medical appointments.

## Student Conduct

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in home or away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and



expulsion.

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

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

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

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

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

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

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

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board but no longer than one year.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.



## Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the School Board prior to the fund raising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

## Student Illness or Injury at School

A student who becomes ill or is injured at school must notify the office, his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. **WHEN ILL DO NOT LEAVE THE SCHOOL BUILDING WITHOUT NOTIFYING THE OFFICE.**

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

## Student Insurance

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the school.

Student athletes must have health and accident insurance in order to participate in extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. Student athletes who do not have insurance should contact their coach.

## Student Lockers

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. Students should keep lockers locked at all times. Student backpacks are not allowed in the classroom and need to be stored in their locker throughout the day, with the exception of PE class. It shall be the responsibility of each student to keep the assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

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





## Student Publications

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

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

1. obscene; libelous; slanderous; or
2. encourages students to:
3. commit unlawful acts;
4. violate school district policies, rules or regulations;
5. infringe on the rights of others;
6. disrupt or interfere with the education program;
7. interrupt the maintenance of a disciplined atmosphere;
8. cause the material and substantial disruption of the orderly and efficient operation of the school or school activity.

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

## Study Hall

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

1. Appropriate behavior is expected at all times.
2. The two objectives in Study Hall are: studying and doing homework. If a student has no work, then they need to go to the library to check out a book to read, read a newspaper or magazine, or work on the computer.
3. Students must bring all necessary work with them when they come to Study Hall. No one will be allowed back to his or her lockers without permission of the study hall supervisor.
4. Students are expected to stay in their assigned seat.
5. 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 2<sup>nd</sup> hour if the student has a 1<sup>st</sup> hour study hall, and the student can leave 8<sup>th</sup> hour if the student has an 8<sup>th</sup> 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 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, attendance, 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 1<sup>st</sup> or 2<sup>nd</sup> semester,
- Student receives a 66% or less in a course for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> quarters,
- Need extra support with their schoolwork and would benefit from more one on one attention, or
- Student requested.



## **Use of School District Facilities by Student Organizations**

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

## **Visitors/Guests**

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

## **Threats of Violence**

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

## **Weapons**

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

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

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



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

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

## Locker Signs

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

## Good Conduct Code

### I. Statement of Philosophy

1. Encouragement of Participation - The Maquoketa Valley Community School District encourages students to participate in co-curricular activities and recognizes that such activities are of significant educational benefit. These educational benefits are as follows:
  - a. The development of good citizenship and moral character.
  - b. The development of personal habits aimed at lifetime success.
  - c. The promotion of the image and identity of the school and community.
  - d. The training for successful lifelong careers.
2. Participation is a privilege. By legal interpretation, participation in co-curricular activities is a privilege extended to students by the citizens and taxpayers of the district.
3. Participation carries responsibilities. This privilege carries with it a corresponding responsibility to represent the school and community in an appropriate manner. The community recognizes that participants in co-curricular activities are respected and emulated by the community as a whole. Therefore, a Good Conduct Code is established to set forth behavioral expectations of those students involved in co-curricular activities. Those expectations shall be applicable on a year-round basis. School district policies, rules and regulations for the Good Conduct Policy are in effect for 12 months.

### II. Coverage

1. If the student is currently engaged in an extracurricular activity the suspension of contests, percentage of events, or period of time to be suspended will begin immediately. If not currently participating in an extracurricular activity the suspension of contests, percentage of events, or period of time to be suspended will be carried over to the time the student seeks to go out for the next activity or contest. Students involved in multiple same season activities will be suspended in all those activities in which a suspension could be applied. If one or several activities do not have performances, or events during the season the violation occurs, then there will not be any suspensions in those activities- provided there was a suspension in at least one activity of the original season.
2. The following activities are covered by the board's policy and these rules: Athletics, instrumental, and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular and service clubs, all honorary and elected offices (e.g, Homecoming King/Queen/court,



class officer, student council officer or representative), Homecoming activities, state contests and performances for spirit squad and drill team, or any other activity where the student represents the school (district) outside the classroom.

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

1. Possession, use, or purchase of tobacco products, or look alike products, regardless of the student's age;
2. Possession or use of alcohol.
3. 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.
4. 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.
5. 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.
6. Possession, use, or purchase of illegal drugs and/or drug paraphernalia; or the unauthorized possession, use or purchase of otherwise lawful drugs;
7. 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

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



all extracurricular activities at Maquoketa Valley.

3. The time served toward the penalty is not credited until the student has completed the season(s) in good standing to the satisfaction of the coach or sponsor. The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.

