



PARENT & STUDENT HANDBOOK

Middle School

Maquoketa Community Schools

2024 - 2025



updated 12/09/2024



MAQUOKETA COMMUNITY SCHOOL DISTRICT



Maquoketa Middle School
200 East Locust Street
Maquoketa, IA 52060
Ph: 563.652.4956
Fax: 563.652.6885

Website: <http://www.maquoketaschools.org>
District Facebook: <https://www.facebook.com/MaquoketaCSD/>
District Twitter: www.twitter.com/MCSDCardinals

Maquoketa Community School District’s Mission Statement:

“To ensure all students and staff are learning at high levels. While the mission serves as a reminder of purpose, the vision statement is a goal or a common ambition.”

Maquoketa Community School District’s Vision Statement:

“To develop a culture of collaboration and communication that supports continuous improvement for all. The mission and vision are constant, visible elements throughout the school district. They serve as reminders to our students, staff and community of who the MCSD is and where the district is heading in the future.”

Rachel Truelsen, Middle School Principal
DeeAnn Flenker, Middle School Secretary
Ashley Payne, Middle School Secretary
Brenda Behrens, School Nurse

Tara Notz, Superintendent
Scott Hansen, Transportation Director
Kate Kramer, School Counselor

Welcome to Maquoketa Middle School!

This handbook was put together to help students and parents find answers to frequently asked questions. If you ever have questions or concerns, stop in the office or ask any member of our staff and we’ll do our best to get the information you need. We are here to help you and your student.

We are a PBIS and Leader in Me School!

We are committed to making the Middle School a positive, vital, and safe place to learn and “Be CARDS: Caring, Always Respectful, Responsible, Dedicated, and Safe. We want you to feel welcome here! Maquoketa Middle School staff is committed to helping students achieve success in learning and in life. Have a great year!

*Rachel Truelsen, Principal
Dean of Students*



MAQUOKETA COMMUNITY SCHOOL DISTRICT



Contact Us:

We can help you with your questions regarding school information. Members of the Middle School staff can be contacted via e-mail by utilizing their first initial and last name in combination with the following:
(firstinitiallastname)@maquoketaschools.org

Example: rtruelsen@maquoketaschools.org

<u>MIDDLE SCHOOL STAFF</u>		<u>Phone Ext. #</u>
AEA Office	Personnel	3210
Mrs. J. Banowetz	8th Science	3228
Mrs. B. Behrens	Nurse	3205
Mr. K. Billups	7th/8th Social Studies	3230
Mr. N. Blakesley	6th Science 6th Grade	3218
Mrs. M. Brinker	6th Special Education	3212
Mrs. K. Cavanagh	Phys.Ed./Health	3234
Mr. D. Cogan	District. Tech. Coord.	3215
Ms. Sara Nelson	Director of Student Services	3244
Mr. Matthew Snavely	7th/8th Math	3229
Mrs. C. Edwards	6 th Literacy	3202
Mrs. S. Ferguson	7th/8 th Literacy	3221
Mr. K. Fuss	7th/8th Literacy	3217
Ms. Allison Gandrup	Cardinal Academy	7001
Mrs. K. Hedinger-Richards	Special Education	3258
Mrs. J. Johnson	Librarian/Exploratory	3209
Anthony Kelchen	Math and Reading	3206
Ms. F. Ketelsen	Phys. Ed./Health	3211
Mr. J. Kahn	Band	3242
Mrs. K. Kramer	Counselor	3246
Ms. M. Lanham	6th Grade	3249
Ms. Z. Lyons	Band	3242
Ms. Gina Laughlin	Special Education	
Mrs. A. Marshall	7 th Special Education	3220
Mrs. A. Miller	8th Math 7th/8th Math	3213
Ms. Moesha Flake	iJag	
Mrs. J. Rockwell	Special Education	3222
Mrs. L. Ruden	7th Math 7th Science	3232
Mrs. C. Sampica	Art/Exploratory	3236
Mr. S. Scar	Special Education	3223
Mrs. M. Taggart	Behavior Intervention	3245
Mrs. R. Truelsen	Principal	3207
Mr. N. Van Horn	7th/8th Social Studies	3214
Mrs. J. Weirup	Vocal Music	3241
Mrs. R. Wiebenga	Special Education	3227
Mrs. J. Willimack	Instructional Coach	3233
Mrs. E. Wold	TAG	3219
Mr. K. Woodward	7th Science	3231



<p><u>Daily Schedule</u> 1st Period (NEST): 8:15-8:50 2nd Period: 8:53-9:45 3rd Period: 9:48-10:40 4th Period: 10:43-11:35 5th Period: 11:38-1:02 — A Lunch 11:38-12:04 — B Lunch 10:07-12:33 — C Lunch 12:36-1:02 6th Period: 1:05-1:56 7th Period: 1:59-2:50 8th Period (EXCEL): 2:53-3:20</p>	<p><u>2 Hour Early Dismissal</u> 1st Period (NEST): 8:15-8:30 2nd Period: 8:33-9:12 3rd Period: 9:15-9:54 4th Period: 9:57-10:36 6th Period: 10:39-11:18 5th Period: 11:21-12:44 — A Lunch 11:21-11:48 — B Lunch 11:49-12:16 — C Lunch 12:17-12:44 7th Period: 12:47-1:25</p>	<p><u>2 Hour Late Start</u> 1st Period (NEST): 10:15-10:30 2nd Period: 10:33-11:12 5th Period: 11:15-12:33 — A Lunch 11:15-11:41 — B Lunch 11:41-12:07 — C Lunch 12:07-12:33 3rd Period: 12:36-1:15 4th Period: 1:18-1:57 6th Period: 2:00-2:39 7th Period: 2:42-3:20</p>
--	--	--

<p><u>Daily Schedule</u> 1st Period (NEST): 8:10-8:30 2nd Period: 8:33-9:25 3rd Period: 9:28-10:20 4th Period: 10:23-11:15 5th Period: 11:18-12:33 A Lunch 11:18-11:43 B Lunch 11:43-12:08 C Lunch 12:08-12:33 6th Period: 12:33-1:31 7th Period: 1:34-2:26 8th Period: 2:29-3:20</p>	<p><u>2 Hour Early Dismissal</u> 1st Period (NEST): 8:10-8:40 2nd Period: 8:43-9:13 3rd Period: 9:16-9:46 4th Period: 9:49-10:19 6th Period: 10:22-10:52 7th Period: 10:55-11:25 5th Period: 11:28-12:43 A Lunch 11:28-11:53 B Lunch 11:53-12:18 C Lunch 12:18-12:43 8th Period: 12:46-1:20</p>	<p><u>2 Hour Late Start</u> 1st Period (NEST): 10:10-10:40 2nd Period: 10:43-11:13 5th Period: 11:16-12:31 A Lunch 11:16-11:41 B Lunch 11:41-12:06 C Lunch 12:06-12:31 3rd Period: 12:34-1:04 4th Period: 1:07-1:37 6th Period: 1:40-2:10 7th Period: 2:13-2:43 8th Period: 2:46-3:20</p>
---	---	---



PBIS Schools emphasize a school-wide system of support that include strategies for defining, teaching, and supporting appropriate behavior. The goal is to design the most effective learning community possible with the best outcomes for all students. Attention is focused on creating and sustaining school-wide, classroom, and individual systems of support. Unlike how schools have typically responded in the past – discipline in response to student misbehavior – PBIS teaches behavioral expectations and rewards students for following them.

The goal is to establish a climate in which appropriate behavior is the norm. Students earn CARDS which may be used to purchase items at the school store located in the Student Services and/or to attend CARDS Events at the end of each quarter.

