



HOME OF THE WILDCATS  
**MAQUOKETA VALLEY**  
Community School District

# Maquoketa Valley High School



## Student Handbook 2025 - 2026



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## **Maquoketa Valley High School**

107 South Street  
Delhi, Iowa 52223

School Phone: 563-922-2091 Fax: 563-922-3026  
Principal – Brian Mangold

### **Teaching Staff**

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

### **Co-Curricular Staff**

Athletic Director - Scot Moenck  
Baseball – Aaron Saugeling  
Boys Basketball - Eric Conner  
Boys Track – Cy Huber  
Cross Country – Shane Kirchoff  
Dance Team – Jennifer Teymer  
Drama - Megan McCrary  
FFA - Haylee Lau

Football - Andrew Christiansen  
Girls Basketball - Scot Moenck  
Girls Track - Creig Dunlap  
Girls Golf – Keith Zietlow  
Boys Golf - Eric Conner  
Jazz/Pep Band – Travis Ford  
Newspaper - Diane Temple  
Prom Coordinator - Jenn Teymer  
Softball - Emily Ludovissy  
Spanish Club - Jennifer Ries  
Speech - Matt DeVore, Debbie DeVore, Amy  
Anderegg, Molly Droeszler  
Student Council – Kurt Palmer  
Vocal Jazz - Megan McCrary  
Volleyball – Mikayla Callan  
Wrestling - Kurt Hatfield  
Yearbook – Creig Dunlap

### **Classified Staff**

Karelene Sellner - Head Cook  
Jody Montz - Media Associate  
Lisa Kramer - Special Ed Para-educator  
Andrew Christiansen - Special Ed Para-educator  
Laura Begle - Special Ed Para-educator  
Randy Darrow - Day Custodian / Building  
Maintenance  
Elise Bonert - MS Secretary / Nurse  
Bobbi Bauers - Custodian  
John Grimm - Transportation/Maintenance  
Kurt Hines - Night Custodian  
Kelsey Thomas - HS Secretary  
Erika Imler - School Business Officer  
Brandy Whittenbaugh - Administrative Assistant



## Class Time Schedules

### Normal Daily Time Schedule

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

### 2 - Hour Delay Time Schedule

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

### 2:05 Dismissal Schedule

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

### 1:05 Dismissal Time Schedule

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



### **Welcome:**

The policies and procedures contained in this Handbook are a result of a concentrated effort on the part of the faculty, students, parents and administration of Maquoketa Valley. The information in this booklet has been prepared to help you understand the expectations at Maquoketa Valley High School and become an integral part of it. This handbook is a guide to be used by the administration. All circumstances are not the same and interpretation is left to the administration. The ultimate purpose of education is to help each student become a productive citizen. We hope that you will participate in varied activities and find those things within our school, which will prepare you for life after high school. Remember that your success in this school will be directly proportional to the **effort you** put into it. This handbook will serve as a guide to help make you aware of your surroundings, restrictions and responsibilities. You are urged to read the following items concerning policies, regulations and services so that you will receive maximum educational benefits during the 2024-2025 school year.

### **Our Mission Statement:**

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

### **Core Values:**

1. Maquoketa Valley will ensure high levels of growth and achievement in all academic areas through quality instruction.
2. Maquoketa Valley will provide a safe environment that supports students' physical, social, emotional, and behavioral well-being.
3. Maquoketa Valley will effectively manage district resources to ensure quality facilities, transportation, and food services in a safe, well-maintained educational environment.
4. Maquoketa Valley will collaborate with families and the community to ensure a productive partnership to help our students thrive in a local and global community.

### **School Song, School Colors and School Mascot:**

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

IOWA Fight Song/MAQUOKETA VALLEY School Song

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

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

*Let every loyal Wildcat sing.*

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

*Until the walls and rafters ring.*

*GO 'Cats!*

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

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

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

*Until the game is won!*

*FIGHT!*





## Description of the School:

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

## A Message to the Parents:

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

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

## Equal Educational Opportunity:

Maquoketa Valley CSD does not discriminate in its education programs or activities on the basis of sex, race, color, national origin, disability, religion, creed, marital status (for programs), sexual orientation, and socioeconomic status (for programs). The school district's goal is to educate students in programs and activities that foster a healthy social, intellectual, emotional, and physical self-concept. Each student has the opportunity to use Maquoketa Valley's educational programs and activities. Each student is expected to conduct themselves in a manner that assures each student the same educational opportunity.

Students who feel they have been discriminated against are encouraged to report it to the school district Equity Coordinator. The Equity Coordinator is Troy Osterhaus and can be contacted at 563-922-2091 or by email: [troyosterhaus@maquoket-v.k12.ia.us](mailto:troyosterhaus@maquoket-v.k12.ia.us). Inquiries may also be directed in writing to Troy Osterhaus, Maquoketa



Valley Community Schools, P.O. Box 186, Delhi, Iowa 52223, (563) 922-9411.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov), the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be made instead of, or in addition to, an inquiry or complaint at the local level.

Maquoketa Valley CSD, in its educational program, has an intervention process to assist students experiencing behavior and learning difficulties. Jackie Moorman is responsible for this process. Parents wanting access should contact the school at 563-922-2091.

### **Jurisdictional Statement:**

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

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

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

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



### **Definitions:**

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

## **Student Attendance**

### **Student Registration & Enrollment:**

Students and parents going through the enrollment and registration process with Maquoketa Valley for the first time must complete the enrollment process by contacting Kelsey Thomas at: phone: 563-922-2091 email: [kelseythomas@maquoketa-v.k12.ia.us](mailto:kelseythomas@maquoketa-v.k12.ia.us)

### **School Calendar:**

Maquoketa Valley CSD school calendar may be subject to change throughout the year due to weather, emergencies, or other reasons.

### **Compulsory Attendance:**

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

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 8:15 a.m. Parents have 48 hours to excuse their child for an absence.

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days or hours school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 1080 hours.



### **Chronic Absenteeism/Truancy Legal Requirements:**

- **Chronic Absenteeism Legal Requirements (Absent 10%):**

Chronic absenteeism/absences means **ANY** absence from school that does not meet an exemption for more than ten percent of the *semester days listed in the current school calendar* established by the district.