#### **V. Lifestyle Change Clause**

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

#### **VI. Honesty Clause (Reduction in Consequence)**

Admission Prior to Determination: If a **student** comes forward to a coach, administrator, or activity sponsor to admit (self report) a violation of the Good Conduct Code prior to a finding of guilt by the administration, the student's consequence may be reduced from 1/2 of the season to 1/3 of the season. This may be used only on the first violation. Admission of guilt must occur within 48 hours of the incident.

#### **VII. Determination of Guilt**

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

1. Admission of guilt to coach/sponsor, athletic director, or principal.
2. Report by a staff member that witnessed the student committing a violation.
3. Signed complaint by a credible adult who witnessed the student committing the violation.
4. Notification of violation by an official of a law enforcement agency or Juvenile Court Services.

#### **VIII. Academic Consequences**

1. Unless the student violated the Good Conduct Code while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (e.g. detention, suspension from school) for the violation.
2. A student who is serving academic ineligibility due to the Scholarship Rule, will serve the good conduct code in conjunction with the academic ineligibility. The good conduct code consequences may extend beyond the academic ineligibility.

#### **IX. Letters and Awards**

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

#### **X. Appeals**

1. Any student who is found by the administration to have violated the Good Conduct Code may appeal this determination to the Good Conduct Review Committee by contacting the Principal in writing within 3 working days of being advised of the violation. The committee will consist of two students (one of the student's choosing), two teachers (one of the student's choosing), one of the student's coaches or activity sponsors, athletic director and an administrator. The administrator will serve as the facilitator for the



- committee.
2. The committee will meet within 7 working days for a hearing with the student and/or parents/guardians. The consequence will be in effect pending the committee's decision.
  3. If the student is still dissatisfied, he or she may appeal to the Maquoketa Valley School Board by filing a written appeal with the Board Secretary no later than three working days following the decision of the Good Conduct Review Committee. The Board Secretary will contact the student about the date and time of the hearing with the Board. The hearing by the Board of Directors will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session.
  4. The grounds for appeal to the Board of Directors are limited to the following: the student believes he/she did not violate the Good Conduct Code; the student believes he/she was given inadequate due process in the investigation and determination of the violation; or the student believes the consequence the student must experience is in violation of the Handbook Rules or Board Policy. The consequence will remain in effect pending the outcome of the hearing with the Board of Directors. If the School Board reverses the decision of the committee, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

## Good Conduct Code Suspension Consequences for 2022-2023:

### Number of Contests

1. 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.**
2. It should be noted that as an example: If you take 1/2 of a nine game schedule it comes out to a 4 1/2 game suspension. In the case of an odd number, whether it is 1/2 of the season or 1/3 of the season, we will always round up to the next highest number. In this case a student would miss 5 games.
3. Some performances in Band and Vocal music are considered part of the music curriculum. Students will be permitted to be involved in performances that are an extension of classroom curriculum. The Principal and music director will decide the decision as to what activities students will be ineligible for.
4. The following list of activities is broken down into seasons. Some activities encompass more than one singular season. If game/activity suspensions are not fulfilled in one season, they will carry forward to the next season the student participates.

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

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



**WINTER SEASON: November 14, 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
Dance Team	1/2 of performances	all performances
Speech	Either Lg. Group/Individual	all performances
FFA	1/2 of winter events	all winter events
Student Council	1/2 of winter season	all of winter season
Vocal Music	1/2 of winter activities	all of winter season
Wrestling	1/2 of all meets	entire season

**SPRING SEASON: March 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





## Maquoketa Valley High School Behavior Expectations & Consequences

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

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

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



## Maquoketa Valley High School Discipline Chart

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

Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Inappropriate Language</b>	Conference with Instructor	Parent Notified	Detention (Meeting with Parent, Teacher, Admin.)	Detention or ISS Parent Notified
<b>Tardy to Class</b>	Conference with Instructor	Conference with Instructor	Conference with Instructor & Principal	Assigned Detention (Student has 3 days to serve detention. If student skips student will be assigned as ISS)
<b>Inappropriate Classroom or Hallway Conduct</b>	Conference with Instructor or Admin.	Conference with Instructor or Admin. Parent Notified	Detention Meeting with Parent, Teacher, Student, Admin.	ISS Possible Drop Class & Assigned an F
<b>Unexcused Absence</b>	Assigned Detention Parents Notified	Assigned Detention Parent Notified	1-Day ISS Parents Notified	2-Day ISS Parent, Teacher, Student, Admin Conference
<b>Disruptive or Distractive PDA</b>	Conference with Instructor or Admin.	Conference with Instructor or Admin. Parent Notified	Detention Parent Notified	ISS parent Notified
<b>Inappropriate Language or Gestures Directed at Staff</b>	Immediate plus 1-day ISS Parent Notified	Immediate plus 2-day ISS Parent Notified	Immediate plus 3-day OSS Parent Conference	Possible Expulsion
<b>Harassment of Staff</b>	Immediate 1 to 10 Day Suspension Parent Conference	Immediate 1 to 10 Day Suspension Parent Conference	Possible Expulsion	
<b>Assault on Student or Staff</b>	Immediate 3 to 5 day day Suspension Parent Conference	Immediate 3 to 10 Suspension Possible Expulsion		



Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Inappropriate Use of Cell Phone or Remotely Activated Communication Device</b>	Admin/Student Conference	Admin/Student Conference Held in Office Parent Pick Device up	Admin/Student Conference Held in Office for the Day for a period of 5 Days	Admin/Student Conference Held in Office for minimum 10 days or Remainder of School Year
<b>Inappropriate Use of Technology</b>	Assigned Detention Parent Notified	Assigned Detention 1-Week Loss of Tech Usage Parent Notified	ISS 2-Week Loss of Tech Privileges Parent Notified	ISS Permanent Ban Parents Notified
<b>Inappropriate Use of Technology in Locker or Rest Room</b>	ISS Parents Notified Law Enforcement Notified	3-Day ISS Parents Notified Law Enforcement Notified	Possible Expulsion	
<b>Insubordination</b>	Conference with Instructor	Detention Parents Notified	1-Day ISS Parent Conference	2-Day ISS Parent Conference Dropped from Class with an F
<b>Fighting</b>	Immediate plus 1-Day ISS Parents Notified	Immediate plus 2-Day ISS Parent Conference	Immediate plus 3-Day ISS Parent Conference Law Enforcement Notified	Immediate plus 3-Day ISS Parent Conference Possible Expulsion Law Enforcement Notified
<b>Possession or Under Influence of Illegal Substance</b>	Immediate plus 5-Day ISS/OSS Parent Conference Possible Expulsion Law Enforcement Notified	Possible Expulsion Law Enforcement Notified		
<b>Possession of Tobacco or a Look-a-Like Product</b>	Immediate plus 1-Day ISS Parent Conference Law Enforcement Notified	Immediate plus 2-Day ISS or OSS Parent Conference Law Enforcement Notified	Immediate plus 3-Day ISS or OSS Parent Conference Law Enforcement Notified	Immediate plus 4-Day ISS or OSS Parent Conference Law Enforcement Notified



Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Sale / Distribution of Drugs or Other Controlled Substances</b>	Immediate plus 5-10 Day OSS Parent Conference Possible Expulsion Law Enforcement Notified	Immediate plus 10-Day OSS Parent Conference Possible Expulsion Law Enforcement Notified		
<b>Vandalism to School</b>	Immediate plus 3-Day ISS Parent Conference Replacement Costs Law Enforcement Notified	Immediate plus 9-Day ISS Parent Conference Replacement Costs Law Enforcement Notified Possible Expulsion	Possible Expulsion Replacement Costs Law Enforcement Notified	
<b>Theft</b>	Immediate plus 1-Day ISS Parent Conference Replacement Costs Law Enforcement Notified	Immediate plus 2-Day ISS Parent Conference Replacement Costs Law Enforcement Notified	Possible Expulsion Parent Conference Replacement Costs Law Enforcement Notified	
<b>Use of a Look Alike Weapon</b>	Immediate plus 1-Day ISS Parent Notified	Immediate plus 1-Day ISS Parent Conference	Immediate plus 2-Day ISS Parent Conference	Possible Expulsion
<b>Possession or Use of Item Identified as a Weapon</b>	Immediate plus 1-5 Day Suspension Parent Notified Possible Expulsion	Immediate plus 5-10 Day Suspension Parent Notified Possible Expulsion	Immediate plus 10 Day Suspension Parent Notified Possible Expulsion	Possible Expulsion



## Maquoketa Valley Community School District - COMPUTER USE

### AGREEMENT

Please read the entire document carefully.