BEHAVIOR EXPECTATIONS

BE CARDS

- ✓ Caring
- ✓ Always Respectful
- ✓ Responsible
- ✓ Dedicated
- ✓ Safe

BUILDING AND HALLWAYS:

- ✓ Be CARDS
- ✓ Stay to your right
- ✓ Hands to yourself
- ✓ Walk quietly
- ✓ Use each stair step
- ✓ Banisters are for hands, not sliding

BUS EXPECTATIONS:

- ✓ Be CARDS
- ✓ Remain Seated
- ✓ Indoor Voice/Respectful Language
- ✓ Hands and Feet to Yourself

CLASSROOM EXPECTATIONS:

- ✓ Be CARDS
- ✓ Be on time
- ✓ Sit in assigned seat
- ✓ Be prepared with materials

CAFETERIA

- ✓ Be CARDS
- ✓ Indoor voice
- ✓ Clean and courteous
- ✓ Remain seated

RESTROOM EXPECTATIONS:

- ✓ Be CARDS
- ✓ Wash your hands

LOCKER ROOM

- ✓ Be CARDS
- ✓ Dress out
- ✓ Sit in assigned area
- ✓ Wait to be dismissed
- ✓ Indoor voice
- ✓ Lockers locked at all times

TRANSITIONING (before and after school)

- ✓ Be CARDS
- ✓ Hand and feet to yourself
- ✓ Be courteous

EXPECTED BEHAVIOR DURING

ASSEMBLIES:

- ✓ Be CARDS
- ✓ Enter the gym quietly and be seated in the assigned area.
- ✓ Stop all conversations when the speaker is present.
- ✓ Applaud when appropriate
- ✓ Remain seated until dismissed.

EXPECTED BEHAVIOR WITH PEERS:

- ✓ Be CARDS
- ✓ Will not bully others.
- ✓ Will try to help students who are bullied.
- ✓ Will try to include students who are left out.
- ✓ Will tell an adult if aware of another student being bullied



CAFETERIA EXPECTATIONS:

- ✓ Student conduct in the lunchroom shall be in accordance with standards of good eating and table manners.
- ✓ Students should talk quietly and remain in their seats-no switching seats.
- ✓ Students should keep their food within their own space: throwing food will not be tolerated.
- ✓ Students will be responsible for placing garbage in the designated area and cleaning up the table and floor area around them before being dismissed.
- ✓ Food and drinks must stay inside the cafeteria.
- ✓ **The only food allowed in the cafeteria is food served by food service, food brought by the individual student for their personal consumption or food brought by the student's parent/guardian for that student's personal consumption.**
- ✓ **Commercial food delivery is not allowed.**
- ✓ **Food can only be brought for individual consumption.**

LOCKER ROOM EXPECTATIONS:

- ✓ All personal belongings should be kept in a **LOCKED** locker at all times. We are not responsible for articles left outside of a locked locker.
- ✓ Be respectful of other people's belongings. Turn lost and found items into the teacher.
- ✓ Keep your locker space clean and neat.
- ✓ The restroom area should be free of toilet paper and paper towels.
- ✓ Use your inside voice in the locker room.
- ✓ No climbing over top of the lockers.
- ✓ Wait to be dismissed from the locker room until the bell rings

ADMITTANCE TO SCHOOL GROUNDS AND BUILDINGS

Students are not allowed to enter the building until ~~8:00~~ **8:05**A.M. unless they are participating in the breakfast program or have a signed pass from a teacher. The breakfast program starts at ~~7:55~~ **7:50**A.M. Students eating breakfast should enter through the Cafeteria Door no sooner than 7:50 A.M. All other students should not arrive at school before 8:00 A.M. Assigned outdoor teacher supervision begins at ~~8:00~~ **7:55**A.M. Note: Following this guideline prevents unsupervised incidents from occurring early in the morning.

STUDENT DROP OFF/PICK UP:

Administrators kindly request Locust Street and Judson Street entrance steps are used to drop off and pick up children for safety and congestion issues that arise.

When entering the parking lot, please use only the second lane of the paved parking lot, for drop off and pick up of student(s). Parking and waiting in the second lane is not permitted.

The first lane closest to the school, must remain open for the buses to enter and exit safely and efficiently.

It also needs to be free of cars for any students dropped off needing the handicapped accessibility and for emergency vehicles needing quick access.

Thank you for complying with this procedure in order to provide safety for all entering and exiting Maquoketa Middle School.

ATTENDANCE

Passes for leaving school - early dismissal.

- A. Students are not permitted to leave the school grounds at any time during the school day without an excuse from the office and parent permission.



- B. If students must leave the building because of illness or any emergency, it will be necessary for students to be released by the school nurse or the office. Students are not allowed to use their cell phones to contact their parents to gain permission to go home. Parents will need to sign students out of school. Failure to go through the office for leaving school due to illness will result in consequences for the student.
- C. If students plan to leave the building during the day for an appointment or other reasons, they must bring an excuse from their parents or guardians and pick up an early dismissal slip in the office before school.
- D. If there is no written note, a parent must come to the office to sign the student out.
- E. When it is necessary to come back to school from an appointment, students will check in at the office before class.
- F. When students have an appointment, students will bring a note from the provider after the appointment to the MS Office. If a student is absent for 3 or more consecutive days, a note from the provider is required.
- G. If a student leaves the school building without permission the police will be notified and parents will be contacted. The student will also face disciplinary actions if they leave school grounds without permission.
- H. **Students will not be allowed to out of the room the first 10 minutes of class and last 10 minutes of class.**

ATTENDANCE REQUIREMENTS

School Board Policy 501.3 requires:

- A. Student attendance from age six to sixteen.

Students should attend school unless excused by the administration of their attendance center. It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. Truant students will be reported to the appropriate authorities.

WRITTEN EXCUSE FROM PARENTS

Each student who has been absent from school without prior communication must bring a written excuse from his/her parents which includes:

1. Name of student
2. Date (s) of absence
3. Reason for absence
4. Signature of parent
5. Any student absent for more than 3 days due to illness will need a doctor's excuse.
6. Extended absences may require a doctor's note of explanation.

Any suspension will be counted as an absence. If an excuse is not presented to the office upon a student's return, attendance may be denied or the student may be sent home for the excuse.

TARDINESS

Students are expected to be on time for all classes. If a student arrives to school after the first tardy bell they need to report to the main office for a tardy slip. Students are marked tardy to class if they are not in the classroom when the tardy bell rings. 3 tardies to class will result in a detention to be held with the classroom teacher. Tardies to first period will be monitored by student services.

TRUANCY

Iowa's compulsory attendance law requires parents to send children to school. The school must keep records of each instance of truancy. In Maquoketa an unexcused absence or tardiness is considered an act of truancy (Board Policy 501.10).

Only the principal can approve an excused absence. Examples of *excused absences* include illness, a doctor's appointment, family emergency, religious observances, etc. Examples of *unexcused absences* include, baby-sitting,



shopping, hunting, etc. An *unexcused tardy* in which the child does not report to school before 9:00 A.M. will be counted as an act of truancy. If there is a concern about a child's attendance, the principal or his/her designee will contact the parent in writing to explain the problem and include copies of the District Policy and Procedures.

MAKE-UP WORK

When a student is absent from school, it is his/her responsibility to see that the work missed is made up.

1. Before leaving, or upon his/her return, the student should find out from each teacher what work is to be made up and turn it in the time allotted.
2. Assignments not turned in by the end of the quarter will result in a zero.
3. Students with excessive overdue make-up work will be restricted from activities (Ex. Field Trips or Extracurriculars) until satisfactory progress is made.
 - Students missing school for any reason, other than illness or emergency situations, should obtain clearance with the office; complete make-up work for the time to be missed.
 - Two other reasons for which an excused absence may be granted shall be authorized religious holidays and school-sponsored or approved activities.
 - Students may be excused from school for dental and medical appointments when these cannot be made during off school hours. School physical exams must be scheduled during off school hours unless cleared in advance with the principal or activity director. Physical exams should be scheduled after school or on Saturdays whenever possible. Students will not be excused during school hours for hair appointments, shopping trips, babysitting or jobs. Such items as personal athletic equipment and other school supplies cannot be obtained during school hours.