- When a student meets the threshold to be considered chronically absent (10%), the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodian via email or mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

- **School Engagement Meeting (Absent 15%):**

If a student is absent from school for at least fifteen percent of the days or *hours* in the grading period, the school official will attempt to find the cause of the absences. If the school official determines that the child's absences are negatively affecting the child's academic progress, the school official will start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.
- Absenteeism Prevention Plan:
  - The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant.
  - The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan.
  - If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

- **Truancy Legal Requirements(Absent 20%):** Truant/truancy means a child of compulsory attendance age who is absent from school for **ANY** reason that does not meet an exemption for at least twenty percent of the semester days listed in the current school calendar established by the district.

- A school official will notify and turn in all student attendance information over to the county attorney.

- **Exemptions - Student will still be counted absent but the absence is exempt from Truancy**

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving qualifying religious instruction in accordance with relevant laws;
- are unable to attend school due to legitimate medical reasons;



- has an individualized education program that affects the child's attendance;
- has a plan under Section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving independent private instruction; ~~or~~;
- are receiving competent private instruction;
- are a military applicant undergoing military entrance processing;
- are engaged in military service;
- are traveling to attend a funeral; or
- are traveling to attend a wedding

### **School Based Academic & Disciplinary Requirements Related to Attendance:**

- Students are required to be in attendance, pursuant to board policy, for 1080 hours per school year unless their absences have been excused for. ***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. Family emergencies
  6. Participation in school scheduled activities (including supporting MV students at state competitions).
  7. Recognized religious observances
  8. Reasonable excuses may also include family trips or vacations

Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal.

- Students who are absent without a reasonable excuse may be assigned to *supervised study hall, detention, early bird school, Saturday school, in-school suspension, structured WIN time, extracurricular consequences, or other appropriate disciplinary sanction up to loss of class credit.*
  - **Arriving Late to School / Leaving School Early:**  
Any student arriving late to school or leaving school early, must sign-in or sign-out in the office. Any student who does not follow this procedure will be given an avoidable absence and detention assigned.
  - **Absent or Tardy to School:**  
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.





- **Attendance to Participate in Extracurricular Activities:**  
Students must be in school from 12:30 pm until the end of the day to participate in any after school activity. Students cannot leave school and come back to participate in an afternoon / after school activity, unless it is for a medical appointment. This means practices, games, meets, meetings, banquets, performances, etc. It is recommended that medical appointments be scheduled in the morning to avoid missing the last half of the school day. If this can not be avoided due to doctor / specialist availability, the student must bring a doctor's note to be able to participate.
  - **Leaving School Grounds without Permission:**  
A student may not leave the school grounds without permission once he/she has entered it. To be excused, permission must be obtained from the principal's office before the student leaves school. A call must be received by office personnel prior to a student's signing-out. If a student is ill, he/she must check out with the office before leaving the building. Any student who does not follow this procedure will be given an avoidable absence and detention assigned.
  - **Tardies to Class during the School Day:**  
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.
- School work missed because of absences must be made up within two times the number of days absent, not to exceed 5 school days. The time allowed for make-up work may be extended at the discretion of the classroom teacher and will follow the district's homework and assessment policy.

### Open Enrollment:

Iowa Department of Education Open Enrollment Handbook: [Open Enrollment Handbook](#)

Iowa Department of Education Open Enrollment Application: [Open Enrollment Application](#)

### Study Hall / Concurrent Online Course Exemption:

The policy applies to **Juniors and Seniors** who **start or end** the day with Study Halls or online concurrent courses. Secure written parent permission is required. If a junior or senior starts or ends the day with Study Hall(s) or concurrent online course(s), they may arrive late or leave early. **If the student is involved in an after-school activity they are required to be in school for all of their in-person courses.** Juniors or Seniors who are on the study hall restrictive list or have discipline will be required to attend school during their study halls / concurrent online courses even if they have written permission from parents. Once grades are brought up and/or discipline concerns are resolved students may be exempt again. Students must sign in or sign out in the office when arriving late or leaving school early. Forms can be picked up in the High School Office. **The administration maintains the right to determine if students need to be in the study hall or concurrent online course based on grades, attendance, and behavior.**

### Inclement Weather:

Should school be canceled due to inclement weather prior to the start of the school day, students and parents will



be notified via the Maquoketa Valley CSD text alert system and media outlets. These days are typically built into the school calendar, however, there may be instances where missed days will need to be made up.

Should school be dismissed early due to inclement weather, parents will be notified by the Maquoketa Valley CSD text alert system and media outlets. Parents will also be notified of the status of the school's transportation services by the same means.

Unless weather conditions prevent it, students will still be returned to their regular drop-off sites. Should weather conditions be too extreme for regular school transportation, students will be kept at school, or potentially returned to school until parents are available for pick-up.

Should there be extracurricular activities or practices scheduled during school or after school on the day of inclement weather, the administration will determine on a case-by-case basis whether to hold the extracurricular activity. This is true should school be canceled or experience an early out.

### **College Visits:**

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

### **School Day:**

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

## **Student Rights & Responsibilities**

### **Student Appearance:**

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

### **Student Care of School Property/Vandalism:**

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

Accidental damages may, but are not required to, be treated differently. Whether an incident is considered



accidental will be determined on a case-by-case basis by administration, depending on the circumstances of the situation, the student's actions leading up to the situation and the student's response after the situation occurred.

### **Student Expression & Publication: School Newspaper & Yearbook:**

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

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

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

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

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

### **Student Complaints / Grievances:**

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

### **Student Search & Seizure:**

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

1. The Board of Directors holds all school property in public trust. School authorities may, without a search





warrant search a student, student lockers, desks, students' belongings, work areas or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment and protect the safety and welfare of students, school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in a search. Items of contraband may include but are not limited to non-prescriptions controlled substances, such as marijuana, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action may be grounds for reporting to local law enforcement authorities.

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

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

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

## **III. Reasonable Scope:**

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

## **IV. Types of Searches**

### **A. Personal Searches**

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

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

1. Although school lockers and desks are temporarily assigned to individual students, they remain the



property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections. Students should have no legitimate expectations of privacy in their locker or desk. Periodic inspections of all or random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement.

