

# **STUDENT HANDBOOK 2020-2021**

**MAQUOKETA HIGH SCHOOL**

**600 Washington Street**

**Maquoketa, IA 52060**

**563/652-2451**

**FAX: 563/652-5324**

**[www.maquoketaschools.org](http://www.maquoketaschools.org)**



The administration, faculty, and staff of Maquoketa Community High School offer a warm welcome to the entire student body as we begin this year. This handbook has been developed to provide guidance and direction regarding school

policies and procedures. Please take the time to read this handbook carefully so you have a clear understanding of the high expectations we maintain for all students. Students, staff and parents working together can make that MCHS a positive place to live, work, and learn!

## **2020-2021 STAFF**

### **Administration**

Mark Vervaecke..... 9-12 Principal  
Kevin Bowman..... 9-12 Assistant Principal  
Tom Gruenwald..... 7-12 AD

### **Office Secretaries**

Lorna Scott  
Denise Swanson

### **Science**

Cindy Gaul  
Tom Becker  
Marci Miller  
Kathy Quinlan

### **Math**

Jon Bohle  
Kay Kilburg  
Samantha Scar  
Kim Spencer  
Maureen Stoss

### **Maquoketa Alternative Classroom (MAC)**

Kathy McCaulley  
Bob Roe

### **Language Arts**

April Edwards  
Carla Green  
Mykah Kennedy  
Kelly Lawrence  
Andrea Raker

### **Social Studies**

Tod Bowman  
Rob Dennis  
Sheery Schnoor  
Ryan Turner

### **School Counseling Office**

Amanda DeWulf (TAG)  
Julie Kinrade  
Renea Yarolim

### **Music**

Joel Hagen  
Matt Hovey

### **ACTIVITIES**

Band  
BPA  
Cheerleaders

Mr. Hovey  
Ms. Buckwalter  
Mrs. Edwards

### **Instructional Coaches**

Jenny Nabb  
Carrie Pruess

### **Special Education**

Julie Brown  
Bill Duffy  
Julia Garien  
Matt Hartman  
Brad Mangler  
Kerry Reuter  
Tia Frye  
Ashley Wiggins  
Mindy Williams

### **Career and Technology**

Nancy Johnson	FCS
Jennifer Buckwalter	Business
Matt Lansing	AG
Cassie Miller	AG

### **Spanish**

Emily Dickey  
Lauren Winter

### **Physical Education**

Teri Taylor  
Brian Beadle

### **Art**

Barb Bowman  
Zeena Zumwalt

### **Student Support**

Scott Hansen - School Resource Officer  
Courtney Hickson - Juvenile Court Liaison

### **Nursing/Medical**

Jessica Ihrig  
Sarah Pape

### **Custodians**

Dan Yarolim  
Kevin Clark  
Kim Clark  
Larry Ehlers

Dance	Mrs. Meier
Exodus	Mrs. Edwards
FCA	Mr. K. Bowman
FCCLA	Mrs. Johnson
FFA	Mr. Lansing
HOSA	Mrs. Ihrig
National Honor Society	
Spanish Club	Mrs. Dickey
Speech and Drama	Ms. Kennedy
Student Senate	Mrs. Raker
Vocal Music	Mr. Hagen

## ATHLETICS

Baseball, Varsity.....	Cavanagh	Soccer, Boys.....	Kober
Baseball, Sophomore.....		Soccer, B. Varsity Assistant.....	
Baseball, Freshmen.....	Mangler	Soccer, Girls.....	Cousins
		Soccer, G. Varsity Assistant.....	Dickey
Basketball, B. Varsity.....	Hartman	Softball, Varsity.....	Nelson
Basketball, B. Sophomore.....	Petersen	Softball, Junior Varsity.....	Lanham
Basketball, B. Freshman.....	Bohle	Softball, Freshmen.....	Gavin
Basketball, G. Varsity.....	Doepke		
Basketball, G. Sophomore.....	Cavanagh	Tennis, Boys.....	Hammill
Basketball, G. Freshman.....		Tennis, Girls.....	Raker
Bowling.....	Clasen	Track, Boys.....	Scar
		Track, Boys Assistant.....	Starr
Cross Country.....	Dennis	Track, Girls.....	
		Track, Girls Assistant.....	T. Bowman
Football.....	K. Bowman		
	Cavanagh	Volleyball, Varsity.....	Snyder
	Feller	Volleyball, Sophomore.....	Burns
Football, Freshmen.....	J. Koob	Volleyball, Freshmen.....	Scar
	Turner	Volleyball, Freshmen	Cousins
Football, JV.....	P. Koob		
		Wrestling, Varsity	Feller
Golf, Boys.....	Taylor	Wrestling, JV	P. Koob
Golf, Girls.....			
		Activities Director.....	Gruenwald

