



Maquoketa Valley
Middle School



STAFF HANDBOOK
2022-2023



QUOTES

"EXCELLENCE IS NEVER AN ACCIDENT. IT IS ALWAYS THE RESULT OF HIGH INTENTION, SINCERE EFFORT, INTELLIGENT DIRECTION, SKILLFUL EXECUTION, AND THE VISION TO SEE OBSTACLES AS OPPORTUNITIES."

"PEOPLE MAY NOT REMEMBER EXACTLY WHAT YOU DID, OR WHAT YOU SAID, BUT THEY WILL ALWAYS REMEMBER HOW YOU MADE THEM FEEL." - MAYA ANGELOU

"WE FIND TIME FOR WHAT WE VALUE." - STEPHEN COVEY

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Forward

This handbook has been written to acquaint the Middle School Faculty/Staff of Maquoketa Valley Community Schools with the policies and regulations of the Board of Education as well as general procedures governing the conduct and maintenance of the school. In addition to this handbook, please refer to the Maquoketa Valley Board Policies located on the district's website at www.maquoketa-v.k12.ia.us.

Consistency in observance of general procedures and policies is essential in a good school system. Therefore, the full cooperation of all members of the staff is requested so that uniformity will exist in matters pertaining to educational policies and procedures. A professional attitude is highly desirable at all times.

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

Educational Philosophy

The Board of Education of the Maquoketa Valley Community School District is committed to a philosophy of service to children. This objective is to help each child develop as a mature individual and as a contributing member of society. The board believes that this objective can best be met through the development of a school program with the scope to encompass the intellectual, psychological, physical, civic, social, moral, and aesthetic needs of children in a democratic society.

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

The Board of Education recognizes that the guardianship of public education is a trust and an obligation - that the goals of education are fundamentally the goal of democracy.

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

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

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

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

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

MAQUOKETA VALLEY CSD

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

Our Vision:

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

MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT

GENERAL BOARD POLICIES

SECTION IV: SCHOOL STAFF AND PERSONNEL

General Policies Concerning Maquoketa Valley Community School Employees

Middle School Teachers and Support Staff (Grades 6-8): If you are ill, notify Troy Osterhaus at 563-542-4088 (cell) by 6:00 A.M. of the school day in which you will be absent.

If you know the evening before you are not going to be able to be at school the next day, please contact Mr. Osterhaus so he will have additional time to find a substitute teacher.

Teachers

1. The qualifications of teachers shall be those required by the State Board of Education Examiners for certification to perform the particular service in instruction for which they are employed. Before being reimbursed for classroom duties, teachers must have supplied evidence of proper certification by the State of Iowa.
2. It shall be the duty of the teacher to keep informed concerning the policies and regulations of the Board of Education.
3. Staff shall be directly responsible to the principal of their building. They shall promptly and consistently carry out the instructions of their principal.
4. Staff shall make an immediate report to the principal of any unusual disorder among the students under their charge.
5. Teachers shall be responsible for grading as well as promotion of their pupils in accordance with policy and instruction of the district.

6. Teachers shall not act as agents or accept commissions, royalties, or rewards for books, or other school materials, the selection of purchase of which they may influence.
7. No teacher may tutor for pay, any pupil attending the school to which the teacher is assigned.
8. Teachers shall report no later than 8:00 A.M. to school unless excused by their principal or the superintendent. When the students arrive at school in the morning all teachers are expected to be in their rooms or on their assigned duties and to render assistance to students with their schoolwork.
9. Each teacher will be assigned a teaching load as prescribed by the administration.
10. All pupils are to be under the teacher's supervision at all times of the school day. Teachers will be assigned supervisory duties by their principal.
11. Teachers shall be responsible for the proper care of all books, apparatus, bulletins, supplies, and furniture owned by the school district.
12. All orders from teachers to custodians shall be made through the principals, except in the case of an emergency.
13. Teachers shall not at any time engage in controversial school issues in the presence of students. Matters in which teachers are in disagreement should be discussed in private.
14. All teachers should have a keen interest in all school activities. They are encouraged to attend all school activities.

Active Supervision

It is the responsibility of staff members to use the following active supervision guidelines while supervising students. Those guidelines are outlined below.

1. **Movement**
 - a. constant moving so kids think you are everywhere at once
 - b. randomize movements so it is not in a specific pattern
 - c. target problem areas
 - d. proximity to all students
2. **Scanning**
 - a. looking around constantly
 - b. listening to all areas as you are looking elsewhere
 - c. smile and wave at students
3. **Interacting Frequently**
 - a. connect with students through conversations and positive interactions
 - b. reinforce and focus on the positive (We need to work towards stating 4 positives for every critical comment). Students need to hear us praise them as individuals or as a part of a larger group.
4. **When Responding to Problem Behavior**
 - a. stay respectful using a calm and clear voice; staff should never become argumentative
 - b. never use public humiliation or shame - correct a student in private - end with a positive interaction
 - c. concentrate on the problem behavior NOT on the student - maintain composure and do not become a part of the situation
 - d. correct - model - practice - reinforce
 - e. if the problem behavior was important enough to correct, then the correct behavior is important enough to be acknowledged.

Activity and Field Trips

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

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

1. How does the trip relate to the instructional program?
2. What steps of preparation need to be considered?
3. What preparations need to be made with the students?
4. What follow-up after returning from the trip will take place in my classroom?

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

Anti-Bullying/Harassment Policy

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

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

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

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

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

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

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

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

1. Places the student in reasonable fear of harm to the student's person or property;
2. Has a substantially detrimental effect on the student's physical or mental health;
3. Has the effect of substantially interfering with the student's academic performance; or

4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

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

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

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

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

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

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

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

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

effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment to the board. The superintendent shall report to the board on the progress of reducing bullying and harassment.