BREAKFAST PROGRAM

The Middle School offers an optional breakfast program for all students. Breakfast is served from **7:50** to 8:15 A.M. on a daily basis. Breakfast can be purchased during this time frame.

BICYCLES

Students may ride bikes to school. Bicycle riders must obey all traffic and safety rules or permission to bring a bike to school will be denied. Bicycle licenses can be purchased for \$2.00 at the Maquoketa Law Center. We cannot assume liability for lost or stolen bicycles. Please use a chain and lock to prevent problems.

It is against school policy and Maquoketa ordinances to ride a bicycle, skateboard or scooter on the sidewalk by school or on school grounds when other students are present. Families will be notified if students are not following this policy and told that their child can no longer ride their bike to school.

BOOKS

Textbooks and workbooks are to be furnished by the school. Fines are charged for lost or damaged books. The amount of the fine is dependent upon the condition of the book and/or the degree of damage. We encourage students to read library books. Students are responsible for the books they check out of the library. Fines will be assessed for books that are damaged, or lost.

Textbook rental: A book rental fee for the school year will be established yearly by the Board of Education. A charge will be levied for lost or misused books.

GENERAL POLICIES, REGULATIONS AND PROCEDURES

Courteous behavior is always expected of all students. Treat others, as you really want to be treated. Mutual respect is the foundation for good relationships among staff and students.



- A. Profane, obscene and/or abusive language will not be tolerated. Maquoketa Middle School promotes self-respect as well as respect for others. Students and staff will use formal language. Students will not use profanity, inappropriate language or obscene gestures while at school or school activities. Students who use profanity will be subject to disciplinary action. Any use of profanity toward a staff member will not be tolerated and may have severe consequences.
- B. Ignoring, annoying, criticizing, gossiping, or any other unkind behavior is not acceptable.
- C. Chewing gum and candy are allowed with teacher approval. If students are not responsible with wrappers, etc., the privilege will be revoked.
- D. Respect the property rights of others. Do not touch or take things that belong to others.
- E. Students are responsible for the proper care and maintenance of schoolbooks and property. Lost or damaged property must be paid for and will be billed through the main office.
- F. Whistles, horns, bells and other noise-making devices Squirt guns, sling shots, firecrackers, bean shooters, frogs, etc. should not be brought to school. subject to confiscation by any teacher or school employee.
- G. Throwing snowballs and climbing snow piles is not permitted on or near the school grounds.
- ~~H. Fighting is prohibited. Responsible participants will likely face suspension.~~
- I. Parents and students are reminded that cyberbullying is a form of harassment and not appropriate or allowed at Maquoketa Middle School.
- J. Selling of items to other students will be prohibited.
- K. No Chains to include wallets on chains.
- L. Running in halls or classrooms is unsafe and will not be permitted.
- ~~M. Students are not to wear hats or hoods up in the building during the school day or at indoor school activities.~~
- N. Hats and hoods are allowed during the school day and at indoor school activities under the circumstances that they meet board policy regulations regarding dress code guidelines.
- O. Students are responsible for their items and belongings when brought to school and the school is NOT responsible for lost or stolen items.

STUDENT CONDUCT

Policy: In our school setting, 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. Appropriate classroom behavior allows teachers to communicate more effectively with students. This handbook expectation aligns with board policy code 503.1, Student Conduct.

The board emphasizes that inappropriate student conduct can disrupt the school environment, infringe upon the rights of others, and pose a threat to the health and safety of individuals on school premises.

Expectations: Students are expected to remain in their assigned classrooms and not wander the halls or access any part of the building, including bathrooms, without a pass. This adherence to our Student Conduct policy is crucial for maintaining a safe environment. Failure to return to class after being prompted by an administrator may result in the following consequences.

Progressive Discipline: The progressive discipline consequences outlined below are recommendations based on district policy and the Department of Education's behavior matrix. The district will exercise professional judgment when investigating each situation and these guidelines are meant to serve as a framework for addressing behavioral incidents.



1st Offense

2 day OSS

2nd Offense

5 day OSS

3rd Offense

10 day OSS

Additional

Refer to the board for long term suspension

RESTROOM EXPECTATIONS

Policy:

- Only one student is allowed in a bathroom stall at a time.
- Restrooms are to be used for their designated purposes only.

Expectations:

- Students must adhere to the one-student-per-stall rule.
- Students shall not loiter in the restroom, socialize in the restroom, or use the restroom in any manner other than its designated purpose.
- Add a statement regarding no video/recording in the bathroom-phone should not be visible while in the restroom.

Consequences:

- Any violation of the restroom policy will result in immediate suspension:
- The student involved will be suspended for the remainder of the current school day and an additional full school day.

Supporting Board Policy:

- This handbook expectation aligns with board policy code 503.1, Student Conduct.
- The board emphasizes that inappropriate student conduct can disrupt the school environment, infringe upon the rights of others, and pose a threat to the health and safety of individuals on school premises.

For more detailed information, please refer to code 503.1 in the board policy manual available on our website.

Progressive Discipline: The progressive discipline consequences outlined below are recommendations based on district policy and the Department of Education's behavior matrix. The district will exercise professional judgment when investigating each situation and these guidelines are meant to serve as a framework for addressing behavioral incidents.

1st Offense

1 day of OSS

May have additional restrictions



2nd Offense

2 days of OSS

May have additional restrictions

3rd Offense

See Student Conduct expectations, repeated violations may result in referral to the school board.

PHYSICAL AGGRESSION EXPECTATIONS

In our school setting, 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. Appropriate classroom behavior allows teachers to communicate more effectively with students

Policy: This handbook expectation aligns with board policy code 503.1, Student Conduct.

- The board emphasizes that inappropriate student conduct can disrupt the school environment, infringe upon the rights of others, and pose a threat to the health and safety of individuals on school premises.
- Assault for purposes of this section of this policy is defined as 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.

Expectations: It's expected that students do not cause pain, injury or physical contact which is insulting or offensive to others and does not place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive.

Progressive Discipline: The progressive discipline consequences outlined below are recommendations based on district policy and the Department of Education's behavior matrix. The district will exercise professional judgment when investigating each situation and these guidelines are meant to serve as a framework for addressing behavioral incidents.

1st Offense

3 day OSS

2nd Offense

5 day OSS



**3rd Offense
10 day OSS**

**Additional
Refer to the board for long term suspension**

PERSONAL ELECTRONIC DEVICES/CELL PHONES

1. Use of these items is not permitted between 8:15AM and 3:20PM. Cell phones, smart watches, or any electronic device may be brought to school but must be turned OFF and out of sight. Calls and text messaging are not allowed during school hours. Students with cell phones, not having permission, during school hours will have them temporarily confiscated.
 - a. The first offense will result in the phone being kept in the office, where the student may pick it up after school.
 - b. The second offense will result in a lunch detention and the phone will be kept in the office for the remainder of the day and a parent/guardian will be notified.
 - c. After the third offense, the student is no longer allowed to bring phones to school or the student must check their phone into the office at the beginning of each school day.

SAFETY FIRST

In order to provide a safe environment for all students and staff, threatening behavior directed toward others (student or staff), including statements that indicate any intent to carry out an act of violence at school, are strictly forbidden. Any alleged incident of such behavior will be investigated by building administrative staff and if founded, may lead to expulsion and/or the filing of a police report. Joking about such things is NOT funny and will be considered inappropriate behavior.