**SCHEDULES**

**Regular Day**

<u>PERIOD</u>	<u>BEGIN</u>	<u>END</u>			
Block 1	8:20	9:40			
GST	9:45	10:30			
Block 2	10:35	12:40	Lunch 1	10:50	11:15 [Classroom]
				10:55	11:20 [Lunchroom]
			Lunch 2	11:30	11:55 [Classroom]
				11:35	12:00 [Lunchroom]
			Lunch 3	12:10	12:35 [Classroom]
				12:15	12:40 [Lunchroom]
Block 3	12:45	2:00			
Block 4	2:05	3:20			

**1:30 Dismissal [Schedule A]**

Block 1	8:20	9:06
Block 3	9:10	9:56
Block 4	10:00	10:46
Block 2	10:50	12:40
GST	12:45	1:30

**1:30 Dismissal [Schedule B]**

Block 1	8:20	9:30
Block 3	9:35	10:45
Block 2	10:50	12:40
Block 4	12:45	1:30

**12:30 Dismissal**

Block 1	8:20	9:15
Block 2	9:20	10:15
Block 3	10:20	11:15
Block 4	11:20	12:05
Lunch	12:05	12:30

**Two Hour Late Start**

GST	10:20	10:45
Block 2	10:50	12:40
Block 1	12:45	1:30
Block 3	1:35	2:25
Block 4	2:30	3:20

**1) PRIVILEGES AND RESPONSIBILITIES OF MCHS STUDENTS**

- a) You are a citizen of Maquoketa Community High School. Membership in any organization carries with it certain rights and privileges, but there are corresponding duties and responsibilities which a good member recognizes. A high school student has the following rights and privileges:
  - (1) To attend classes and to receive instruction and help from the faculty.
  - (2) To participate in the different extracurricular activities.
  - (3) To use such school equipment and facilities as may be needed for class work or for recreation.
  - (4) To receive any of the recognitions and awards earned in the prescribed way.
- b) By accepting these rights and privileges, the student assumes the following duties and responsibilities:
  - (1) To do all assigned work to the best of his/her ability.
  - (2) To cooperate with the administration, faculty, and fellow students.
  - (3) To behave in such a way that he/she brings credit to himself/herself and to the school.

- (4) To protect all school property and equipment.
- (5) To contribute to his/her own self-development and to share his/her talents with the rest of the school.
- (6) To be a friendly and a loyal member of the student body.
- (7) To conduct himself/herself so that other students' rights to receive an education are not impaired.

## 2) RIGHTS OF STUDENTS

The ultimate objective of the Maquoketa Community School District is to help all students reach their fullest potential in academics, activities and citizenship. By working together we can establish and maintain a positive learning environment that will support the high ideals to which we all aspire. Acts which disrupt the operation of the school, classroom, or which are disruptive to other student activities, or any school activity will not be permitted. No student or group of students will be allowed to interfere with another individual's freedom to properly utilize school facilities and programs, or in any way impede educational or school-sponsored, supervised or sanctioned activities.

## 3) ATTENDANCE POLICY - From Board Policy 501.3

Parents within the school district who have children over age six and under age sixteen by September 15 in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 175 days.

## 4) TRUANCY

Students who have not reached age 16 by September 15<sup>th</sup> are subject to Truancy Laws for the entire school year.

- a) Truancy is the failure to attend school for the minimum number of days established in the school calendar without a reasonable excuse. The following are examples of absences not considered reasonable: tardiness, shopping, hunting, concerts, preparation or participation in parties and other non-school sponsored celebrations, employment, vacations not involving the entire family, and being "out of town."
- b) Truancy cannot be tolerated, and will result in detention or suspension, as well as a referral to the County Attorney for legal consequences. In addition, truancy can result in students having their driver licenses revoked in Iowa.