Anti-bullying/Harassment Investigation Procedures

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

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

Complaint Procedure

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

Investigation Procedure

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

Resolution of the Complaint

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

Points to Remember in the Investigation

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

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

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

Listed below are reminders and guidelines that faculty and staff will adhere to when using technology to communicate with colleagues, parents and students. All communications to parents and/or students must be made on a district computer or phone system unless in case of an emergency. All emails, text messages, etc., should be copied and archived by the instructor as well as cc'd to the building administrator. Staff should never be using their cell phone for any reason when supervising students (i.e. Email, texting, phone calls) unless there is a special situation and the building principal has been notified.

1. Cell Phones
 - Use of school owned cell phones are subject to open record requests from the public.
 - Cell phones will remain off during faculty and staff assigned instructional time for receiving and placing calls and text messages unless permission has been secured from the building administrator.
 - Any text message or picture sent to a student will also be copied and forwarded to the student's parents/guardians.
 - Any communication should be kept to official matters.

2. Social Networking, Email, and School Owned Computers
 - Use of school owned computers are subject to open record requests from the public.
 - No sexually explicit or vulgar music may be downloaded on school owned machines, I-pods, etc.
 - There should be no emailing during student instructional time.
 - Any email sent to a student should also be copied and forwarded to the student's parents/guardians.
 - Any communication should be kept to official matters.
 - Students may not be listed as a "friend" on a staff members social network page.
 - Staff members will not accept an invitation to a student's social network.
 - Comments posted on a staff member's wall should not include inappropriate photos or comments.
 - Employees will not use school technology to promote a business.
 - Staff developed Web or Wiki pages will have administrator approval before posted.
 - Parents/guardians will have access to these postings. Staff need to be mindful of what they are posting.
 - Any comment section will need to be password protected.
 - Comments posted by staff and students should be related to class content.
 - Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district computer network is prohibited.
 - Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material is prohibited.
 - Use of another's account or password is prohibited.
 - Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users is prohibited.
 - Forging or attempting to forge e-mail messages is prohibited.
 - Engaging in vandalism is prohibited. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the district's network or of any of the entities or other networks connected to the Internet. This includes, but not limited to, creating and/or placing a computer virus on the network.
 - Using the network to send anonymous messages or files is prohibited.
 - Revealing the personal address, telephone number or other personal information of oneself or another person is prohibited.
 - Intentionally disrupting network traffic or crashing the network and connected systems is prohibited.
 - Installing personal software on the school district's computers and/or network without the permission of the district's ITS services is prohibited.
 - Remind students comments posted on these pages are subject to the school's anti-bullying policy.

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

Assessments

Standardized tests are used for the purpose of collecting information about the students that can be used to identify individual student growth and achievement, improve instruction, and evaluate the overall curriculum. The following tests will be given at the MS:

- Iowa Statewide Assessment of Student Progress (grades sixth through eighth)

Attendance Policy

Students are expected to be in class & to make attendance a top priority. Only through attendance and class participation do students achieve the 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 an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares them for adulthood. Students who know they will be absent must notify the office and contact each of their teachers prior to the absence. If advance notification is not possible, parents must notify the office at 922-9411 on the day of the absence prior to 8:00 a.m. If the school does not receive a call by 8:15 am, the school will contact parents concerning the student's absence from school that day. Before a student is readmitted after an absence, the parent must call the school or send a note explaining why the student was absent. Students leaving school for any reason must sign out in the office and then sign back in when they return. The school or designated administrator determines whether an absence is excused or unexcused. Excused absences include, but are not limited to; illness, family emergency, recognized religious observances and school activities. **All absences due to medical appointments require a written doctor's note in order to be marked excused medical absence.** A doctor's excuse will be required if a student misses 3 or more days in a row.

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. Maquoketa Valley classifies unavoidable absences as follows:

1. Personal illness
 - a. 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 in a row.
2. Professional appointments that cannot be made other than during school time (doctor, dental, etc.)
 - a. Doctor's note required to be marked as an excused medical absence.
3. Funeral, death, or serious illness in the immediate family
4. Participation in school-scheduled activities.

Students who need to leave school during the school day must have their parents call the school, or send a note. Parents are asked to come to the office in order to pick up their son or daughter. All notes must be turned into the office, not the classroom teacher. Students who return to class or arrive after the school day has begun must have a call by their parents to the office or have a note from their parents. Students are not released to anyone other than their parents during the school day unless the office has a message from the student's parents.

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. If a student is in an evening activity, he/she must be in school the last half of the school day. Only in extraordinary circumstances, may this rule be waived by the principal.

Students who miss school for any reason are responsible for making arrangements to make up schoolwork with your teachers. Students have the number of days absent plus one, to make up schoolwork upon returning from the absence. If a student is only going to miss one day, we ask that you not call school for homework. Our teachers have agreed to give students time to make up their work. If a student is going to miss more than one day you are welcome to call school to arrange for homework to be collected.

If a student arrives after 8:05, he or she is considered tardy. If a student arrives after 9:45 AM or leaves before 1:30 PM he or she will be counted absent for a half day.

Truancy: Frequent Absences From School

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

Along with the compulsory attendance policy the following will apply:

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

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. Maquoketa Valley classifies unavoidable absences as follows:

1. Personal illness
 - a. 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 in a row.
2. Professional appointments that cannot be made other than during school time (doctor, dental, etc.)
 - a. Doctor's note required to be marked as an excused medical absence.
3. Funeral, death, or serious illness in the immediate family
4. Participation in school-scheduled activities.

Care of Property

Each staff member is responsible for the care and use of all school property in his or her custody. Loss or damage of equipment should be reported immediately to the building principal. No equipment is to be loaned out without permission of the principal.

Cell Phones and Other Electronic Devices

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/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, and any new technology developed for similar purposes.