DISCIPLINE

The main goal in school is EDUCATION. No individual has the right to deprive another individual of their opportunity to learn and make the most of their instructional time.

Most problems in a classroom center around people disturbing others. All school personnel will endeavor to protect each pupil's right to an education without interference or intimidation.

- Early or first minor offense by a student will necessitate the student having a conference with his/her teacher.
- A second minor offense of the same nature, will result in a parent contact by the classroom teacher and may include a consequence.
 - Teachers may choose a lunch detention or an after school detention in the teacher's room as a consequence.
- Students with repeated minor infractions will be referred to Student Services for behavior interventions with building administration.
- If necessary because of repeated minor infractions, the student will be held out of class with office approval or sent home for parental guidance and consultation.
- A major offense will result in the student's parents being contacted by the teacher and or building administration concerning the infraction of school regulations and consequences.

DRESS CODE

~~Students should dress appropriately for school activities and in a manner, which does not detract from the educational mission of the school.~~



- ~~Students should be clean and practice personal hygiene.~~
- ~~Apparel which advertises tobacco, alcoholic products or establishments, illegal substances, or any other inappropriate language or illustrations should not be worn.~~
- ~~Attire which can be associated with gangs, gang membership, or gang related activities should not be worn.~~
- ~~Footwear is required at all times.~~
- ~~Clothing should not distract from the educational process and should not show under garments.~~
- ~~Students are not permitted to wear hats, hoods, bandanas, use chain wallets, or carry book bags/ gym bags to class, while inside the middle school or during middle school activities that are taking place inside the building.~~
- ~~Students who violate the dress code will be asked to change. Students may call home for appropriate attire or borrow school provided clothing. Refusal to comply will result in an in-school suspension.~~
- ~~Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.~~

The board expects students to be clean and well groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

ALCOHOL/DRUGS/ILLEGAL SUBSTANCES

Illegal Substances: Vaping, Drugs & Alcohol

In our school setting the board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students 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 the misconduct will directly affect the good order, efficient management and welfare of the school district.

Policy: Smoking-Drinking-Drugs, 502.7

Expectations: Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase, or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Search Policy: If the High School administration has a reasonable suspicion, they may conduct a search of a student based on board policy code 502.8. The search will be conducted to maintain order and discipline, promote the educational environment, and ensure the safety and welfare of students, employees, and visitors. See additional search and seizure handbook expectations.

Legal Action: The Maquoketa Police Department will be contacted.



Progressive Discipline: The progressive discipline consequences outlined below are recommendations based on district policy and the Department of Education’s behavior matrix. The district will exercise professional judgment when investigating each situation and these guidelines are meant to serve as a framework for addressing behavioral incidents. Each offense may be referred to Board of Directors for possible long term suspension.

	Vaping/Tobacco	Alcohol	Drugs
1st Offense	2 day OSS	5 day OSS	Consequences may range from 5 day OSS to referral to Board for suspension/expulsion. Considerations will include: <ul style="list-style-type: none"> ● Type of drug ● Amount of drug ● Intent with drug
2nd Offense	5 day OSS	10 day OSS	
3rd Offense	10 day OSS	Referral to Board for possible long term suspension	

~~Students shall not possess, use, transmit, or be under the influence of any type of alcohol/tobacco/illegal substance, including vaping paraphernalia, on school grounds at any time.~~

~~In an effort to maintain a drug free environment, the school, in cooperation with law enforcement authorities, may conduct school wide searches utilizing police dogs that have been trained to detect certain controlled illegal substances.~~

THEFT

In our school setting, School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco/nicotine, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are 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 school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials.

Policy: 502.8R1 (Search and seizure regulations outlines)

Expectations: It’s expected that students are only in possession of their own personal property.

- The district is not responsible for stolen property.
- The student and/or family may contact the Maquoketa Police Department to report their stolen property.

Consequences: If it is found through investigation that students are in possession of stolen property they will receive the consequences below.

Progressive Discipline: The progressive discipline consequences outlined below are recommendations based on district policy and the Department of Education’s behavior matrix. The district will exercise professional judgment



when investigating each situation and these guidelines are meant to serve as a framework for addressing behavioral incidents.

1st Offense
2 day OSS

2nd Offense
5 day OSS

3rd Offense
10 day OSS

Additional
Refer to the board for long term suspension

CORRECTIVE DISCIPLINE (502.13)

Generally, corporal punishment may not be used to discipline students, as the Board believes it does not deter disruptive behavior. However, reasonable physical force may be used upon a student with or without advance notice when the use of such force is deemed essential by a reasonable person for the purposes of self-defense, the preservation of order, to stop a disturbance threatening others, to protect school district property, or for the protection of others located on the school district property.

INTERNET USE POLICY (605.6)

A signed parental permission form must be on file prior to students accessing the Internet at school.

Restricted Material:

1. **Restricted Material** - Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is 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.

Students who access restricted items on the Internet shall be subject to the following consequences:

1. **First Offense:** For the first violation during the school year, a verbal and written "Warning" notice will be issued to the student. A copy of the notice will be mailed to the student's parent or guardian and a copy will be kept on file with the building principal. The student shall forfeit all Internet privileges for a period of 1-3 weeks depending on the severity of the policy violation.
2. **Second Offense:** On the second violation during the school year, verbal and written "Second Infraction" notice will be issued to the student. A copy of the notice will be sent by registered mail to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet privileges for a period of nine weeks.
3. **Third Offense:** On the third violation during the school year, a verbal and written "Third Infraction" notice will be issued to the student. A copy of the notice will be sent by registered mail to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet privileges for a period of one semester.



SEARCH AND SEIZURE

In the school setting, school district property is held in public trust by the board. School district authorities may, without a search warrant, search students, or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is 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, employees and visitors to the school district facilities.

Policy: 502.8R1 (Search and seizure regulations outlines):

Reasonable and Articulable Suspicion: A search of a student 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.

A. Reasonable suspicion may be formed by considering factors such as the following: [1] eyewitness observations by employees; [2] information received from reliable source; [3] suspicious behavior by the student; or, [4] the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

B. Reasonable Scope: 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: [1] the age of the student; [2] the gender of the student; [3] the nature of the infraction; and [4] the emergency requiring the search without delay.

Expectations:

Personal Searches. Prior to conducting the search of any individual the standards of reasonable suspicion and reasonable scope outlined in Section I: A & B must be considered.

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has 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. (a) Pat-Down Search: 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 gender as the student and with another adult witness of the same gender present, when feasible.

- A parent will be notified of the search including the reason for it and the scope.
- In cases where a student refuses to be searched, a parent will be notified and will be invited to participate in the search.
- If the search is 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, employees and visitors to the school district facilities and the student does not agree to the search it will be treated as though the student was in possession of an illegal substance/item and will be suspended for one additional day, in addition to the infraction that they are being accused of (ie. vaping).



Supporting Board Policy:

- This handbook expectation aligns with board policy code 502.8, Search and Seizure.
- The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

Consequences: Failure to submit to a reasonable search may result in progressive consequences related to the incident for which the student was being searched. Additionally, a one day suspension will be administered for failure to comply with the reasonable search.

~~School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search.~~

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or in a school vehicle at any time. The penalty for this includes suspension and possible expulsion from school.

Toy weapons (guns, squirt guns, etc.), knives and pocket knives, and any other object that could potentially be dangerous to the student or others will be taken from the student and given to the principal.