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

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

### **Student Lockers:**

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. Students should keep lockers locked at all times. Student backpacks are allowed in the classroom and may be stored in their locker throughout the day. It shall be the responsibility of each student to keep the assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

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

### **Anti-bullying & Harassment Policy:**

The Maquoketa Valley CSD is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.



Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district; a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

### **Retaliation Prohibited**

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in an investigation is prohibited.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

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



“Harassment” and “bullying” mean any repeated and targeted electronic, written, verbal, or physical act or conduct toward an individual that creates an objectively hostile school environment that meets one or more of the following conditions:

- (1) Places the individual in reasonable fear of harm to the individual’s person or property.
  - (2) Has a substantial detrimental effect on the individual’s physical or mental health.
  - (3) Has the effect of substantially interfering with the individual’s academic or career performance. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Volunteer” means an individual who has regular, significant contact with students.

### **Filing a Complaint**

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent’s designee. The complaint form is available on the district website. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent’s designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint (“Respondent”)
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

### **Decision**

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include



termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

## Macquoketa Valley Community School District

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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

Physical or sexual abuse of students, including but not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with students by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by timely reporting to all relevant agencies as required by law. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process. If the Iowa Department of Health and Human Services reports to the board of directors of the district that an allegation of abuse of a student has been made against a school employee, the district will place the employee on administrative leave until the resolution of the investigation. The employee will be prohibited from entering school property while on administrative leave.

The superintendent is responsible for drafting administrative regulations to implement this policy.

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

### **Student Substance Abuse:**

Students are prohibited from distribution, dispensing, manufacture, possession, use or being under the influence of alcohol, tobacco/nicotine products, other controlled substances, or look-a-like substances while on school district premises or property within the jurisdiction of the school district, while on school-owned and/or operated school or charter vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school.

Students found to be in violation of this rule will be subject to appropriate disciplinary measures and may be required to satisfactorily complete a substance abuse or rehabilitation program. Disciplinary measures may





include discipline up to or including suspension and expulsion. For students under the age of 21, local law enforcement authorities may be notified.

### **Internet:**

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and internet-based collaboration software to send and receive messages at school. Students will receive age-appropriate training prior to using the internet.

The internet can provide rich opportunities through a vast collection of educational resources. Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible and to the extent permitted by law or vendor policies. Additionally, student's internet activities may be monitored by the school district to ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a global network and information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Some students may encounter information that may not have educational value.

Students will not intentionally access or download any text file or visual depictions or engage in any discussion that includes restricted material. Restricted material includes but is not limited to obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Should a student be found to have accessed restricted materials, students may experience the following disciplinary measures and/or, depending on the severity violation may experience disciplinary measures up to suspension and expulsion:

1. Loss of School Owned Computer for a length of time determined by Administration
2. Detention
3. Consistent monitoring of internet and computer usage

### **Use of Personal Electronic Devices by Students:**

It is the policy of the Maquoketa Valley CSD that students may not use or possess personal electronic devices during classroom instructional time.

#### **Definitions**

For purposes of this policy, a "personal electronic device" is a device that is used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, and any applications or programs installed by the student on a school-owned or issued device. A "personal electronic device" does not include a device possessed by the student for documented legal, health,



and safety purposes and used solely for those purposes.

The “school day” is defined as once the first bell rings until the end of day school bell minus lunch period.

“Instructional time” is any time during which a student is under the guidance and supervision of licensed instructional staff or instructional assistants, including independent study time during the school day and homeroom.

### **General Rules**

The following are the district-provided educational technologies and devices that will be made available to students for instructional purposes: MacBook Air Computers, iPads, other classroom technology provided by the school.

A student’s personal electronic device, not otherwise allowed to be used under this policy, must be securely stored at all times in a school-provided device in each classroom for High School students in the Secondary Building and in the student lockers for Middle School & Elementary. High School students may utilize their personal electronic devices during passing time and at lunch.

A parent or guardian, after verification by school officials, may communicate with a student through the school office. If there is an emergency requiring the student’s immediate attention, a parent or guardian may contact the school office or the district office. In the event of an emergency, the school will contact the parent or guardian by the method most recently listed by the parent in the school’s student information system immediately when it becomes safe to do so. In the event of an emergency involving the broader school community, the school will contact parents and guardians by the district wide mass notification system.

### **Violations of Policy**

**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 school day.

**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. 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 5 school days. 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.

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

**Fourth Offense** - Upon the fourth offense, the student’s remotely activated, or activating communication device(s) will be confiscated by a staff member and taken to the principal’s office. The principal or principal’s designee will



review the cell phone policy with the student. The student will be required to bring their device to the office upon their arrival at school for a minimum of 20 days or the remainder of the school year. It will be kept safe in the office. It will be the student's responsibility to pick it up at the end of each school day. A parent meeting may be requested to determine the next course of action.

If the student uses a personal electronic device during the administration of any assessment, the student will receive no credit for the assessment without the ability to retake and will also face the consequences identified in the prior paragraph. If the student uses a personal electronic device in a state or federal mandated assessment, the school will follow any protocols for that assessment's security.

### **Student-Specific Exceptions to Policy**

*Petition by Parent or Guardian.* A parent or guardian of a student may petition to allow their child to maintain access to a personal electronic device for a legitimate reason related to the student's physical or mental health, based on the unique facts of the student's case. The petition shall be addressed to the building principal. If not granted, a parent or guardian may appeal to the superintendent or designee, whose decision shall be final. A parent or guardian has the burden of providing a legitimate reason for allowing the child to maintain access of a personal electronic device contrary to Maquoketa Valley's policy.

*Student Plans.* A student who has a current Individualized Education Program, a plan under section 504 of the federal Rehabilitation Act, or health plan may maintain access to a personal device during an appropriate portion of the school day as documented in the plan. The device should be used solely in the manner necessary and documented.

### **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, restrooms, or for being used inappropriately affecting the well being of other students or staff.

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

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

**Third Offense:** Possible recommendation for expulsion, Law enforcement notified

### **Use of Motor Vehicles:**

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

### **Academic Integrity / Plagiarism:**

Cheating is a serious academic crime, and the most serious form of cheating is plagiarism. In addition to cheating,





plagiarism is also stealing. A plagiarist is a thief, stealing the major product of an academic environment--words and ideas. Plagiarism is presenting someone else's words and ideas as one's own. Students will sign a no plagiarism contract.