At Maquoketa Valley schools, remotely activated or activating communication devices are to be turned off or turned on silent and kept in a student's backpack or locker, and are totally out of view during the regular school day and are not to be used during the instructional hours of the school day from 8:00 AM - 3:00 PM. unless otherwise directed by the classroom instructor and/or administration. Students may come to the office and request to use their cell phone. Calls must be made from the office area. Consequences for not following the rules will be as follows:

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

principal or principal's designee, the device will be given back to the student at the end of the day. It is the student's responsibility to pick up the phone before leaving school.

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 the remainder of the school year. It will be kept safe in the office. It will be the student's responsibility to pick it up at the end of each school day.

Inappropriate use of electronic devices

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

Check-in / Check-out

Students are asked to go to the office to check in/out whenever they arrive late to school, upon returning from an appointment during the day, or if they leave before the end of the day.

Church Night

Arrangements with the ministers of the communities have been made concerning church night. Wednesday night has been designated by the Board of Education as "church night". The school building is to be closed during the evening with no scheduled practices, rehearsals, or meetings taking place later than 6:00 PM. There will be no exceptions without the approval of the superintendent.

Classroom Procedures

Reasonable care for school property and equipment is expected at all times. This will not only extend the life of the equipment, but also aid the work of the custodians. When rooms are not in use, the lights should be turned off and at the end of the day, computers shut off, windows and doors closed. Where feasible, students are asked to put their chairs on their desks or tables and to pick up litter around their desks and tables at the end of the school day.

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

Under **NO** circumstances is a teacher to loan keys to a student. The keys are issued to the teacher and are expected to be under his/her control at all times. Cost of lock replacement due to a violation of this procedure may be charged against the employee loaning his/her keys. (See Board Policy 902.100.)

Discipline

All staff are expected to assume responsibility for discipline at all times of the day, with all students regardless of grade level and in any area of the building. Students should be corrected for misconduct anywhere in the building or on school grounds. Every reasonable effort should be made to solve discipline problems before referring them to the principal.

Clear communication of discipline procedures and expectations should be given to all students. Consistency when enforcing rules is a must. When dealing with students, staff should at all times exhibit dignity, courtesy and good temper. Sarcasm, bitter or cutting speech should not be used with any students or parents.

Emergency Procedures for Time of Crisis

Plans for use in case of: Fire, Tornado, Hazardous Material Incident, and Threat of Violence

****Teachers: Whenever you leave the room for a drill or a real emergency, you will always take your room bucket with you. Be sure that you have an updated classroom roster in your bucket at all times.**

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

A plan for parents is also an important component to these crisis situations where their children may be involved. The first priority of school personnel will be accounting for all children and staff in the building. Once the situation has become safe and secure, the school will be evacuated to a primary evacuation site. Another count will be taken to ensure that everyone is safe. From this point buses may transport to a location where parents may pick their child up. The location of this pick up point will be given by the local radio/television (KMCH, (94.7). Parents will NOT be allowed to pick children up anywhere but this designated pick-up area. Parents will be asked to NOT call school because this will tie up the phone lines that will be needed to communicate with law enforcement. As difficult and stressful as the situation might be, it is imperative to work with law enforcement as they work to secure the building and move children and staff to a safe place. Our hope is that we never will have the need to implement any one of these plans but being prepared is critical to everyone's safety. Please help us carry these plans out by noting your role in these crisis situations.

Fire Drill

All staff should know the proper exits to use in case of a fire drill. They should see that all their students are out of the building. Students should clear the building at a fast walk and be quiet. They should be completely away from the building. Teachers need to take roll once outside of the building. The principal will determine when to have a fire drill. Drills may be announced or unannounced.

The following are general procedures to be followed for a fire drill:

1. Be sure students are familiar with the signal for a fire alarm.
2. Be sure students are familiar with exit routes. Discuss with students alternate routes in case the regular routes are blocked by fire.
3. Do not permit students to stop for books or coats.
4. Have students walk rapidly out the designated exits and go some distance away from the building once outside.
5. Check nearby toilets, rooms, or any other possible place a person could be when the alarm is sounded.
6. Teachers need their emergency buckets and should shut their classroom doors prior to leaving the building.
7. Once outside and safely away from the building, teachers should take roll immediately to be sure all students are accounted for.
8. Absolute quiet must be maintained so those giving instructions can be heard.
9. Designate someone to always hold doors open.
10. Make provisions for any students who may need help because of a physical problem.

Tornado Drill

Tornado drills will be held periodically. Notification to go to a place of safety will be given over the intercom. In case of no electricity, an air horn will be sounded throughout the halls. Directions for evacuation must be posted in each room. The following general procedures are to be followed during a tornado drill:

1. Teachers should leave all classroom doors open. They should be sure to take their emergency bucket with them prior to leaving their classrooms.
2. Once in the designated shelter area, teachers should take attendance.
3. Students are to sit in designated areas with their heads on their knees and hands over their heads and remain quiet so instructions can be heard

Maquoketa Valley Middle School Fire Evacuation Routes

Main Floor

<i>Main Office</i>	Exit out the main lobby left doors and go West to the playground area.
<i>Guidance Office</i>	Exit out the main lobby left doors and go West to the playground area.
<i>Gym</i>	Exit out the North doors. Walk right on the driveway and line up by the street.
<i>Cafeteria</i>	Go down the Weight Room Hallway, down the steps and out the South doors.
<i>Weight Room / Storage</i>	Exit to the right and go to the end of the hallway, down the steps and out the South doors.
<i>Locker Rooms</i>	Exit left along the left side of the hallway to Freshman Hall. Go along the left side of the hallway and out of the left side of the West doors by the art room. Proceed right to the street.
<i>Wrestling Room</i>	Exit right, out of the East door and go to the end of the hallway. Go down the steps and exit out of the South doors.

