

# Maquoketa Valley High School



## STAFF HANDBOOK 2023-2024

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## **Forward**

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

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

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

## **The Educational Philosophy**

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

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

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

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

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

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

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

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

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

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

# **Maquoketa Valley Community School District Board Policies**

## **Section IV: School Staff & Personnel**

### **A. General policies concerning Maquoketa Valley Community Schools employees**

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

### **B. Teachers**

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

## **Our Mission Statement**

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

## **Our Vision**

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

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

### **Notice of Non-Discrimination**

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

### **Accidents**

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

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

### **Activity & Field Trips**

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

### **Cell Phone Policy**

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

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

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

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

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

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

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

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

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

## **Church / Family Time**

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

## **Deficiency Reports**

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

## **Discipline**

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

Teachers should use the MVHS DISCIPLINE CHART to guide them in the appropriate action to be taken when disciplinary measures are required. Detentions can be issued by the instructor. These teacher assigned detentions will be supervised by the instructor. Teachers should at all times exhibit to their pupils an example of dignity, courtesy, and good temper. No sarcasm, bitter or cutting speech should be employed. The discipline policy as written in the student handbook will be used.

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

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

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

## **Fire Drill**

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

## **Grading**

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

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

### **The following courses will be weighted at 5.0.**

- All A.P. Courses
- Dual/Concurrent Courses offered at MV except Basic Construction

- PICC/PSEO Courses
- Project Lead the Way Courses
- On-Line College Credit Courses
- Kirkwood Concurrent Enrollment Courses: Criteria used to place Kirkwood courses are this list: Transfer to an Iowa Regents School, program rigor, Direct 1:1 course transfer to an Iowa Regents School.

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

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

### Grievance Procedure

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

### Hall Duty

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

### Homework / Assessment Policy

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

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



- The option of retakes are up to teacher's discretion.
- Formative Assessments and homework should not exceed 40% of the grade.

## **Inventories**

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

## **Lesson Plans**

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

## **Updating Grades in Powerschool**

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

## **Requisitions & Departmental Budgets**

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

## **School Day**

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

## **School Property**

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

## **Search and Seizure Regulations**

### I. Searches in General

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

### II. Reasonable and 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 suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules or regulations affecting school order. Reasonable suspicion may be

formed by considering factors such as the following:

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

### III. Reasonable Scope:

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

### IV. Types of Searches

#### A. Personal Searches

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

#### B. Locker and Desk inspections

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

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

## **Semester Examinations**

Semester exams may be held at the conclusion of the 1<sup>st</sup> and 2<sup>nd</sup> semester. Dates of the exams will be determined based on the school calendar and feedback from staff. These dates will be communicated with students in a timely fashion. The exams will be administered during the regular daily time schedule. There may be 2 days set aside for finals, so staff that

need more time for the exam can spread it out over a 2 day period.

## **Social Media Acceptable Use**

If social media is used at school, all comments are subject to monitoring, possible editing or removal if the policy is violated. Comments posted are not necessarily those of the LEA. Comments made are subject to requests made under Iowa's Open Records Law, Iowa Code Chapter 22.

Unacceptable use of social media, include but is not limited to: use of vulgar language, posting comments that are not germane to the subject at hand, prohibits comments promoting or opposing any person running for public office or any ballot proposition, prohibits advertisements of or promotion of a business or commercial transaction, and prohibits posting of comments that violate confidentiality requirements under state and federal law.

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

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

### **1. Cell Phones**

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

### **2. Social Networking, Email, and School Owned Computers**

- Use of school owned computers are subject to open record requests from the public.
- No sexually explicit or vulgar music may be downloaded on school owned machines, I-pods, etc.
- There should be no emailing during student instructional time.
- Any email sent to a student should also be copied and forwarded to the student's parent/guardians.
- Any communication should be kept to official matters.
- Students may not be listed as a "friend" on a staff members social network page.
- Staff members will not accept an invitation to a student's social network.
- Comments posted on a staff member's wall should not include inappropriate photos or comments.
- Employees will not use school technology to promote a business.
- Staff developed Web or Wiki pages will have administrator approval before posted.
- Parents/guardians will have access to these postings. Staff need to be mindful of what they are posting.
- Any comment section will need to be password protected.
- Comments posted by staff and students should be related to class content.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district computer network is prohibited.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material is prohibited.
- Use of another's account or password is prohibited.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users is prohibited.
- Forging or attempting to forge e-mail messages is prohibited.
- Engaging in vandalism is prohibited. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the district's network or of any of the entities or other networks connected to the Internet. This includes, but not limited to, creating and/or placing a computer virus on the network.
- Using the network to send anonymous messages or files is prohibited.

- Revealing the personal address, telephone number or other personal information of oneself or another person is prohibited.
- Intentionally disrupting network traffic or crashing the network and connected systems is prohibited.
- Installing personal software on the school district's computers and/or network without the permission of the district's ITS services is prohibited.
- Remind students comments posted on these pages are subject to the school's anti-bullying policy.

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

### **Sponsors & Chaperones: Duties & Responsibilities**

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

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

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

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

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

### **Student Attendance**

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

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

#### **Maquoketa Valley classifies unavoidable absences as follows:**

1. Personal illness (some type of medical excuse or a parent call to validate absence within 48 hours, see above)
2. Professional appointments that cannot be made other than during school time. (A parent call the day of the appointment, doctor/dental appointments, an appointment card or a note from the doctor or dentist on letterhead is required -- A reasonable amount of time gone for the appointment will be listed as unavoidable)

3. College visitations for juniors and seniors.(Verification email or letter from school student is visiting to validate absence)
4. Funerals, death, or serious illness in the immediate family.
5. Participation in school scheduled activities (including supporting MV students at state competitions).