**Consequences of Plagiarism:**

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

**Dual Enrollment:**

Home schooling/private instruction or home school assistance program students enrolled in classes or participating in school activities in the Maquoketa Valley CSD are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building administrator.

**Locker Signs:**

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

**Student Conduct:**

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

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

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

**Weapons & Weapon Look-a-Likes:**

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

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



district.

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

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

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

## **Threats of Violence:**

### **Discipline Policy**

Discipline is designed to promote behavior that will enable students to learn and successfully participate in their educational and social environments. The district discipline policy for students who make a threat of violence or commit an act of violence is developed to help students understand their obligations to others in the school setting, secure the safety of all students, staff and the community, and to correct student behavior if a violation occurs (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 1).

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

Discipline and other responses to threats or incidents of violence by a student with a disability, including removal from a class, placement in a therapeutic classroom, suspensions, and expulsions, will comply with the provisions of applicable federal and state laws including, but not limited to, the IDEA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 3).

### **District Response to a Threat or Incident of Violence by a Student**

#### **Reporting a Threat of Violence or Incidence of Violence**

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, chapter 96 (House File 604), sec. 4).

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of



violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsections 1 and 4).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 5).

#### **Threat of Violence**

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

#### **Incident of Violence**

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

#### **Injury**

Injury means "physical pain, illness or any impairment of physical condition." State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

#### **Property Damage**

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

#### **Assault**

Assault means when, without justification, a student does any of the following:

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 unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1)



**Escalating Responses by Grade Band: Grades 9-12**

Level	Escalating Response
Level 1	<ul style="list-style-type: none"><li>• Requires parent or guardian notification.</li><li>• Requires individualized educational program (IEP) meeting, if the student has an IEP.</li><li>• Responses to an incident may include, but are not limited to, the following:<ul style="list-style-type: none"><li>◦ Parent or guardian conference that includes the student, when appropriate;</li><li>◦ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li><li>◦ Behavior intervention student agreement coupled with another response(s);</li><li>◦ Restitution or opportunities to repair relationships coupled with another response(s);</li><li>◦ Detention;</li><li>◦ Temporary removal from extracurricular activities;</li><li>◦ Temporary removal from class;</li><li>◦ In-school suspension; and/or</li><li>◦ Suspension of transportation, if misconduct occurred in a school vehicle.</li></ul></li></ul>
Level 2	<ul style="list-style-type: none"><li>• Requires parent or guardian notification.</li><li>• Review of response to prior offense, if applicable, to inform increased level of response.</li><li>• Requires individualized educational program (IEP) meeting, if the student has an IEP.</li><li>• Response to an incident may include the following:<ul style="list-style-type: none"><li>◦ Parent or guardian conference that includes the student, when appropriate;</li><li>◦ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li><li>◦ Behavior intervention student agreement coupled with another response(s);</li><li>◦ Restitution or opportunities to repair relationships coupled with another response(s);</li><li>◦ Detention;</li><li>◦ Temporary or permanent removal from extracurricular activities;</li><li>◦ Temporary or permanent removal from class;</li><li>◦ In-school suspension;</li><li>◦ Out-of-school suspension;</li><li>◦ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li><li>◦ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.</li></ul></li></ul>



Level 3	<ul style="list-style-type: none"><li>• Requires parent or guardian notification.</li><li>• Review of response to prior offense, if applicable, to inform increased level of response.</li><li>• Requires individualized educational program (IEP) meeting, if the student has an IEP.</li><li>• Response to an incident may include the following:<ul style="list-style-type: none"><li>◦ Parent or guardian conference that includes the student, when appropriate;</li><li>◦ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li><li>◦ Behavior intervention student agreement coupled with another response(s);</li><li>◦ Restitution or opportunities to repair relationships coupled with another response(s);</li><li>◦ Detention;</li><li>◦ Temporary or permanent removal from extracurricular activities;</li><li>◦ Temporary or permanent removal from class;</li><li>◦ In-school suspension;</li><li>◦ Out-of-school suspension;</li><li>◦ Suspension of transportation privileges, if misconduct occurred in a school vehicle;</li><li>◦ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or</li><li>◦ Recommendation for expulsion.</li></ul></li></ul>
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#### Definitions (consistent with the Department's Data Dictionary 2022-23)

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

**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.

**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.

**Out-of-school suspension** means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days unless due process is provided as required by federal and state law. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

**Placement in an alternate learning environment** means placement of a student in an environment established apart from the regular educational program that includes rules, staff and resources designed to accommodate student needs and to provide a comprehensive education consistent with the student learning goals and content standards established by the school district.

**Removal from the classroom** means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.



## **Classroom Discipline Policy:**

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

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

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

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

## **Good Conduct Code:**

### **I. Statement of Philosophy**

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

### **II. Coverage**

1. If the student is currently engaged in an extracurricular activity the suspension of contests, percentage of events, or period of time to be suspended will begin immediately. If not currently participating in an





extracurricular activity the suspension of contests, percentage of events, or period of time to be suspended will be carried over to the time the student seeks to go out for the next activity or contest. Students involved in multiple same season activities will be suspended in all those activities in which a suspension could be applied. If one or several activities do not have performances, or events during the season the violation occurs, then there will not be any suspensions in those activities- provided there was a suspension in at least one activity of the original season.

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

**III. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors (this list is not exhaustive):**

1. Possession, use, or purchase of tobacco products, or look alike products, regardless of the student's age;
2. Possession, use, or purchase of alcoholic beverages, or any substance containing alcohol;
3. Possession, use, or purchase of illegal drugs and/or drug paraphernalia; or the unauthorized possession, use or purchase of otherwise lawful (prescription) drugs;
4. Joint possession of tobacco, drugs, and/or alcohol.
5. Inappropriate or offensive conduct at school or school events such as fighting, insubordination, hazing or harassment.
6. Stealing, vandalism or other serious offenses, including those, which would violate the Iowa Criminal Code, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s), including joint possession of alcoholic beverages or controlled substances.
7. If a student transfers from another Iowa school district and the student had not yet completed a period of ineligibility of a Good Conduct Rule in the previous school district, the student shall be ineligible if the administration determines that there is general knowledge of the student's violation in the previous district.