## 5) ATTENDANCE PROCEDURES

- a) Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to: illness; appointments for: dental, vision, and health; family emergencies; recognized religious observances; and school-sponsored or approved activities. Students whose absences are approved shall make up the work missed and receive full credit for the missed work.
- b) To excuse absences parents must communicate with MHS office to document the absence and the purpose of the absence. The communication must be in written form [note/e-mail], by phone, or in person. It is up to the administration to determine if the absence will be excused.
- c) An absence is considered UNEXCUSED if:
  - i) The student's parent/guardian does not communicate with the MHS Office.
  - ii) The student arrives after 30 minutes of the class.
- d) Unexcused absences may result in either a Saturday Detention or an In-School Suspension.
- e) Infinite Campus will generate an automated phone call for a student with an unexcused absence.
- f) To verify location and safety of students it is required that all students sign-in and sign-out in the high school office at the time of their arrival or departure. Failure to sign-in or sign-out may result in absence being unexcused.
- g) IT IS THE STUDENTS RESPONSIBILITY TO SEE EACH TEACHER FOR MAKE-UP WORK.
- h) A formal attendance report will be mailed to the guardian after a student reaches three (3) unexcused absences in any period during a given semester. Parents will then be asked to come to school and visit with administration/guidance regarding their child's attendance. The meeting will allow the guardian, student, and school to discuss a resolution to the attendance struggles that may be hindering the student's academic achievement. **Five unexcused absences in a class may result in the student being dropped from the class and not receiving credit.**
- i) Family vacations and church-sponsored trips will only be excused with: parental communication with high school office staff *prior to absence(s)* and student communication with course instructors *prior to absence(s)*. Documented by completion of an Out of Building Permission Form available in the office.

- j) Students with an unexcused absence(s) may not participate or attend school sponsored athletics or activities the day of the absence.

**6) MCHS TARDY PROCEDURES**

- a) Students are expected to be on time for all classes.
- b) A student is considered tardy to class when the student is not in his/her scheduled CLASSROOM before the tardy bell without a signed pass from the office or teacher.
- c) Teachers will assign discipline to students for tardiness, up to and including detention.
- d) A student arriving more than 30 minutes after the start of class and without a pass will be considered absent-unexcused.

**7) APPOINTMENTS**

Appointments during school hours are discouraged. If you must ask to be excused from school for a doctor’s appointment, please bring an Absence Excusal Form or a written request from your parents to the office. You will be given a permit to leave school in time to keep the appointment.

**8) GUIDELINES FOR CONSEQUENCES IN MATTERS OF STUDENT DISCIPLINE**

Mutual respect is the basis for all positive relationships. Establishing and maintaining a positive and disciplined environment allows all students an opportunity to reach their fullest potential. Whether during the regular school day, on a school bus or at an after school activity, MCSD has the same high expectations for all students and good conduct policies are in effect. The following table identifies possible consequences for students who violate school policies. **The goal of student discipline is to teach better decision-making and to maintain a positive learning environment for all students, staff and patrons of the District.** Nothing in this table prohibits school officials from exercising discretion and taking alternative action in dealing with specific matters related to school discipline.

OFFENSES	Consequences may include, but are not limited to, any of the following (in no particular order):
Disrespect to students – Inappropriate language, intimidation, or anything deemed disrespectful	<ul style="list-style-type: none"> <li>● Verbal Warning</li> <li>● Meeting with Administration</li> </ul>
Behavior designed to bully or intimidate others.	<ul style="list-style-type: none"> <li>● GST Detention</li> </ul>
Fighting	<ul style="list-style-type: none"> <li>● Saturday School</li> </ul>
Disrespect to staff – Language, intimidation, insubordination or other acts deemed disrespectful	<ul style="list-style-type: none"> <li>● In-School Suspension (Includes suspension from <u>all</u> activities and practices)</li> </ul>
Stealing or intentionally damaging or defacing school property or personal property of others.	<ul style="list-style-type: none"> <li>● Out-of-School Suspension (Includes suspension from <u>all</u> activities and practices)</li> </ul>
Use or possession of tobacco or dangerous drugs or chemicals which, in the case of drugs, have not been legally prescribed for the users or possessors and, in the case of chemicals, are not being put to safe or normal use.	<ul style="list-style-type: none"> <li>● Parental Communication</li> <li>● Parent-Student Conference</li> </ul>
Appearance at school during a normal school day or at a school-sponsored activity under the influence of harmful or dangerous drugs or chemicals or under the influence of an alcoholic beverage.	<ul style="list-style-type: none"> <li>● Recommendation for Expulsion</li> <li>● Referral to Counseling</li> <li>● Outside of School Detention</li> </ul>
Carrying or concealing a weapon(s).	<ul style="list-style-type: none"> <li>● Removal from a Class</li> </ul>
Refusal to identify oneself upon request by any member of the faculty or staff.	
Leaving the school building or classroom without proper permission, being truant, and being chronically tardy.	
Willful destruction of any school property including discharging of fire extinguishers or turning in a false fire alarm.	