Upper Floor

<i>ELA (Rm. 302)</i>	Exit left out of door and proceed along the left hallway wall and go out the main lobby middle doors. Proceed straight and line up in the parking lot in front of the street.
<i>Math (Rm. 304)</i>	Exit left out of door and proceed along the left hallway wall and out the main lobby middle doors. Proceed straight and line up in the parking lot in front of the street.
<i>Social Studies (Rm. 306)</i>	Exit left out of door and proceed along the left hallway and go out the main lobby middle doors. Proceed straight and line up in the parking lot in front of the street.
<i>Science (Rm. 308)</i>	Exit left out of door and proceed along the left hallway wall and go out the main lobby middle doors. Proceed straight and line up in the parking lot in front of the street.
<i>Resource (Rm. 303)</i>	Exit right out of door and proceed along the right hallway wall and out the main lobby middle doors. Proceed straight and line up in the parking lot in front of the street.
<i>Resource (Rm. 305)</i>	Exit right out of door and proceed along the right hallway wall and out the main lobby middle doors. Proceed straight and line up in the parking lot in front of the street.
<i>ELA (Rm. 309)</i>	Exit right out of door and proceed along the right hallway wall. Go out the main lobby right doors. Proceed straight and line up in the parking lot in front of the street.
<i>Study Hall (Rm. 307)</i>	Exit right out of the door and proceed along the right hallway wall. Go out the main lobby right doors. Proceed straight and line up in the parking lot in front of the street.
<i>Sixth Grade (Rm. 310)</i>	Exit right out of the door and go down the right side of the SE steps. At bottom go right out of the East doors and proceed straight.
<i>Computer Lab (Rm. 314)</i>	Go out of South door and straight across the hallway and down the SE steps. At bottom go right out of the East doors and proceed straight.
<i>Sixth Grade (Rm. 311)</i>	Exit right and go down the right side of the SE steps. At bottom go right out of the East doors and proceed straight.
<i>Sixth Grade (Rm. 312)</i>	Exit right and go down the right side of the SE steps. At bottom go right out of the East doors and proceed straight.
<i>Art (Rm. 313)</i>	Exit right and go down the right side of the SE steps. At bottom go right out of the East doors and proceed straight.

Maquoketa Valley Middle School

Tornado Evacuation Routes

Main Floor

<i>Main Office</i>	Go into the nurses office
<i>Guidance Office</i>	Go into the nurses office
<i>Gym</i>	Exit into the Girl's locker room
<i>Cafeteria</i>	Go down the weight room hallway. At the end of the hallway go left to the boy's locker room.
<i>Weight Room / Storage</i>	Exit to the right and go to the end of the hallway. At the end of the hallway go left to the boy's locker room.
<i>Locker Rooms</i>	Stay where you are at.
<i>Wrestling Room</i>	Exit left, out of the East door to the boy's locker room.

Upper Floor

<i>ELA (Rm. 302)</i>	Exit room and proceed along the left side of the hallway to the lobby. At lobby go right between 1st and 2nd row of lunch tables, and stay along the Left side of the wall to the end of wrestling room. Turn left and follow the left side of the hallway to the Junior High Boys Locker Room. Turn left into the JH boys locker room, then go to the JH boys 7th Grade locker room on the right.
<i>Math (Rm. 304)</i>	Exit room and proceed along the left side of the hallway to the lobby. At lobby go right between 1st and 2nd row of lunch tables, and stay along the Left side of the wall to the end of wrestling room. Turn left and follow the left side of the hallway to the Junior High Boys Locker Room. Turn left into the JH boys locker room, then go to the JH boys 7th Grade locker room on the right.
<i>Social Studies (Rm. 306)</i>	Exit room and proceed along the left side of the hallway to the lobby. At lobby go right between 1st and 2nd row of lunch tables, and stay along the Left side of the wall to the end of wrestling room. Turn left and follow the left side of the hallway to the Junior High Boys Locker Room. Turn left into the JH boys locker room, then go to the JH boys 7th Grade locker room on the right.
<i>Science (Rm. 308)</i>	Exit room and proceed along the left side of the hallway to the lobby. At lobby go right between 1st and 2nd row of lunch tables, and stay along the Left side of the wall to the end of wrestling room. Turn left and follow the left side of the hallway to the Junior High Boys Locker Room. Turn left into the JH boys locker room, then go to the JH boys 7th Grade locker room on the right.
<i>Resource (Rm. 303)</i>	Exit room and proceed along the right side of the hallway to the lobby. At lobby go right and stay along the right side of the wall to the end of storage room hallway. Turn left and walk on the right side of the hallway to the JH girls locker room. Turn left into the JH girls locker room.
<i>Resource (Rm. 305)</i>	Exit room and proceed along the right side of the hallway to the lobby. At lobby go right and stay along the right side of the wall to the end of storage room hallway. Turn left and walk on the right side of the hallway to the JH girls' locker room. Turn left into the JH girls' locker room.
<i>ELA (Rm. 309)</i>	Exit room and proceed along the right side of the hallway to the lobby. At lobby go right and stay along the right side of the wall to the end of storage room hallway. Turn left and walk on the right side of the hallway to the JH girls locker room. Turn left into the JH girls locker room.
<i>Study Hall (Rm. 307)</i>	Exit room and proceed along the right side of the hallway to the lobby. At lobby go right and stay along the right side of the wall to the end of storage room hallway. Turn left and walk on the right side of the hallway to the JH girls locker room. Turn left into the JH girls locker room.