**IV. Consequences**

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



- c. **Third offense within the student's high school career:** 12 months of ineligibility from athletics and/or co-curricular activities. The student must also complete (A) and (B) below.
        - i. An appropriate evaluation and counseling sessions at a recognized substance abuse center or agency equipped to handle the problem. These sessions will be conducted some place other than school and will be at the student's expense.
        - ii. Forty (40) hours of community service to be worked off at a place other than school.
      - d. **Fourth offense within the student's high school career:** Permanent ineligibility to participate in all extracurricular activities at Maquoketa Valley.
3. The time served toward the penalty is not credited until the student has completed the season(s) in good standing to the satisfaction of the coach or sponsor. The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.

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

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

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

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

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

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

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

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

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

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

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





## X. Appeals

1. Any student who is found by the administration to have violated the Good Conduct Code may appeal this determination to the Good Conduct Review Committee by contacting the Principal in writing within 3 working days of being advised of the violation. The committee will consist of two students (one of the student's choosing), two teachers (one of the student's choosing), one of the student's coaches or activity sponsors, athletic director and an administrator. The administrator will serve as the facilitator for the committee.
2. The committee will meet within 7 working days for a hearing with the student and/or parents/guardians. The consequence will be in effect pending the committee's decision.
3. If the student is still dissatisfied, he or she may appeal to the Maquoketa Valley School Board by filing a written appeal with the Board Secretary no later than three working days following the decision of the Good Conduct Review Committee. The Board Secretary will contact the student about the date and time of the hearing with the Board. The hearing by the Board of Directors will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session.
4. The grounds for appeal to the Board of Directors are limited to the following: the student believes he/she did not violate the Good Conduct Code; the student believes he/she was given inadequate due process in the investigation and determination of the violation; or the student believes the consequence the student must experience is in violation of the Handbook Rules or Board Policy. The consequence will remain in effect pending the outcome of the hearing with the Board of Directors. If the School Board reverses the decision of the committee, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

## Good Conduct Code Suspension Consequences for 2025-2026:

### Number of Contests

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



**FALL SEASON: July 31, 2025 - November 14, 2025**

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

**WINTER SEASON: November 15, 2025 - March 6, 2026**

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

**SPRING SEASON: March 7, 2026 - May 22, 2026**

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

**SUMMER SEASON: MAY 23, 2026 - August 1, 2026**

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



### **Academic Eligibility / Scholarship Rule:**

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

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

Semester grade evaluation will be conducted on the day grades are due and any failing grade will necessitate **20 consecutive calendar days** in the athletic, fine arts, or extra-curricular event in which a student is a participant. There is no requirement that the student has previously competed in an extracurricular activity. A student may not begin an extracurricular activity mid-season to serve the academic ineligibility. The student must start the season, and finish the season in good standing per the coach/sponsor in order to complete the academic ineligibility. If a student is ineligible at the end of the school year, the same eligibility guidelines will apply to summer activities beginning with the day grades are due to the office. The academic ineligibility will carry to the next extracurricular activity the student participates in. If a student transfers to another school district, Maquoketa Valley must report original failing grades. If a student transfers to Maquoketa Valley, failing grades on the transcript from the previous school will apply towards Academic Ineligibility. Students serving a good conduct code violation, will serve the academic ineligibility in conjunction with the good conduct code violation. The academic ineligibility may extend beyond the good conduct consequences.

### **IHSMA Academic Ineligibility Rule:**

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any evaluative or competitive event offered by or sanctioned (approved) by the IHSMA that is non-graded (event doesn't affect course GPA) within a period of **20 consecutive calendar days**. The period of ineligibility will begin with the first school day following the day grades are issued by the school district. Periods of ineligibility served for the same infraction in other activities will count toward serving this period.

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

### **Fines & Fees:**

Students may be assessed for fines, fees, and other similar charges for materials needed in a course, overdue school materials, activity participation, misuse of school property, or any other reason permitted by law. Parents and students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction upon parental request. Should a parent or student seek a waiver, they should contact the High School Office for more information and waiver forms.



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

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



## Maquoketa Valley High School Behavior Expectations & Consequences

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

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

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



## Maquoketa Valley High School Discipline Chart

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

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



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





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





## Student Health & Wellbeing

### **Administration of Medication Policy:**

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

1. No medication will be administered to a student in school or during school sponsored activities without a parent/guardian written authorization and a prescriber's written order for prescription medications or a current pharmacy labeled container as dispensed by the pharmacy. The name of the student, medication, time to be given, and the name of the physician must be on the container. Medications must be in the most **current** pharmacy labeled container. A second labeled medication container can be obtained for school use by asking the pharmacist. All medication must be brought in by a parent/guardian whenever possible, or the parent must notify the school that the medication is coming. Medication will not be sent home with students unless arrangements have been made with the parent prior to sending them home. Any medication that has not been picked up by the last day of school will be disposed of properly.
2. Herbal remedies, natural supplements, or essential oils not approved by the Federal Drug Administration will **NOT** be administered by school personnel.
3. Over the counter/non prescription medication will be given only with parent/guardian written authorization. Maquoketa Valley CSD will have school approved over-the-counter medications available to students in grades 6-12, distributed by either the school nurse or medication certified staff. Health information must be provided as well as parent/guardian permission for these over the counter medications before **ANY** medication(s) will be administered. Students may receive up to 5 doses of school approved medications per year, after which the school nurse will assess the student and contact the parents/guardians to determine if a medical referral is needed and before any more doses will be given. Parents/guardians of students requiring or requesting greater than the 5 doses allowed per year may be asked to provide written permission from a licensed healthcare provider for future administration of these medications as well as will be asked to provide the medication being requested. These medications must be brought in by a parent/guardian and be sent to school in the original medication container with the student's name attached. Parent instructions cannot conflict with label administration instructions.
4. The parent/guardian is responsible for submitting a new prescriber's order form to the school each time there is a change in the dosage or time of administration, change to a different medication or the medication is discontinued. Prescriber's orders may be faxed to the school.
5. The parent/guardian will inform the nurse/medication certified staff of the number of tablets/capsules that are brought to the school. The nurse and a medication certified staff will also count and document the number of tablets/capsules brought to the school.
6. Students who independently carry inhalers or emergency medication, (ex. Epi-pens) throughout the school day need a written prescriber's order on file in the health office as well as an authorization form/consent form. The order must state the reason for the medication, dosage, times for administration to be given, and/or special circumstances under which the medication is to be given; the student must carry the medication at all times. All inhalers must have a current prescription label on the inhaler as well as on the box it comes in. You will need to ask the pharmacy for this.
7. To ensure the safety of all children all medication will be kept in a locked storage cabinet with the exception of Epi-pens, glucagon, and inhalers that are carried independently.
8. The first dosage of any new prescription **must be** given at home so the child can be more closely