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

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

### **Student Tardy**

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

### **Student Truancy**

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

Along with the compulsory attendance policy the following will apply:

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

### **Staff Absences**

Each employee is granted sick leave as set forth in the Master Contract. In case of illness or an emergency that would result in a staff member being absent, the principal should be notified by telephone no later than 6:00 A.M. (All staff contact Troy Osterhaus at: 563-542-4088). Please do not email or leave a voice message. If the employee knows the

evening before they are not going to be able to be at school the next day, they are asked to contact Troy Osterhaus at that time providing additional time to find a substitute teacher. A leave form must be completed and given to the office the first day you return to work. A doctors note is required for all medical appointments that require the use of sick leave or family leave to be used.

## Student Parties

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

## Student Passes

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

## Study Hall

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

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

## Study Hall Restrictive

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

## Senior Study Hall

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

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

## Study Hall Exemption:

If a **Junior or Senior** has secure written permission from their parent/guardian the student does not have to report to school until 2<sup>nd</sup> hour if the student has a 1<sup>st</sup> hour study hall, and the student can leave 8<sup>th</sup> hour if the student has an 8<sup>th</sup>

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

### **Structured Study Hall Assignments**

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

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

### **Teacher Dress**

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

### **Teacher Meetings**

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

### **Teacher Supervision**

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

### **Teacher Workshops**

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

### **Testing**

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

### **Text Books**

Book inventory sheets are to be filled out and returned to the principal's office. The book number should be recorded in the teacher's grade book for each student. These inventory sheets will show the

title, author, publisher, edition, copyright, date, condition and quantity on hand. Textbooks will be numbered, and a record kept in the teacher's grade books as to whom each book was assigned and the condition of the text at the time of issue.

### **Tornado Drills**

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

### **Transcripts & Certificates**

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

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

### **Anti-Bullying/Harassment Policy**

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

### **Anti-bullying/Harassment Investigation Procedures**

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

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

### **Complaint Procedure**

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

### **Investigation Procedure**

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

### **Resolution of the Complaint**

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

### **Points to Remember in the Investigation**

1. Evidence uncovered in the investigation is confidential.
2. Complaints must be taken seriously and investigated.

3. No retaliation will be taken against individuals involved in the investigation process.
4. Retaliators will be disciplined up to and including suspension and expulsion.

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

**Physical/Sexual Abuse & Harassment of Students by Employees:**

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

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

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the building principal as the Level I investigator, and Delaware County Law Enforcement as Level II investigators. Those investigators may be contacted directly.

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

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

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

**Drinking & Use of Harmful Drugs**

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

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

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

## **Maquoketa Valley Emergency Operations & Crisis Plans:**

- [Emergency Operations Plans Linked Here](#)

### **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.

### **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.

### **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.)

### **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.

### **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 office for the AEA van driver to deliver and pick up materials.

### **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.

### **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.

### **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.

### **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 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

### **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.

## **Certified Staff Evaluation Schedule 2023-2024:**

<b><u>Staff Member</u></b>	<b><u>Evaluator/Alt</u></b>
Matt Seabold	Osterhaus
Dan Cassutt	Osterhaus
Shane Kirckhoff	Osterhaus
Debbie DeVore	Osterhaus
Megan McCrary	Osterhaus
Matt DeVore	Osterhaus
Karla Downs	Osterhaus
Sally Groth	Osterhaus
Rachel Lewin	Osterhaus
Mary Hayes	Osterhaus
Jill McDermott	Osterhaus
Mikayla Callan	Osterhaus
Amber Boeckenstedt	Osterhaus

## **Classified Staff: 2023-2024 Evaluation Schedule**

<b><u>Staff Member</u></b>	<b><u>Evaluator/Alt</u></b>
Brandy Whittenbaugh - Office Secretary	Osterhaus (Yearly)
Sarah Lown - Office Secretary	Osterhaus (Yearly)
Randy Darrow - Custodian	Grimm (Yearly)
Mary Ries School Nurse / Secretary	Hoeger / Frasher (Yearly)
Ryan Parsons - Custodian	Osterhaus (Yearly)
Jane Hoeger- Custodian	Osterhaus (Yearly)
JodyMontz - Para	Osterhaus (Even)
Morgan Manternach - Office Secretary	Frasher (Yearly)
Lisa Kramer - Para	Osterhaus (Even)
Mary Mauer - Para	Osterhaus (Even)
Chelsey Klima - Para	Osterhaus (Even)
Laura Begle - Para	Osterhaus (Even)
Amy Wilson - Para	Osterhaus (Even)
Lindsay Kerch - Para	Osterhaus (Even)
Tracy Hansen - Para	Osterhaus (Even)
Pam Jenkins - Para	Osterhaus (Odd)
Scot Moenck - Para	Osterhaus (Odd)

## **High School Co-Curricular Staff Evaluation Schedule**

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

**CLASS SPONSORS:**

**Responsibilities:**

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

**Freshmen**

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

**Sophomores**

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

**Juniors**

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

**Seniors**

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

**Time Schedules:**



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

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