- Sixth Grade (Rm. 310)** Exit room and proceed along the left side of the hallway to the lobby. At lobby go right between 1st and 2nd row of lunch tables, and stay along the Left side of the wall to the end of wrestling room. Turn left and follow the left side of the hallway to the Junior High Boys Locker Room. Turn left into the JH boys locker room, then go to the JH boys 7th Grade locker room on the right.
- Computer Lab (Rm. 314)** Exit room through the study hall and proceed along the right side of the hallway to the lobby. At lobby go right and stay along the right side of the wall to the end of storage room hallway. Turn left and walk on the right side of the hallway to the JH girls locker room. Turn left into the JH girls locker room.
- Sixth Grade (Rm. 312)** Exit room and proceed along the right side of the hallway to the lobby. At lobby go right and stay along the right side of the wall to the end of storage room hallway. Turn left and walk on the right side of the hallway to the JH girls locker room. Turn left into the JH girls locker room.
- Sixth Grade (Rm. 311)** Exit room and proceed along the left side of the hallway to the lobby. At lobby go right and stay along the right side of the wall to the end of weight room hallway. Turn left and go into the girls locker room.
- Art (Rm. 313)** ELEMENTARY CLASS: Go down the back stairway. Turn left and proceed into the girls' elementary restroom.

Bomb Threat Procedures:

Secretaries Answering the Phone Call:

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

Evacuation Site (St. John's Education Center)

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

Individual Student/Staff Assignments

Teacher associates will escort students as assigned each year on an as-needed basis.

Explosives/Hazardous Materials

The office will notify staff/students of a hazardous material incident over the intercom. Teachers will respond by:

1. Closing classroom doors and windows.
2. Taking immediate attendance.
3. Allow no one to leave the classroom until 'all clear' signal is given by office or directions for building evacuation are given.
4. If the building needs to be evacuated, see evacuation procedures. This directive will be given by law enforcement.
5. Custodians will shut down building heating system and air ventilation system.

Lockdown Procedures

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

Delhi MS/HS

Level 1 Lockdown: Instruction Continues

Staff always have the discretion to either move students to classrooms to lockdown and barricade OR to evacuate the building to the evacuation/relocation site.
(Updated June, 2020)

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

Staff check hallways to make sure all students have reported to designated room.

Lower hallway staff-make sure east and west playground doors are locked.

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

Custodian lock all exterior front and south doors. Report to the office when finished.

- If necessary, principal or designee will instruct staff via intercom to lock classroom and office doors.
- Any classes outside will be contacted via supervising staff member's cell phone and will report to the building immediately.

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

Extra Students & Staff:	Missing Students & Staff:

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

Delhi MS/HS

Level 2 Lockdown: Students in safest corner

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

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

(Updated June, 2020)

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

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

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

If threat is outside, interior lights are off.
Use discretion to evacuate if feasible.

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

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

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

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

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

Extra Students & Staff:	Missing Students & Staff:

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

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

the individual.

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

EVACUATION / RELOCATION PROCEDURES (Applicable only to offsite programs)

Delhi MS/HS

Evacuation & Reunification Plan

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

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

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

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

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

At St. John’s Church:	At the Evacuation Site:
<p>Vestibule Greeters will organize and direct parents/caregivers to the sign-in table</p> <p>The Sign-In Table Attendee will sign in parents and spouses/significant others of employees. They will verify that the person is on the student’s emergency contact list and then have them sign the verification form that signifies they are picking up their children. The parent/caregiver will then be directed to take a seat in the church sanctuary.</p> <p>A Notification Room (small sanctuary), staffed with at least one Counselor, will be identified at the church. Those parents</p>	<p>Staff will lead students into the designated area and take attendance. They will communicate to the principal or designee any missing students or staff, who will communicate this information to the counselor at St. John’s Church and Central Office. Doors to the Education Center will be closed and all others kept out of this space in order to follow the reunification plan.</p> <p>Staff will keep students with them in this holding area until the children runners escort small groups of identified students to the release area (dining area) to be reunited with</p>

whose children have been injured or have not been accounted for, as well as family members of employees injured or not accounted for, will be escorted to this room by a **Sanctuary Runner** to be informed of the situation.

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

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

their parents/caregivers.

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

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

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

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

Equipment (Use by School Employees)

All equipment and supplies were purchased for use within the school system and may only be checked out for educational purposes. The person issuing any school equipment or supplies will keep a sign-out/sign-in form to insure proper use.

Equipment Inventory

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

Evaluation Procedure for Staff

1. Each building principal will formally evaluate teachers new to Maquoketa Valley a minimum of two times each of the first two years. These evaluations will include a pre-observation conference, observation, and post-observation conference with jointly established job targets where appropriate.
2. Each building principal will formally evaluate teachers with two or more years of experience at Maquoketa Valley according to the district evaluation plan.
3. First or second year teachers will also follow the evaluation procedures set up by the State of Iowa.
4. The frequency of the above evaluation procedures is deemed as a minimum. Should the building principal believe additional observations/evaluations are needed, s/he will conduct those observations/evaluations.

Exclusion of Pupils for Reasons of Health

Students will be excused from Physical Education if they have a written excuse from parents or if parents contact the office by phone. They will be excused if they have a signed doctor's statement requesting no physical activity.

Extra Duty Pay

The Master Contract between Maquoketa Valley Schools and the Maquoketa Valley Education Association provides that certain extra duties performed by members of the teaching staff shall draw compensation at the current negotiated rate per event. Staff members performing such extra duty for pay will need to complete an "Extra Duty Claim" form and turn it into their building principal on the next working day following the event for which compensation is claimed.

Faculty Meetings

Faculty meetings will be held on an as-needed basis. The day and time may be adjusted depending upon the agenda or schedules. Weekly calendars will be distributed by email to staff by the building principal. All faculty members need to review the weekly calendar and watch for upcoming meeting dates and times. Meetings will be held in the conference room in the main office. If any staff member has a concern that they would like discussed, they should bring it to the attention of the principal, after which it may be put on the agenda for the meeting.