- observed for possible side effects and/or adverse reactions.
9. No medication is to be kept by the student in their locker, desk, or on them personally. The Maquoketa Valley CSD does not assume responsibility for medication not prescribed by a physician/prescriber or medication that is administered by the student himself/herself.
  10. Medication required for field trips will be administered by a medication certified staff member or with parental permission.
  11. No medication will be continued beyond the school year in which it is ordered.

### **Essential Oils & Natural Supplements:**

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

### **Immunizations:**

Prior to starting school or transferring into the school district, students must submit a certificate of immunization as required by law. Students without a proper certificate are not allowed to attend school until they have received the required immunizations or may be admitted on the condition that the student is in the process of completing the immunization process. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission.

Exemptions are recognized only for specific medical or religious purposes as recognized by the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption.

### **Physical Examinations:**

Parents are encouraged to have their children receive periodic physical examinations.

Students participating in athletic activities are required to provide the school with a physical examination form signed by the student's approved health care provider: doctor, physician's assistant stating that the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination causes the student to be ineligible to participate in the athletic activity. Students that cannot afford a physical examination should contact the activities director.

### **Student Illness or Injury at School:**

A student that becomes ill or is injured at school must notify their teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the student's emergency contact form. If the student is too ill to remain in school, the student will be released to the student's parents or, with the parents' permission, to another person directed by the parents.

While the school is not responsible for treating medical emergencies of an ill or injured student, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student may have been transported for treatment.

### **Health Screenings:**

Throughout the year, Maquoketa Valley CSD sponsors health screenings. Parents are notified prior to



the screening and may opt out through a written, signed note.

### **Emergency Drills:**

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

### **Physical Restraint & Seclusion of Students:**

Corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools by Iowa law. Employees are prohibited from administering corporal punishment, mechanical restraint and/or prone restraint.

That said, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The school uses the least restrictive behavioral interventions appropriate for the situation.

Physical restraint or seclusion may be used for the following reasons:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant non monetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

All physical restraints and seclusions will be conducted and documented in accordance with the adopted policy and state law.

### **Food Allergy Information:**

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

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



- Food allergy and anaphylaxis training for faculty, staff and coaches will be provided as needed.

#### **Parent Responsibilities:**

- Parents of students with life-threatening allergies must provide the district and school nurse with emergency medications and written medical treatment protocol for their student addressing their specific allergy related event(s). This information and medication must be provided before the start of the school year. The school nurse will keep the medications according to school medication policies.
- Parents are expected to meet with the school nurse and food service director at the beginning of each school year regarding their child(s) food allergies.
- Parents are responsible for educating their child about managing their food allergy at school, including identifying "safe foods" by reviewing the lunch menu together, contacting the food service director for ingredient listings and reinforcing that the student should ask for help if the student is unsure about choosing foods in the cafeteria.
- If parents are uncertain about possible exposure to allergy-causing foods, they should provide meals and/or treats for their child.
- Parents of students with severe, multiple or unusual food allergies may be required to provide meals and snacks for their students.

#### **Human Growth and Development:**

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

#### **Exclusion of Pupils for Reasons of Health:**

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

#### **Student Insurance:**

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

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

#### **Concussion Policy and Protocol**

The Maquoketa Valley Community Schools will follow guidelines outlined by the Iowa High School Athletic Association Concussion Management Protocol, Iowa Code Section 280.12C regarding brain injury policies.

If a Maquoketa Valley Community School staff member, coach or contest official observes any signs, symptoms or any behaviors consistent with a concussion or brain injury in a school activity (recess, in the classroom, during a competition or practice), the student shall be **immediately removed from participation**. If injury occurs during



the school day, the student should be sent to the nurse's office, where the school nurse or other designee will assess the student for symptoms of a brain injury, and notify parents/ guardians. If it happens during a practice or game, the coach is responsible for notifying parents immediately, and notifying the athletic director and school nurse in a timely manner. A student who has been removed from participation shall not return to such participation until the student has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and other brain injuries. A student must then receive a written clearance to return to participation from the same health care provider who evaluated and/or diagnosed the concussion and other brain injury.

A school activity includes any physical education or weightlifting course, recess, extracurricular interscholastic activity contest or practice, including sports or dance.

A licensed health care provider includes: a physician, physician's assistant, advanced registered nurse practitioner, chiropractor, physical therapist, registered nurse or licensed athletic trainer.

Preseason baseline neurocognitive testing, (see Appendix A for pre/post form), will be done for **all 7-12 athletes** and may be repeated at the discretion of the athletic director, coaches, school nurse and administrative staff. This can and will be used during the school year to help identify the effects of an injury and the student/ player's readiness to return to school and/or activities.

The Student Support Team (Support and Intervention Team(s)) will identify needs and plan for ways to promote the success of a student with brain injury and/or concussion as they are progressing through return to learn and return to play. A student support team will consist of our current appropriate Support and Intervention Team(s) and any other individuals needed to support the individual need of the student. These team members will work closely with the student and parents/ guardians to manage the student's needs at school and during extracurricular activities.

### **Brain Injury Protocol During School Hours**

1. A student will be sent to the school nurse for assessment after any significant bump, blow or jolt to the head which occurs during the school day.
2. The school nurse or designee will observe the student for signs and symptoms of a concussion or other brain injury.
3. Classroom teacher will be notified and will consult with the school nurse if any signs or symptoms of concern are identified during class.
4. Student's parent(s) or legal guardian will be notified of the injury and observations by the school nurse, or other designee during the school day, or by a coach if it occurs before or after school during an extracurricular.
5. If signs or symptoms of concussion are not present, student may remain in school but should not participate in any sports or recreational activities on the day of the injury. Observe student for 24-48 hours and if signs or symptoms develop then parents will be notified and student will need to be evaluated by an outside healthcare provider. We ask that this provider fill out the Concussion School Care Plan, Appendix D.
6. Student will return to school nurse immediately if symptoms of concussion occur at any time after the injury.