SUSPENSION

Board Policy 503.1 outlines the reasons for suspension of a student from school. Reasons may include:

- Damage or destruction of school property
- Assault on a school employee
- Assault on another student
- Possession of weapons or dangerous instruments
- Possession of narcotics, alcohol, or tobacco
- Use of vulgar or profane language
- Repeated failure to comply with the directions of teachers or other school personnel

An administrator may issue up to a ten-day suspension from school. If additional penalties are appropriate, the superintendent may recommend further action at the next school board meeting.

HARASSMENT / BULLYING PROVISION (POLICY 104)

The Maquoketa Community School District 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, staff, 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. Complaints will be investigated within a reasonable time frame.

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 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.

Retaliation Prohibited

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. 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 purpose of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging.
- "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school that meets one or more of the following conditions:

- (1) Places the student in reasonable fear of harm to the student's person or property;
- (2) Has a substantially detrimental effect on the student's physical or mental health;
- (3) Has the effect of substantially interfering with the individual's academic or career performance
- (4) 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.

"Trait or characteristic of the individual includes but is not limited to age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or 104 mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

- "Volunteer" means an individual who has regular, significant contact with students.

CONFERENCES

Parent-Teacher conferences are scheduled for all students in the fall and in the spring.

During Parent-Teacher conferences, we discuss each student's progress in school, learn about students from parents, and consider ways to work together to help each student be successful on an individual basis. Parent-Teacher conferences can be held at any time during the year. Either a parent or a teacher may request a conference.



Students who wish to talk with a teacher about any problem should request a conference with the teacher before or after school, or at a time convenient to both during the day. Teachers may also request conferences with a student in order to give or arrange individual help, or to clear up misunderstandings.

PARENT/LEGAL GUARDIAN RIGHTS

Parents/Legal Guardians have the right to:

- View a child's school records;
- Receive school progress reports (report cards);
- Visit the child briefly at school;
- Participate in parent-teacher conferences (separately, if necessary).
- We must have on file a legal document that contains specific denial of these rights before we can deny a request from a non-custodial parent.

BUS SERVICES

Bus service is provided for all students who live outside the city limits of Maquoketa and for elementary students who live more than 1.5 miles from their school. You should contact **Scott Hansen** director of Support Services at 652-4616, if you have questions about our bus services.

Bus Discipline: Bus drivers must concentrate on driving, not on discipline. Riding the school bus is a privilege, not a right.

Students will be given assigned seats and are expected to sit in the assigned seat at all times. In order to provide a safe and orderly ride, a general rule of thumb is to sit keeping "seat to seat and back to back", which prevents turning around and standing up while the bus is moving. Students will earn CARDS, for meeting positive behavior expectations. The cards will be distributed by the route bus drivers at their discretion. The Director of Student Services may randomly choose a route to ride to review expectations.

COMPLAINTS

The Maquoketa Schools Board Policy 502.4 provides a process for dealing with complaints. The step-by step procedure is as follows:

1. Talk with the teacher, bus driver, or person directly involved in the situation.
2. Talk with the principal or immediate supervisor.
3. Talk with the superintendent.
4. Take matters to the School Board.

In most cases, we find that complaints are best resolved at step 1.

Complaints concerning individual employees will not be accepted by the Board without specific documentation.

Hearsay or anonymous accusations will not be accepted as documentation. The Board will address complaints only after they have been explored by the appropriate administrative level according to this sequence. (See Policy 502.4) If the complaint involves an allegation of physical or sex abuse or harassment against an employee of the district, specific legal procedures require that a formal complaint be filed with the building principal.

EDUCATIONAL EQUITY POLICY (102)

It is the policy of Maquoketa Community School District to provide equal educational opportunities and not to illegally discriminate on the basis of gender, race, age, color, national origin, religion, creed, marital status (for programs), sexual orientation, gender identity, socioeconomic status (for programs) or disability in its educational programs or activities. Affirmative steps will be taken to integrate students in attendance centers, programs, and classes on the basis of gender, race, color, national origin, religion, creed, marital status, sexual orientation, gender identity,



socioeconomic status and disability. This agency shall provide program activities, curriculum, and instructional resources which will reflect the racial and cultural diversity present in the United States and the variety of careers, roles, and lifestyles open to both men and women in our society. One of the objectives of the school's programs, curriculum, services, and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, color, national origin, religion, creed, marital status, sexual orientation, gender identity, socioeconomic status and disability. The curriculum, programs, and services shall foster respect and appreciation for the cultural diversity found in our country, and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries or grievances related to this policy may be directed to:

Maquoketa Community School District, 612 South Vermont, Maquoketa, Iowa 52060, (563) 652-4984; Director of the Iowa Civil Rights Commission 211 E. Maple, Des Moines, IA 50309, (515) 281-4121, or Director of the Regional VII, Office of the Civil Rights United States Department of Education, Kansas City, Missouri. Inquiries may also be directed to: Director, Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50319.

EQUITY-Multicultural and Gender Fair Education Policy

Students will have an equal opportunity for a quality public education without discrimination, regardless of their gender, race, age, color, national origin, religion, creed, marital status, sexual orientation, gender identity, socioeconomic status and disability. The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans,

Hispanic-Americans, American Indians, European Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both genders.

Inquiries regarding compliance with equal education opportunities shall be directed to the compliance officer by writing to the Superintendent Title IX, Title VI and Section 504 compliance Officer, Maquoketa School District, 612 South Vermont Street, Maquoketa, IA 52060; or by telephoning the Superintendent at (563) 652-4984; or by writing to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Further information and copies of the procedure for filing a grievance are available in the central administrative office and the administrative office in each attendance center.

This policy shall be printed in its entirety in all student handbooks and parent handbooks, which shall be routinely distributed to all students and parents annually.

FAMILY RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.



Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

EMERGENCY DRILLS

Law requires fire and tornado drills periodically. The signal for such drills is the sounding of the fire buzzer or tornado siren, which is a pulsing sound. Directions for leaving the building or taking cover are posted in each room. The instructor will notify you as to the appropriate exit.

Fire Drill Expectations:

- Leave whatever you are doing and leave the building as directed.
- Keep to the right in passing from the building.
- Do not crowd or shove.
- Walk at a brisk rate of speed, but do not run.
- Remain with your group and teacher--do not wander and report to your teacher once outside of the building.
- Return to your classroom immediately when the signal is given.

Tornado Drill Expectations:

- Leave whatever you are doing and report to your designated area.
- Do not crowd or shove.
- No talking so you can hear instructions from staff members.
- Remain with your group and teacher.
- Sit in a "tuck" position with something over your head for protection.



- Follow the instructions of the staff.
- Return to your classroom immediately when the signal is given.

FIELD TRIPS

Field trips are planned as an educational experience for students. At the time of registration, parents will be asked to sign a blanket permission slip for the year. Such written permission is necessary or the student will be required to remain at school. Under certain circumstances, a student will be denied permission to participate in a field trip (Ex. Failing Grades, Behavior Referrals, Disciplinary Actions). Should this occur, the parent will be notified and the student will stay at school.

YEAR-END ACTIVITIES

Students must be enrolled and attend Maquoketa Middle School as a full time student to attend Year-End Activities (field trips, promotion activities, other activities).

- Students must receive no more than 2 major referrals per quarter.
- Students must receive no discipline referrals for alcohol, tobacco, drugs, vandalism; serious threats, fighting or physical violence, violation of internet use, or other suspendable offense during 4th quarter..
- Students must receive no Fs on the 4th quarter report card.
- The final decision for eligibility rests with school administration.

FIREWORKS/EXPLOSIVES

It's against the law to have or discharge fireworks OF ANY KIND on or around the school campus. Students involved will be disciplined up to suspension and/or expulsion.

FUND-RAISING

School sponsors and students may raise funds for school-sponsored organizations after requesting and receiving written permission from the activities director and approval from the MCSD School Board. Fund-raising by students for events other than school-sponsored is not allowed.