Fidgets

Students will be allowed to use a fidget at school if it helps the student pay attention during class. However, any student not using the fidget as intended and/or the fidget is disrupting his/her learning and/or the learning of others, will be asked to put the fidget away.

A fidget is a small object that keeps your hands busy so you can pay attention to the teacher. Sometimes a fidget can help students listen better during class. A fidget is intended to keep your hands out of trouble and to help a student focus on the instruction. However, a fidget is NOT a toy. A fidget is intended for classroom use only for those who need help paying attention to the instruction. Fidgets should never be taken to recess or to the lunchroom without permission of the teacher.

The following rules must be followed for a student to use a fidget in the classroom.

1. A student must have permission from the teacher to use a fidget.
2. A student should not need to look at the fidget very much so it doesn't become a distraction. The student should be looking at the teacher.
3. A student should not try and get his/her friend's attention with the fidget. This interferes with the learning of others.
4. The fidget needs to stay in the student's hands or sitting on the desk. It should not be in a student's pocket. It should never be dropped, tossed, or bounced.
5. The fidget should not make noise .

If at any time, the teacher feels the fidget has become a distraction, the student will be asked to put the fidget away. If the fidget continues to be a problem, the student may be asked to keep it at home.

Fundraising Activities

Raising funds for a worthwhile school activity is necessary in most school systems. It involves contact with many people in the community, and so those representing the school, project the image of the school. To avoid "over exposure", all activities involving the raising of funds must have the approval of the principal. Typically, all fundraising plans for the school year are to be approved by the school board at a fall meeting.

Good Will

Please keep the principle of "good will toward one another". Staff members should be loyal to the school, community, the board of education, the superintendent, principal, and other staff members. Criticism should never be aired to the public. You have a right to expect the same loyalty from all administration, faculty, and staff members.

Whenever any problems at school, either of an instructional or an administrative nature is not resolved, or when any difficulty arises, please feel free to talk it over with the principal. Since the spirit of our school is largely of our own making, we should strive to have it pleasant and sincere.

Grading & Progress Reports

Report cards are distributed at the completion of each quarter. Weekly progress reports are encouraged to provide parents up-to-date information on work completion, effort, and behavior. Teachers are asked to keep grades current on a weekly basis within the district's student management program. Keeping parents informed of their child's progress is of primary importance so that no surprises are found on the report card. Grade reports are run at noon on Fridays.

Progress reports will be sent home every three weeks and to any parents/guardians that do not have access to the Internet. Parents should be encouraged to call/email to set up an appointment to meet with staff at any time.

Faculty should be proactive in contacting parents if students are failing or not working to their potential. If frequent proactive contacts are utilized, this will reduce the number of issues at report card and parent-teacher conference times.

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

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

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

Grading & Eligibility for Extracurricular Activities

A student must be passing all core courses in order to be eligible to participate in extracurricular activities. The office will run grade reports on Fridays (or the last day of the week if we aren't in session on Friday). Reports are typically run off around noon. Those ineligible at that time will remain ineligible until grade reports are run the following Friday. Reports will be run for quarter grades. The semester grade will not be used for eligibility.

During track season, oftentimes the coaches must submit names for an upcoming meet the following week several days in advance. If a student participating in track is ineligible when reports are run on Friday, those students will be allowed to compete in the meet in which the coaches have already submitted their participant lists. Those students will then be ineligible to participate in other meets that week until grade reports are run again and they are passing their core classes.

Students will be allowed to practice, but not compete, until all core subject grades are up to passing on the weekly grade report. Students will not be allowed to dress in uniform or ride the team bus. A student may attend home events and sit on the bench with the team. A student may also attend an away event with a parent transporting the student. The student would sit on the bench with the team. A student must be in school at least a half-day (or make arrangements with the principal in advance) the day of an activity or the student will not be allowed to participate. The "good conduct" rule applies to all extra-curricular activities.

Grievance Procedure

Grievances may involve almost any issue relating to sex, sexual orientation, 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.

Students may file a written complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. The following procedure is to be strictly followed except in extreme cases:

1. If an employee is involved, discuss the written complaint with the employee within three days of the incident;
2. If unsatisfied with the employee's response or if there is no employee involved, file the written complaint with the principal within one school day of the employee's response or the incident.
3. If unsatisfied with the principal's response, file the written complaint with the superintendent within two days of the principal's response;
4. 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.

Gym Facilities

During much of the year, our gymnasiums are in great demand, not only by our own school activities, but also by other groups outside of the school. In order to keep dates straight, the only person responsible for allowing groups to use the gym will be the high school secretary. All requests for use of the gym must go through the secretary. This pertains to Maquoketa Valley employees as well as others.

Hall & Bus Duty

Staff may have hall, commons, or bus duty as assigned by the administration.

Homework Assistance: Wildcat Time

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

Inclement Weather

In case of severe weather that might result in the cancellation of school, several radio and TV stations will be notified. Those stations which have agreed to correctly broadcast our announcement are: KDST, and KMCH radio; KWWL, KCRG and KGAN television. Our MV text alert system will also be activated. Staff are encouraged to sign up for this text alert by contacting the office. If you need a phone call, let your principal know.

Invitation to Parents

Parents are welcome to visit their child's classroom and/or eat lunch with the class, occasionally. When planning a visit in the classroom, we do ask that parents call and inquire as to a good time for the visit. We also ask that other arrangements be made for younger children. Visitation is discouraged during the first and last month of the year.

Keystone AEA & Instructional Materials

Pickup and delivery of materials from the instructional materials center of Keystone AEA in Elkader and Dubuque will be made on Mondays and Thursdays to all Maquoketa Valley attendance centers. There is a designated area in the library for the AEA van driver to deliver and pick up materials.