### Brain Injury Protocol Outside of School Hours

1. The student will be removed from activity immediately.
2. Assess and monitor for signs and symptoms of concussion.
3. The coach or sponsor must notify a parent/ guardian of the head injury right away, before the student leaves practice or event.
4. Regardless of whether or not a concussion has been diagnosed, **a student athlete should never return to sports or activities on the same day a head injury occurred.**
5. The coach or sponsor will notify the school nurse and athletic director if any student experiences a head injury during a practice or competition.

### Diagnosed Concussion: Return to Learn

Returning to school should be determined, by the student support team, parents and healthcare provider, based on each individual student's symptoms. A plan will be devised and may include accommodations such as: no school, shortened school days, allotted rest periods, decreased assignments, or no screen time throughout the healing process. It is helpful to have the Concussion School Care Plan Form, Appendix D. If symptoms reoccur after returning to school, brain activity should be decreased (rest time, school day lessened, etc.) Students should be performing at their academic baseline (symptom-free) before returning to athletics.

***If concussion symptoms reappear at any time during return to learn and/or play, the student should cease activity and be re-evaluated by the school nurse, licensed athletic trainer and/or other healthcare professional.***

### Diagnosed Concussion: Return to Play

1. A student athlete should never return to play (competition or practice) on the same day of a diagnosed or suspected concussion.
2. A licensed healthcare provider (defined above) should evaluate the student on the same day the injury occurs, whenever possible. (See # 5 under Brain Injury Protocol at school.)
3. A post injury test, (see Appendix A) should be completed by the student athlete and healthcare provider (see Appendix B).
4. A student may return to activity once they: are asymptomatic for concussion at rest, asymptomatic for concussion with exertion (physical and mental), and must have written clearance from a licensed healthcare provider. Clearance by a licensed medical professional is required by Iowa Code.
5. Once all criteria above are met, the student should progress back to full activity following the step by step process outlined below, also (see Appendix C) unless otherwise defined by provider:

Step 1: Complete physical and cognitive rest

- o No exertional activity until asymptomatic
- o Stay home from school or limit school hours as needed

Step 2: Return to school full time

Step 3: Low impact, light aerobic exercise

- o this step should not begin until the student is no longer having any concussion related symptoms and has been cleared by the treating licensed healthcare provider.
- o Student may begin brisk walking, light jogging, swimming or riding an exercise bike at less than 70% maximum performance heart rate
- o No weight or resistance training permitted at this time.

Step 4: Basic exercise, such as running in gym or on field

- o No helmet/ equipment





Step 5: Non-contact, sport-specific training drills;

- o Includes dribbling, ball handling, batting, fielding, running drills, etc.
- o Weight training can begin

Step 6: Following medical clearance, full contact practice or training permitted

Step 7: Normal activity or competition in a contest is permitted

Prior to returning to full practice, a post injury test, (see appendix A) must be completed by the student athlete and must have comparable results to their baseline exam. This will be at the discretion of either the school nurse, the athletic trainer, or the same health care provider who diagnosed the concussion.

## **Student Scholastic Achievement:**

### **Conferences & Student Progress:**

Students receive progress reports in the form of report cards at the end of each grading period. Students who have concerns about their grades should talk to their teachers to determine how they can improve performance. Teachers will notify parents and students should the student be doing poorly in the class.

Students who receive an incomplete in a class must complete the class within the designated time period allowed. Extensions may be granted by the teacher. Failure to finish an incomplete may result in a failing grade and/or loss of credit.

If parents have any concerns or questions about their child's progress, they may contact the teacher or administrator. Additionally, parent-teacher conferences are regularly scheduled and held during the spring and fall in the High School gym. Individual conferences are also available to parents with ongoing concerns. They are held outside of regular school hours and can be scheduled through the High School Office.

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

### **Adding/Dropping Courses:**

Students who wish to add or drop courses must do so during the add/drop period. For 1<sup>st</sup> semester classes, students will be given an opportunity to request a change in their schedule during the first week of the semester. These dates will be announced to the students. 2<sup>nd</sup> semester schedules will be posted in late November or early December and students will have the opportunity to request a change. Students wishing to drop a course during the semester must have permission from the teacher, guidance counselor, principal and parent to do so. Students wishing to drop a class after these add/drop periods and during the first 2 weeks of the semester will be assigned a study hall. Those students wishing to drop a class after the second week of the semester will have an "F" recorded for the semester and will be assigned a study hall. Students taking courses from a college for high school or college credit, must drop the class according to Maquoketa Valley, Kirkwood, or NICC drop dates, or receive a failing grade.



## Homework / Assessment Policy:

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

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

## Parent Concerns:

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

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

## Alternative School:

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



### **Books & Book Rental:**

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

### **Class Loads:**

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

[High School Course Catalog](#)

### **Grading:**

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

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



The following courses will be weighted at 5.0.

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

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

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

### Graduation Requirements:

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

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

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



their formal education, they should take electives, which will help them get a job. Beginning with the school year starting July 1, 2026, students must receive a passing score on the civics test as set forth by the Iowa Department of Education and required by relevant laws.

### **Early Graduation:**

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

### **Graduation:**

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

Students who complete their high school career with a 3.30 GPA or better will graduate with academic excellence. The top twenty percent of the graduating seniors will be recognized at graduation as Honor Students. Students who complete community service hours requirements will receive a cord or medal to wear at graduation.

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

### **Honor Roll and Academic Honors:**

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

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

### **Scholarship Honors:**

In regard to figuring scholarship honors, honor points, and grades that are sent to college, only your semester grades are used. Students dropping courses will have an "F" recorded for a semester grade. To receive a grade in any course, all work assigned by the teacher must be completed. If an incomplete is given, a student will be given



a designated time (not less than one week) in which to finish this incomplete, if not done by the next grading period, an "F" will be recorded. The honor roll is prepared and published at the end of each grading period.