HALL PASSES

Students must sign out of the classroom in order to leave the room to use the restroom, visit the nurse, etc. **Students must be to class on time and receive a hall pass from the teacher. Also, students must not be in the hallway the first 10 minutes and last 10 minutes of class.**

INSPECTION OF INSTRUCTIONAL MATERIALS (605.2)

Parents and other members of the school district community may review instructional materials used by the students. Arrangements to review materials must be made through the appropriate building level administrator. Copies of material may be obtained according to Board policy, "Examination of School District Public Records."

LOCKERS & LOCKS Board Policy 502.5

Students are issued school locks and are required to have them on their lockers at all times.

- Keep the locker clean and orderly at all times.
- Maintain locker security by keeping the padlock locked.
- Keep the combination secret. Do not share it with a friend or allow others to watch you open the locker/padlock.
- Do not allow other students to use your locker.



- Switching lockers is not permissible unless granted by the office.

LOST AND FOUND

Articles found in and around the school should be turned in to the main office where the owners may claim their property by identifying. Lost and found is located in the cafeteria and/or the main office. Any items not claimed within a timely manner will be donated.

HEALTH SERVICES

The school nurse provides the following health services:

- Reporting of communicable diseases
- Reporting and maintaining student immunization records
- Reporting child abuse observations
- Providing health education
- Assisting with first aid
- Reviewing medical records
- Advising teachers on health related concerns of individual students
- Assisting in cases in which attendance problems may be medically related.

INJURY OR ILLNESS AT SCHOOL

The district assumes no responsibility for the medical treatment of students.

- A. At registration, parents are asked to complete a medical emergency information form, which authorizes medical personnel to initiate treatment in the event a parent cannot be contacted for authorization.
- B. First aid measures may be offered to a student by the school nurse or other district employees.
- C. If warranted, a student will be taken to a hospital by ambulance or other means of transportation.
- D. Students should report to the office before calling parents due to illness or injury. The office staff will contact the parent or guardian. Repeated failure to report to the office due to illness will result in student discipline.

MEDICATION AT SCHOOL

When a student needs to take prescription medications at school, authorization and instructions must be provided by a parent. Only medication prescribed by a physician will be administered at school. The medication must be kept in the prescription container filled by a pharmacist (ask the pharmacy for a school bottle). The following instructions are to be clearly labeled on the bottle:

- Name of student
- Name of physician
- Dosage
- Name of medicine
- Time(s) to be administered
- Duration to be given
- The school and many doctors and pharmacies have forms for this purpose. (Board Policy 507.2)

HOMEWORK/PROJECTS/ASSESSMENTS

Classwork is essential to helping students master content that is being taught in their classes. Because of this students are to complete homework on time. Students will need to stay after school to complete late work. Students will be given advance notice as to when they will need to stay. This will be communicated with parents and guardians. Parents



and students should check the parent portal of Infinite Campus to check grades and/or assignments. Parents may contact the middle school office to set up a portal account.

- All staff shall allow students to re-do work & tests for FULL credit. Rationale: The purpose of items that are graded and are a part of the student’s grade is to show mastery or growth on meeting course standards.

MMS GRADING SCALE:

○ A	92.5	○ B-	79.5	○ D+	66.5
○ A-	89.5	○ C+	76.5	○ D	62.5
○ B+	86.5	○ C	72.5	○ D-	59.5
○ B	82.5	○ C-	69.5	○ F	59.4 and b

HONOR ROLL

At the end of each semester, a list of students receiving A’s and B’s with one "C" being permissible if offset by an "A" in all classes (including P.E., Music, Band and Exploratory classes) is eligible for the academic recognition program.

HOMELESS - Information for Parents

If your family lives in any of the following situations:

In a shelter, motel, motor vehicle, or campground, on the street, in an abandoned building, a trailer or other inadequate accommodations, or doubled up with friends or relatives because you cannot find or afford housing.

Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Your children have the right to:

- ✓ Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- ✓ Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- ✓ Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- ✓ Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- ✓ Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- ✓ Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- ✓ Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- ✓ Receive the same special programs and services, if needed, as provided to all other children served in these programs.

When you move, you should do the following:

- ✓ Contact the school district’s local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)



- ✓ Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- ✓ Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

<u>Local Area Contacts:</u> Stacy Marcus Maquoketa Homeless Liaison (563) 652-4984	<u>State Coordinator:</u> Emily Teeter Iowa Department of Education (515) 402-2736
---	---

If you need further assistance, call the National Center for Homeless Education at the toll-free Helpline number: 1-800-308-2145

MOPEDS/MOTOR SCOOTERS/CARS

Board Policy 502.11

Parking for said vehicles shall be in the parking lot on the south side of Judson Street. No other parking space may be used. Driving a motor vehicle to and from school is a privilege -- not a right. Students who drive motor vehicles must park only in the designated areas. They may not loiter around or be in or on their vehicle or leave the school grounds in their vehicle during the school day without permission from the administration.

SCHOOL PERMITS [NEW - approved at the 2.13.23 Board Meeting]

The MCSD currently follows the guidance of policy 502.11 regarding school permits for students. Students who turn 14 years old during their 8th grade year may meet the legal requirements for getting a school permit. However, the district has determined that, due to parking availability and safety reasons, we do not allow Middle School students to obtain their school permit until the conclusion of their 8th grade school year. They may then use this school permit for school activities during the summer and beyond until they receive their license.

PHYSICAL EDUCATION/HEALTH

Physical Education and Health is considered a regular part of the school curriculum. We will excuse students from participation in PE for a two-day period due to unusual illness or injury if a written note is sent by a parent. Exemption waivers for the health portion of physical education may be obtained from the office. (Board Policy 603.5)

If a student needs to be excused from PE for more than two class sessions, a doctor's excuse is required. (Board Policy 603.6)

PROMOTION-RETENTION

Board Policy 505.2

Students will be promoted to the next grade unless, in the judgment of the licensed staff and the building administration, the student lacks the academic achievement, maturity, emotional stability, and social adjustment needed to advance. Should this be the case, parents will be informed of the possibility that their child will not be promoted and a conference will be scheduled to discuss permission of the administration and the parents.

SCHEDULE CHANGE REQUESTS

Students will receive their course schedule during open house night in August. Until that date, assume that schedules are still being balanced and should not be considered final. All schedules are reviewed by the counselor and dean of students for accuracy. In order to provide consistency for parents, students, and teachers, schedule changes will be kept to a minimum. Course changes must be completed within the first 10 days of each semester.



The below are examples of why a schedule change would occur:

1. The student is missing an English, Math, Science, or Social Studies course.
2. The student has an open period in their schedule.
3. The student was placed in a class that does not correspond to their current grade level or skill level.
4. The student no longer wishes to participate in band, choir, or TAG.
5. The student should be placed with a study hall teacher where academic need exists.
6. To balance class sizes.

The below are some examples of why a schedule change would not occur:

1. The student/Parent does not like the teacher or prefers a specific teacher.
2. The student is not interested in the class.
3. The student wants to be in the same class as friends.
4. Other non-academic rationale.

In the event that a schedule change is being requested, the steps below must be followed:

The student and parent will discuss the situation or concern with the teacher prior to requesting a change.

If the matter is not resolved, the parent or student will contact the school counselor or dean of students to schedule a meeting to discuss the concern. All efforts and attempts to resolve a parent/student concern will be exhausted prior to changing a schedule due to the disruption and the limitations faced with class size and course options.

Any schedule change that is initiated may disrupt a student's schedule, and/or the teacher's class sizes and therefore, may not be possible.

We understand that students may not have an interest in every exploratory class they are placed in. However, we encourage students to remain in the class to gain essential life skills, provide exposure to a variety of career options, and participate in creative outlets.