Lesson Plans

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

Nonviolent Crisis Intervention Response

Several of our staff members have been trained in nonviolent Crisis Intervention Response. We have learned several strategies to help calm an upset student. We also learned appropriate ways to subdue a child whose physically aggressive behavior is endangering that child, other children, and/or adults. The child's parents will be notified if we need to subdue a child in this manner. Our staff members who are currently trained will receive an update on their training each year.

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](tel:5639222091). Inquiries may also be directed in writing to Dave Hoeger, Maquoketa Valley Community Schools, P.O. Box 186, Delhi, Iowa 52223, [\(563\)922-9411](tel:5639229411).

Pay Periods

Teachers shall be paid in 24 equal installments on the 15th and last day of each month. Payment will commence two weeks after the first workday with the second payment to be on or before September 30 and the balance on the 15th and the last day of each month thereafter.

Physical/Sexual Abuse and 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 when:

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

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

Professional Development

Teachers are expected to be at all district professional development events and to avoid scheduling appointments or events on days for professional development.

Professional Development Trainings

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

Public Relations

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

Repairs

Needed repairs will be reported to your principal via email, who will then forward these to the campus maintenance person. If this repair is not taken care of in a reasonable period of time, please inform your building principal.

Requisitions

All requisitions for supplies and equipment will go to the building principal on a requisition form. Requisitions for the following year will be called for on or about March 1st, depending on the budget. Supplies and equipment needed to teach classes may be ordered. Other materials may or may not be ordered, depending on the budget. All expenditures require administrative approval. The school district cannot be responsible for unauthorized expenditures or unauthorized sales tax with purchases. Please refer to the District Business Procedures Manual.

Responsibility in the Case of Accidents

In case of an accident, staff members should notify the principal as soon as possible. If the school nurse is in the building, she too should be notified at once. If the accident is serious, parents should be notified immediately. This should be done through the office. It will be the decision of the school nurse or the parents as to if the child should be sent to the doctor. Accident report forms must be completed as soon as possible by the person in charge of the student that was injured. These forms are in the office. In case of a head injury, the parents should always be notified, even if the child appears to be fine.

Retention Policy: Grades 6 - 8

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

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

Safety Glasses

All individuals participating in any course which may subject students or teachers to the risk of eye injury must wear industrial eye protection at all times. This applies to any phase or activity of such a course which may endanger the participant to the hazard of injury from the materials or processes. Also, according to Iowa Code 200.20, even visitors must be furnished with and required to wear industrial eye protection.

Search and Seizure Regulations

I. Searches, in General

- A. The Board of Directors holds all school property in public trust. School authorities may, without a search warrant search a student, student lockers, desks, work areas or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment and protect the safety and welfare of students, school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in a search. Items of contraband may include but are not limited to non-prescriptions controlled substances, such as marijuana, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action may be

grounds for reporting to local law enforcement authorities.

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

II. Reasonable and Articulate Suspicion:

- A. A search of a student or a student's Remotely Activated or Activating Communication Device will be justified when there are reasonable grounds for 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:

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

IV. Types of Searches

A. Personal Searches

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

B. Locker and Desk inspections

- a. Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring 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.
- b. The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents 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.
- c. Students having any problems with their locker should notify the office.
- d. Students will be assigned a locker each year. Please do not tell anyone the combination to your

locker. Also - students are in no circumstances allowed to change lockers or locker partners without permission of the principal.

Staff Absences

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

Student Conduct

The School 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, or while on school owned and/or operated school or chartered buses, while attending or engaged in home or away school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Misconduct in any of the areas 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, 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 engaging 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 that 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 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. Detention will be assigned after school from 3:00-4:00 P.M. or on designated Saturdays from 8:00-9:00 am throughout the school year.

Suspension may either be an in-school suspension, out-of-school suspension, a restriction from activity 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. A restriction from school activities means a student will attend school and classes but will not participate in school activities.

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 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. If the dress of a student is offensive to a fellow student or a faculty member then it is disruptive in some degree to the educational progress. Clothing with profanity, suggestive wording, or controlled substances depicted will not be allowed. In addition, tops that allow midriff or underwear to show and shorts/skirts that are too revealing will not be allowed. We ask that as students mature, parents use discretion in their children's attire. State law requires all students to wear shirts and shoes for health reasons. Teachers as well as other staff members are expected to monitor student clothing and enforce this code. The Maquoketa Valley Board of Education recognizes that the administration must be the final judge of what is appropriate dress. Please: No hats or caps are to be worn inside the building.

Student Passes

Middle school students should always have a pass if they are in the hallway. The only exception would be when students are going back and forth to music lessons. Middle school students may use their assignment notebooks for passes.

Study Hall

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

I. Study Hall Procedures:

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

Supervision of Students

We, as educators, are responsible for the safety and welfare of the students. Principals will assign staff to these responsibilities as needed to insure the proper supervision of students at all times. Supervision and discipline of students is an area all staff must work cooperatively and diligently. Staff members are expected to assume

responsibility for the discipline of students and to assist in the correction of all irregularities that may occur. Staff are obligated to correct students for misconduct whenever they see it in the building or on the school grounds. Students should realize that any staff member has authority over them. Building rules must be consistently enforced by all if they are to be effective.

Discipline has both negative and positive consequences. We will always work to stress the positive side so as to ensure:

1. Student safety and well-being.
2. Respect for the rights and privileges of others.
3. Respect for law, order, and authority.
4. Respect for school and property of others.
5. Proper attitudes toward school.

Each teacher should determine and convey the rules of the classroom and school to his/her students. Teachers should consistently review the rules, as it is important for students to have a thorough understanding of their teacher's expectations. Discipline must be fair and consistent.