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

#### **1. EQUIPMENT**

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

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

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

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

#### **2. DAMAGE OR LOSS TO EQUIPMENT**

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

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

- First incident – up to \$100
- Second incident – up to \$100



- Third incident – up to full cost of repair or replacement

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

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

### **2.3 Responsibility for Loss or Theft:**

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

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

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

## **3. LEGAL AND ETHICAL USE REGULATIONS**

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

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

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

### **3.4 Allowable Customizations:**

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



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

#### **4. STANDARDS FOR PROPER COMPUTER CARE**

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

#### **4.2 The Student's Responsibilities**

- Treat the equipment with as much care as if it were your own property.
- Bring the Computer and charging unit to MVCSD every school day. (If the Student forgets his/her equipment, substitutes will NOT be provided, except for unusual circumstances at the discretion of the teacher or administrator).
- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in a locked locker or other suitable place) when the Student cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. It is "best practice" to leave the Computer in the Student's issued locked locker. Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be the Student's full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the Computer in school vans, in the gym, in a locker room, on playing fields, in the care of another student/teacher, or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car for long periods of time. **\*Avoid leaving the Computer in environments with excessively hot or cold temperatures.** If the Computer must be stored in a car for a short period of time, it must be kept out of plain view to avoid theft.
- The Student will keep the laptop lid fully closed whenever it is moved from one point to another. When passing from class to class the Student must place the Computer in the given computer sleeve / bag.
- ● The Computer is to be used only by the assigned Student. The Student's parents or guardians also are granted access to use the Computer. Loss or damage that occurs when anyone else is using the Computer will be the Student's full responsibility.
- Adhere to MVCSD Computer Use Agreement at all times and in all locations. When in doubt about acceptable use, ask the Technology Staff, teachers, or your Building Principal.
- Regularly back up all necessary data stored on the Computer. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.
- The Student understands their issued Computer is subject to random checks and he/she will be responsible to maintain a laptop that hosts data and materials deemed appropriate by school administration.



#### 4.3 How to Handle Problems

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

#### 4.4 General Care

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

#### 4.5 Carrying the Computer

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

#### 4.6 Screen Care

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

#### 4.7 DVD/CD-RW (Optical Drive)





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

#### **4.8 Battery Life and Charging**

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

#### **4.9 Personal Health and Safety**

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

### **5. EQUIPMENT LENDING INFORMATION**

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

The MVCSD grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

#### **5.1 Agreements**

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



premises or when the computer is not in use.

- The Student will adhere to MVCSD Computer Use Agreement and Appropriate Use Policy when using peripheral equipment at all times and locations.

## **5.2. Damage or Loss**

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

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

### **6.1 School Sponsored Pictures, Video and Chat Logs**

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

## **7. COMPUTER USE AND CONDUCT RULES**

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

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

### **7.3 Prohibited Acts:**

**The Student may not use network resources:**

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video and large image files not required for school



work, as this slows the performance of the network for all users. The school will monitor the network for violations to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;

- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto MVCSD computers or to copy MVCSD school software (copying school owned software programs is considered theft);
- to use any hacking, phishing, or packet capture tools.

**In addition, students may not:**

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

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

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

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

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

**7.6 Legal Issues and Jurisdiction** Because MVCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of MVCSD’s network resources is subject to the rules stated in this policy. School administration monitors the network and computer devices and may find it necessary to investigate electronic incidents even if



they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Policy. MVCSD reserves the right to use electronic methods to track the location of computer equipment.

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

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

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

**END OF COMPUTER USE AGREEMENT**

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

**Parent & Student Handbook Review Signatures**

We have read and reviewed the handbook with our son/daughter. We realize it is our responsibility to know and understand the contents of the Maquoketa Valley High School handbook. By signing below I acknowledge that I understand the policies, rules, procedures, and expectations set forth by this handbook.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent / Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





## Parent Emergency Sheet

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

### EMERGENCY INFORMATION FOR STUDENTS

Student's Legal Name: \_\_\_\_\_ (Last) (First)

Home Phone # : \_\_\_\_\_ Student Cell #: \_\_\_\_\_

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

Mother's Name: \_\_\_\_\_ Mother's Email: \_\_\_\_\_

Mother's Cell #: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Father's Email: \_\_\_\_\_

Father's Cell #: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Maquoketa Valley Community School District

### Parental Order form for Over-the-Counter Medications

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

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

#### Check One:

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

#### Sixth through Twelfth Grade ONLY

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

#### Elementary through High School

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

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*This form is good for the 2022/23 school year ONLY.*



## Health Information Form

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

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

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

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



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





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



<b>Psychiatric Diagnosis</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
<b>Surgery</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
<b>Vision Problems</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:  Glasses: _____ Contacts: _____
<b>Other Medical Conditions not Listed</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:

**Comments or other Health Information:**

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