SCHOOL CANCELLATIONS

The District will use the automated calling system to notify parents of school delays or cancellations. These announcements are also posted on local radio, TV stations and the district webpage. Please do not call KMAQ, administrators or teachers.

SCHOOL MEALS (Policy 710.4)

School meals use a computerized lunch system called "Point of Sale." Each student has a personal meal account. With each meal or milk purchased, the computer automatically deducts the correct amount from the student's balance. Parents may deposit any amount into the student's account. Families will be notified of a low balance once the account reaches a positive balance of \$10.00.

SCHOOL SERVICES

Telephone: The office telephone is for school business and it may be used by students in case of emergency or school related concerns with the permission of the secretary or the principal. Students may use the telephones in the classrooms with the permission of the classroom teacher.



SOCIAL EVENTS

School-sponsored social events are open to students enrolled in the middle school only. Students who come to school social events must stay in the building once they come in. School-sponsored social events must have prior approval from the principal and be placed on the school calendar before they are announced publicly.

STUDENT ACHIEVEMENT ASSESSMENT

All middle school students take the ISASP and FAST Assessment that measures reading and math skills. Alternative assessments include the tests that accompany our reading, math and science curriculum. Parents may request to view their child's test results at any time.

SCHOOL WELLNESS PROMOTION

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards. (For additional information regarding Wellness Guidelines see Board Policy 507.9 R-1.)

Vending:

Only vending machines offering water or sparkling water will be allowed turned on during the school day. Soft drinks containing caloric sweeteners, sweetened sports drinks, sweetened iced tea, caffeine energy drinks, and fruit based drinks that contain less than 100% real fruit juice or that contain additional sweeteners are NOT allowed during the school day.

SPECIAL EDUCATION

Provision of Special Education - parents who suspect their child has a disability requiring accommodations or special education are urged to contact their child's school or the Mississippi Bend Area Education Agency (1-800-947-2329) for additional information. Parents may request a copy of the booklet entitled Parental Rights in Special Education from the main office.

SPECIAL EDUCATION - Resolution of Conflicts

Processes to help resolve differences between parties: The Mississippi Bend Area Education Agency provides for a process to aid parties in resolving differences. This service is called the Resolution Facilitator process. This involves using a Resolution Facilitator (impartial person) who is trained in mediation. The process may be requested to address issues between educators (district or AEA) and parents of general education, Section 504, or special education students. It can also be used between other parties involved with the district. The Resolution Facilitator will assist you in resolving differences by talking them out. The process helps make clear what the problems really are and helps everyone involved work toward an agreement, which is acceptable to all. The Resolution Facilitator may be someone from within the AEA who is considered impartial to the conflict or may be selected from outside the AEA. Additional information can be requested by contacting the director of special education at the Mississippi Bend Area Education Agency by calling 1-800-947-2329, ext. 6201. The Iowa Department of Education provides a process for issues involving special education: Pre-appeal Conference. Instead of a due process hearing or formal mediation, this mediation option is designed to be a less stressful, less formal process. It is voluntary for all parties and involves the use of a trained, impartial mediator who contracts with and is assigned by the state Department of Education. The process helps make clear what the problems are and helps everyone involved work toward an agreement, which is acceptable to all. For more information, contact DeeAnn Wilson at 1-515-282-5766. A copy of the model form is available in the Procedural Safeguards Manual for parents or you may view the manual on the DE website:

<<http://www.state.ia.us/educate/ecese/cfcs/pr.html>>.



SCHOOL SAFETY

The safety of our students and staff is a top priority. All visitors to the building must enter through the designated front entrance during the school day. With the implementation of our new Visitor Management System, the district has added a layer of security to ensure we are aware of who is entering our buildings and to validate the identities of all visitors.

Visitors wishing to access classrooms or enter the building beyond the main office are required to provide a valid, state-issued identification card, such as a driver's license, which will be scanned. Once scanned and cleared, visitors will receive a printed badge with their photo, which must be worn while inside the building.

This system will also be used for checking students in and out of school. Parents or guardians bringing students to school after the start of the school day or picking students up early will need to use the system to check their students in or out. The system is integrated with our student information system to verify that students are released only to authorized individuals.

The district continually reviews and updates its security measures annually to ensure the safety and well-being of everyone in our buildings.

SURVEILLANCE CAMERAS

The Maquoketa Community School District Board of Directors has authorized the use of video cameras in the district school buildings and on school property. The video cameras will be used to monitor student behavior in order to maintain a safe and healthy environment for students and staff. Students and parents are hereby notified that the content of the video files may be used in a student disciplinary proceeding. The content of the videotape is a confidential student record and will be retained with their student records. Video files will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view video recordings of their children if the video files are used in disciplinary proceedings involving their children.

VISITING STUDENTS

Student visitors will be allowed to visit school if permission was obtained from the building principal prior to the date of the visit. The student visiting must have a note from their school stating that they are aware of the visit and a note from their parent/guardian. A note is also required from the parent/guardian of the student who will host the visiting student.

TRANSFERS

If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the student is unable to provide proof of the student's grade level or permanent records, the principal will make the grade level determination.

WAIVER OF FEES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a supplemental security income (SSI) waiver of students' fees. Parents or students who believe they may qualify for temporary financial hardship should contact the school registrar at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.



WITHDRAWAL

When a student leaves school:

1. A written note from the parent/guardian with the following information:
 - i. Last day of enrollment
 - ii. School where they intend to be enrolled
2. He/she must get a withdrawal slip from the office.
3. He/she must take the slip to all his/her teachers and the librarian and return the form with their signatures to the office.
4. A parental release to transfer records should be filed with the office.

All fines or obligations should be taken care of before a student is cleared from school.

STUDENT DIRECTORY INFORMATION (Policy 506.2)

Use of Directory Information

The student handbook or similar publication given to each student, which contains general information about the school, will contain the following statement, which is published at least annually in a prominent place or in a newspaper of general circulation in the district:

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make an objection in writing by September 1st to the principal. The objection needs to be renewed annually.

-Student's name, address, telephone listing, e-mail address, date and place of birth, major field of study, grade level, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, the most recent educational agency or institution attended, photograph, student ID number, user ID or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a pin, password, etc. (A student's SSN in whole or part cannot be used for this purpose.)

SUMMER SCHOOL PROGRAM

Summer school programming may be offered on site and/or as an individual credit recovery.

Rationale and Purpose:

The primary purpose of the summer school program is to provide an extended opportunity for Middle School students to develop essential literacy, numeracy and social skills. More specifically, the summer school program will provide:

1. An additional measure of accountability for students who fail to meet minimum standards during the school year.
2. Additional opportunities for students to meet grade-level standards and benchmarks in the areas of reading, writing and mathematics.
3. Opportunities to participate in activities designed to improve social skills, organization and goal setting.

Eligibility Criteria: The following criteria will be utilized to determine summer school eligibility for the school year.

1. Maquoketa Students enrolled in grades 6-7-8 during the 2020-2021 school year are eligible to attend summer school.
2. An application signed by a parent or legal guardian must be received by the Middle School office by May 20th of each school year.
3. In cases where a student has an Individual Education Plan (IEP), the procedures outlined in this plan will take precedence over the summer school attendance policy.

Attendance Criteria:



Students will be asked to attend summer school based upon the following criteria:

1. Failing any three courses in one quarter. *
2. Failing any two courses in one semester. *
3. Failing the same course for all both semesters.
4. Students who fail to show growth on ISASP and/or FAST testing, who fail to make an effort on the tests may be asked to attend summer school.