Teachers are encouraged to review their discipline policies throughout the year for their own benefit and to share the rules with their students' parents at the beginning of the year. The administrator will assist staff members in upholding good discipline. Staff members should at all times exhibit to students an example of dignity, courtesy, and good temper. No sarcasm or derogatory speech should be used.

Located in this handbook is a comprehensive positive behavior plan and the Middle School Discipline Chart prepared by the staff of the building. Please familiarize yourself with all aspects of the plan.

The following is for your information concerning tort liability:

Tort Guidelines:

1. All staff members should periodically review school rules for the safety of all.
2. When issuing instructions or directions for the safety of students in school, the students' age and ability must be taken into account. If there are any special categories of students for whom different standards would apply such as physically or mentally handicapped students, special rules may be necessary.
3. At all times each student should be under the supervision of a member of the staff.
4. Staff should report all dangerous conditions so that the principal may take steps to correct them. All such reports should be acted upon immediately.
5. Appropriate warning signs should be posted in shops, parking areas, and other potentially dangerous places.
6. All field trips must be approved by the principal. If there are any questions concerning the trip, the principal should investigate the matter and either disapprove the trip or impose appropriate limitations. Only students whose parents have signed permission slips will be permitted to go on the trip. The slip should indicate an acknowledgment by the parents of the nature of the trip and the time supervision of students will end.

Avoiding Tort:

A number of tort cases have been reviewed, some of which resulted in serious consequences. Liability might have been avoided if a few simple guidelines had been followed.

1. An extraordinary standard of care shall be given to students at all times.
2. Principals need to publicize standards of care that teachers should use with their students, and principals must monitor teacher implementation of these standards.
3. Teachers should be at their assigned places on time and should stay there while students are present. Teachers and staff members must be outside for their assigned duty on time and prior to the children beginning recess.
4. Principals and teachers should be able to foresee the dangers in certain student games and should inform students about the dangers, ending the games immediately.

"HOLD HARMLESS" in IOWA

Iowa is one of the ten states that have "hold harmless" laws. Our statute, which is Chapter 613A in the Iowa Code, requires the school board to defend you "against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of your employment or duties". A tort as defined in the law means "every civil wrong which results in wrongful death or injury to person or injury to property or injury to personal or property rights and includes but is not restricted to actions based upon negligence; error or omission; nuisance; breach of duty, whether statutory or other duty or denial or impairment of any right under any constitutional provision, statute or rule of law".

The school board is not required to defend you in cases of malfeasance in office, willful or wanton neglect of duty, or willful and authorized injury to persons or property.

Supplies & Materials

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

Teacher Dress

Staff members are reminded they are expected to dress appropriately. Men and women may wear long dress shorts that touch the knee or slightly above the knee through Labor Day. Hooded sweatshirts are not to be worn. Jeans may be worn on designated days during the school year. Yoga/fitness pants are not considered professional dress. MV crew neck sweatshirts worn on jeans days are acceptable.

Teacher Preparation for a Substitute

Substitute teachers should receive a copy of the following: Clear, concise lesson plans. All books needed for the day should be listed with page numbers. Project work should be described so substitutes may proceed. The following should be placed in the front of your lesson plan book or in a folder that is accessible to the substitute:

1. Student list for each class
2. List of any children that have severe physical or emotional problems
3. Daily Schedule
4. Supervision duties
5. Fire and Tornado drill procedures
6. Seating Chart
7. Location of materials, manuals, etc.
8. Possible activities if time permits

Teacher Supervision

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

Textbooks

Textbook inventories will be kept by all teachers and returned to the office. Teachers will keep a record of all textbooks, as well as the title, publisher, edition, copyright, condition and the number on hand. The book number should be recorded for each student for each assigned book as well as the condition of the book. When the books are checked back in, the condition should be checked again. Any damage to books should be reported and students will be held responsible for any and all damages.

Use of School Vehicles

The regular transportation of Maquoketa Valley students is handled through established bus routes. Staff members requesting a school van or car should email the building and grounds supervisor. Staff members needing to schedule a bus should work with Brandy. Anyone using a school car will need to complete the logbook as to time, distance, etc. School car users will return the keys and log book to the director of building and grounds and see that the interior of the car is clean. Report any maintenance or repairs needed to the building

and grounds supervisor. In the event a school-owned vehicle is involved in an accident, the driver must complete an accident report and submit it to the Department of Transportation in Des Moines. Cheryl will help you with this report. School-owned vehicles are for school use only and not for personal use.

Visitors

All parents, visitors, and volunteers MUST report directly to the office prior to contacting any employee or student during school hours to sign in and pick up an identification badge. Please ask politely any guest/visitor to report to the office for an identification badge.

WIN (Whatever I Need) Time

Students may be involved in reading and/or math interventions during our scheduled WIN time. Multiple sources of student data are reviewed. Those students identified as needing additional support will be assigned to a teacher twice a week for reading and/or twice a week for math. Intervention groups may change each quarter as a result of a quarterly review of student assessment data. Those identified as needing extra support are expected to be a part of the interventions as it will help them become more successful in their coursework.

Schedule Changes for Band / Choir

The following process will be used for students wishing to add or drop band and choir:

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

Bailey's Ford Trip: Last Day of School

On the last day of school, all students will have an opportunity to attend the end-of-the-year outing to Bailey's Ford as long as the student has not received four or more detentions or two or more suspensions during the school year. The student may also be excluded from this culminating year-end celebration if they choose not to attend school the day before this year-end activity.

Maquoketa Valley MS Discipline Response: See Student Handbook

Good Conduct Code: See Student Handbook

Certified Staff Evaluation Schedule 2022-2023:

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

Classified Staff: 2022 - 2023 Evaluation Schedule

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

High School Co-Curricular Staff Evaluation Schedule

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