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

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

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

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

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





### **Correspondence Course:**

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

### **Semester Examinations:**

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

### **Senior Policy:**

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

### **Standardized Tests:**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless the principal excuses them. Students are expected to take the tests seriously and try to do their best. Students not performing up to expectations or not trying on the test will be required to retest.

### **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.

### 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.



## **Student Records & Instructional Materials**

### **Student Records: Family Educational Rights and Privacy Act (FERPA)**

Under the Family Educational Rights and Privacy Act (FERPA) student records containing personally identifiable information, except for directory information, are considered education records and are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

FERPA affords parents and students over the age of 18 (eligible students) certain rights with respect to a student's education records. These rights are:

1. Right to inspect and review the student's education record.
2. Right to seek amendment(s) of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.
3. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the law. Complaints should be made to the following:

Student Privacy Policy Office  
US Department of Education  
400 Maryland Avenue  
Washington, DC 20202-8520

[File a Complaint | Protecting Student Privacy \(ed.gov\)](#)

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

### **Student Directory Information:**

Under FERPA, there is certain information that is contained in a student's education files that may be released to the public without prior consent from the parent or eligible student. This information is called directory information and is generally not considered harmful or invasive. Directory information includes information that the district has designated as "directory information."

Parents and eligible students may restrict the disclosure of directory information by making the request in writing. Written requests should be turned into the building administrator *by* the end of September of the current school year.

### **Student Photos:**

Maquoketa Valley CSD allows for school photos to be taken by a commercial photographer. Prior to students' photos being taken, students and students' parents will be notified and approved or denied through the student registration process.

Photos taken will be included in the yearbook, newspaper, publications, and social media unless parents or



students request otherwise.

### **Student Disclosure of Identity:**

Students may make a request to a licensed employee to accommodate gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records. Should a student make this request, licensed employees are required to report the request to the building administrator. The administrator will contact the student's parents/guardian regarding the request. These procedures must also be applied to nicknames.

### **Student Legal Status:**

If a student's legal status, such as a student's name or the student's custodial arrangement, should change, the parent must notify the district. These changes are important to keep up-to-date to ensure that the school district is maintaining a current and accurate student record.

### **Inspection of Educational Materials:**

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

### **School Library:**

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

## **Student Activities**

### **Belief Statement about Curricular Activities:**

Tri-Rivers Conference Citizenship/Sportsmanship Seminar on September 17, 2002 developed the following beliefs about co-curricular activities: This belief continues from year to year.

*We believe participation in co-curricular activities is an equal part of our education. In fact, co-curricular activities provide us with opportunities to develop abilities that might not be developed in the classroom. We believe all students should have the opportunity to participate in co-curricular activities and every attempt should be made to*



*avoid conflicts that would limit our participation in a variety of activities. We believe co-curricular activities, led by good role models, help us to work as a team to develop individual success. Co-curricular activities should be an enjoyable experience that help us develop citizenship and other traits important to success in later life.*

### **School-Sponsored Student Organizations:**

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

#### **Athletics (Boys):**

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

#### **Athletics (Girls):**

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

### **Top Qualities of a Good Sport:**

1. They are respected by others and respectful to others.
2. They are good leaders.
3. They are an appropriate role model.
4. They have fun.
5. They are good losers and good winners.
6. They have self-control and are disciplined.
7. They have a positive attitude.
8. They have pride in their school.
9. They are supportive of all co-curricular activities.
10. They encourage others to do their best.
11. They take responsibility for their actions.

### **Athletic Manager/Statistician:**

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

### **Class Officers:**

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

### **Drama & Speech:**

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



### **Dance Team:**

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

### **FFA:**

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

### **Homecoming:**

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

### **Instrumental Music:**

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

### **Newspaper & Yearbook:**

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

### **MV Service Organization:**

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

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





students to understand the connection between school, work, and community.

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

The program will be phased in:

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

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

### **Spanish Club:**

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

### **Student Council:**

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

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

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

### **Vocal Music:**

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



policies, rules or regulations.

### **Buses and Other School District Vehicles:**

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

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

### **Field Trips:**

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

While on field trips, students are guests and considered ambassadors and representatives of the school district.



Students must treat employees, chaperones, guides, hosts, property, etc. with respect and courtesy.

### **Dances:**

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

### **Prom:**

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

### **Church Priority/Family Time:**

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

## **Miscellaneous**

### **Cafeteria:**

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

### **Guidance & Counseling:**

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



### **Lost and Found:**

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

### **Lunch Period:**

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

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

### **Printing or Copying:**

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

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

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

### **School Announcements:**

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



### **School Equipment:**

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

### **Student Funds and Fund Raising:**

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

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

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

### **Visitors/Guests:**

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



## Maquoketa Valley Community School District - COMPUTER USE AGREEMENT

Please read the entire document carefully.

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

### **1. EQUIPMENT**

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

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

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

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

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

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

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

- First incident – up to \$150
- Second incident – up to \$200





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

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

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

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

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

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

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

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

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

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

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

### **3.4 Allowable Customizations:**

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



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

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

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

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

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



#### 4.3 How to Handle Problems

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

#### 4.4 General Care

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

#### 4.5 Carrying the Computer

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

#### 4.6 Screen Care

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



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

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

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

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

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

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

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

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

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

#### **5.1 Agreements**

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



- The Student will always transport the equipment within the case provided whenever leaving the school premises or when the computer is not in use.
- The Student will adhere to MVCSD Computer Use Agreement and Appropriate Use Policy when using peripheral equipment at all times and locations.

## **5.2. Damage or Loss**

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

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

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

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

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

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

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

### **7.3 Prohibited Acts:**

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

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;





- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto MVCSD computers or to copy MVCSD school software (copying school owned software programs is considered theft);
- to use any hacking, phishing, or packet capture tools.

**In addition, students may not:**

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

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

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

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

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

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





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

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

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

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

## **END OF COMPUTER USE AGREEMENT**

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

## **Parent & Student Handbook Review Signatures**

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

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

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

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



## Parent Emergency Sheet

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

### EMERGENCY INFORMATION FOR STUDENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## Maquoketa Valley Community School District

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

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

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

#### Check One:

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

#### Sixth through Twelfth Grade ONLY

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

#### Elementary through High School

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

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

*This form is good for the 2023/24 school year ONLY.*



## Health Information Form

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

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

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

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



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



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





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

**Comments or other Health Information:**

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