** If the failing grades occur in either the first or second quarter, a meeting involving the student, parents, teachers and school counselor can be held to establish an improvement plan for the student. The school counselor or middle school administration will arrange this meeting after either the student or parent make this meeting after a written request for such a meeting. Subsequently, if the criteria established in this plan are met, summer school may not be required. If the criteria are not met, summer school may be requested.*

B. Optional Attendance Criteria: Students may elect to attend in the summer program based upon the following criteria:

1. Self-nomination based on concerns of the student’s skills and knowledge.
2. Parent-nomination based on concerns of the student’s skills and knowledge.
3. Nomination or recommendation by teachers

Transportation: Transportation arrangements to and from school for both mandatory and voluntary summer school programs will be the responsibility of parents and/or guardians.

EXTRA-CURRICULAR ACTIVITY POLICIES

All 7th and 8th grade middle school students may participate in the following activities:

- ~~✓~~ ~~Year Long: Student Council~~
- ✓ Fall: Volleyball, Football and Cross Country
- ✓ Winter: **Girls and Boys Wrestling**, Girls and Boys Basketball
- ✓ Spring: Boys and Girls Track
- ✓ Summer: Softball
- ~~✓~~ ~~**Be sure to check the [WAMAC Conference website](#) for event dates and sport practice schedules.~~

Philosophy

- A. The main emphasis in the middle school is on accommodating as many interested boys and girls in the activities program as possible. Following this axiom, "A" and "B" games or contests will be scheduled as possible.
- B. The Middle School Activities Program, whenever possible, shall operate within the middle school. Exceptions will be in those sports, which are not available at the middle school level, such as baseball and softball for students who have finished the 8th grade.
- C. Emphasis in athletics in grade 7 and 8 shall be on teaching the rules and fundamentals of the game. Competitive contests with other schools shall be scheduled in grades seven and eight.

Student Participation Policy

Students at the Maquoketa Middle School who become involved in our activity program share in the responsibility of being at practice when it is scheduled. Thus, to be fair to all students, the following rules will now apply to all activities unless a separate policy is developed by the sponsor and approved by the activity director prior to the start of the activity.



- A. Excused absences (i.e. academic support, doctor, dental appointments or family emergencies, etc.) should be discussed with your coach or sponsor BEFORE the absence whenever possible.
- B. The FIRST UNEXCUSED ABSENCE from a scheduled practice will result in the student being responsible to contact the coach or sponsor and discuss their absence.
- C. The SECOND UNEXCUSED ABSENCE will result in the student being withheld from the next scheduled game, meet, or performance.
- D. The THIRD UNEXCUSED ABSENCE will result in dismissal of the student from the activity.
- E. There is also the possibility of students missing a performance or game.

If UNEXCUSED, the student must:

- ✓ Contact the coach or sponsor and discuss the problems and confusion caused by their absence. They will also be withheld from the next scheduled meet, game, or performance.
- ✓ Any further absence from a practice or performance will result in their dismissal from the activity.

If EXCUSED, please understand that missing practice will affect growth in the sport.

Athletic Regulations

- EQUIPMENT NEEDED: Will be determined by coach or instructor. Clothing should be washed regularly.
- PHYSICAL, CONDUCT CODE & CONCUSSION FORM: All athletes must show evidence of insurance, obtain a physical at a physician of their choice and return a signed conduct code before they participate. Forms are available in the middle school office.
- PRACTICE: Practices will be held between 3:30 and 5:15 on Monday, Tuesday, Thursday and Friday. Morning practices may also be scheduled. An occasional Saturday practice may be scheduled. No practices will be scheduled on Wednesday nights and Sundays.
- TEAM MEMBERSHIP: Cuts will not be made because of a player's ability. All athletes will compete as fully as possible in the program.
- SHOWERS: Showers are available for participants.
- ATTITUDE: Athletes must have an attitude of cooperation and teamwork with school personnel, coaches and fellow athletes.

STUDENT ACTIVITY AGREEMENT

- Students must be in school at least 1/2 day to be eligible to participate in school activities unless prior approval is given from the Principal or Activities Director.
- Students must conduct themselves in a responsible and proper manner when representing the Maquoketa Middle School in any and all activities.
- Students must abide by school regulations and be responsible for proper conduct when in the building, on buses, on the school grounds after 3:20 P.M., or representing the school at an out of town school sponsored activity.
- Grades will be monitored by the coaches and athletic director.
- Students must refrain from the use of profanity or displays of poor sportsmanship.
- Students must help keep uniforms clean and maintain a favorable appearance.
- Students must follow the guidelines set forth in the Maquoketa Middle School Activity Council document when appealing action taken on violations of all school regulations.

Sportsmanship Policy

Any student disqualified from an interscholastic contest by game officials for flagrant, violent, or verbal misconduct will be ineligible for the next regular scheduled game/meet at that level of competition plus all other games/meets in



the interim at any level of competition, in addition to any other penalties the IHSAA or Maquoketa Schools may assess.

The second violation will result in a four game/meet automatic ineligibility.

ATHLETIC PARTICIPATION REQUIREMENT

Any student that desires to participate in any of the interscholastic athletic activities must have a physical (good for one calendar year), concussion form, and have a signed conduct code on file in the office. Students may not practice or participate in contests without fulfilling these responsibilities. Forms for these are available at registration or in the Middle School office.

Code for Activities: The following will be considered violations of our conduct code for participants in activities:

- A. Usage or possession of tobacco, alcohol, other drugs (controlled substances) or abuse of over the counter drugs.
- B. Vandalism to school property
- C. Theft
- D. Fighting on school property
- E. Other criminal acts not specified in this policy
- F. Violation of regulations established by activity sponsors to develop and administer their specific programs
- G. Other such actions that may bring dishonor to the school (Ex. Actions that result in suspension)

Penalty - First Offense:

Two-week suspension from squad/individual competition—*This offense includes a counseling session with the Activities Director or Dean of Students, Head Coach, Parents of Violator, and Violator before the student returns to competition.*

Penalty - Second Offense: Six-week suspension from squad/individual competition—*Required attendance at four (4) counseling, training, or abuse workshops. All costs will be considered parental expense. School assistance locating programs will be made available upon request.*

Penalty - Third Offense: One-year suspension from squad/individual competition. *Recommendation of additional counseling, training, or abuse workshops to be considered by parents. Any associated costs would be parental costs. School assistance locating programs will be made available upon request.*

- Duration: Penalties are for a one-year period from the date of most recent infraction. If infraction recurs after this time, it will be considered a first offense.
- Attendance: Penalty for missing practice or rehearsal is left up to each coach and Activity Director.
- Dress & Grooming: While representing the Maquoketa Community Schools, the participant is expected to maintain a well-groomed appearance.
- Equipment: Any participant found in possession of Maquoketa School equipment not checked out in his/her name will have the same applied to the school bill at the same cost to the school. No transcript of credits will be sent from the school until this bill is settled. This rule applies to the general student body as well.
- Academic Requirement: Middle School students who fail a course may be subject to athletic ineligibility. A student who fails to maintain academic requirements shall be ineligible to participate until the student is passing all classes. Should the academic deficiency be the result of one (1) or more incomplete grade(s), activity participation shall be withheld pending the successful completion of the required subjects.
- Due Process Clause: Head Coach or Director of Activities, Director of Student Services, and the Principal will be involved in the hearing or review of the case. The student may have counsel (parent, guardian or lawyer).



The student has five (5) days to write or appeal to the committee to review the case. The case is reviewed by the committee. If the decision remains unsatisfactory, then the student has five (5) days to appeal to the Superintendent who will act as agent to the Board of Education, Convening his own hearing, taking testimony and either remanding the case back to the initial hearing panel or causing the Board to be convened in either regular or special session to take final action on the case.

- Administration of Penalty: Once an infraction has occurred and due process has been applied, the student may NOT enroll in an activity in progress for the express purpose of resolving ineligibility.