## 9) SATURDAY DETENTION

- a) Saturday detention was instituted so students would not miss valuable class time.
- b) Saturday detention begins promptly at 8:00 A.M and it will end at 10:00 A.M.
- c) Students must be on time and must have work with them.
- d) Failure to serve on the assigned Saturday morning may result in further consequences.

## 10) DETENTION

- a) Detention will be assigned by teachers for classroom attendance and classroom behavior.
- b) Teachers assigning a detention will fill out a detention slip.
- c) Teachers will contact parents when a detention is assigned and if a detention is missed.
- d) Failure to attend detention will result in a referral to administration.
- e) No phones or electronic devices will be allowed in detention. There will be no talking and no restroom breaks allowed. Computers will be allowed at the discretion of the detention teacher and will be monitored to ensure students are staying on task.

## 11) GST GUIDELINES

- a) All students will be assigned to a Guided Study Time [GST].
- b) GST meets daily from 9:45 to 10:30.
- c) Staff will work with students during GST to implement academic interventions, re-test, and to re-teach lessons and or skills.
- d) If the student does not arrive to the requested teacher's room, that teacher will follow up with the student's GST teacher so that attendance is accurate.
- e) Students will sign in/out when leaving/arriving to a GST. Staff will keep documentation.
- f) Grade checks will be done every Monday (or first day of week) at the beginning of GST. Students will not leave GST until grade checks are completed. All students will do grade checks.

## 12) DRESS CODE

- a) The Board of Education is charged with the responsibility of educating students. Proper dress in school is a necessary part of your education. Therefore, you are required to dress in an appropriate manner that does not cause distractions to another, and is not offensive. The attire for all students is expected to be neat and clean.
- b) All school employees are responsible for monitoring dress code to ensure a positive learning environment.
- c) Students found to be in violation of dress code will be required to change clothing or cover up. Failure to comply will be considered insubordination and dealt with appropriately.

## 13) PARENTAL COMMUNICATION with STUDENTS

- a) In the case of an emergency or a request for a student to leave school grounds, parents should contact the office at 652-2451.
- b) Text messages and voicemail can be left on a student's cell phone to be checked at appropriate times.

## 14) CELL PHONES and OTHER ELECTRONIC EQUIPMENT

Students will not have phones, smart watches or other personal electronic devices out in the classroom, unless the teacher explicitly requests that they be used for an activity. This policy applies per class per semester. The same guidelines will apply to GST. Devices can be out during passing time and lunch.

Consequences:

First offense: The device will be placed in the container on the teacher's desk or counter and the student will get it back at the end of the block.

Second offense: The device will be placed in the container on the teacher's desk or counter and the student will get it back at the end of the day.

Third offense: The device will be kept for the day and parents informed that the student will no longer be allowed to have their device in that class.

If a student needs to make a parent phone call/text, they should ask the teacher in advance, and it is up to the teacher's discretion if it will be allowed.

#### **15) HIGH SCHOOL PARKING**

- a) Students are to park in north ~~or east parking~~ lot only.
- b) Students are NOT allowed to move their vehicles between parking lots during the school day.
- c) Numbered spots are reserved for faculty. Students may park in undesignated spots only.
- d) Parking in the Clinton Community College parking lot is prohibited. Violators will be guilty of trespassing and will be referred to CCC for prosecution.
- e) Vehicles should not be backed into parking spaces.
- f) The Board also authorizes building level administrators to issue school district citations in the amount of \$5.00 per citation for students who violate parking regulations or whose vehicles are parked in illegal areas, such as behind the high school.

#### **16) CORRECTIVE DISCIPLINE (502.13)**

Corporal punishment may not be used to discipline students. However, at the thoughtful discretion of school personnel, Iowa Code specifies that 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 or defense of others, to quell a disturbance or prevent an act that threatens physical harm to any person, to protect school district property, to obtain possession of a weapon or other dangerous objects, to remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises, or to protect a student from the self-infliction of harm, or for the protection of others located on the school district property.

#### **17) EDUCATIONAL EQUITY POLICY (102)**

- a) 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 [for employment], color, national origin, religion, creed, marital status [for programs], sexual orientation, gender identity, socio-economic 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 [for programs], sexual orientation, gender identity, socioeconomic status and disability.
- b) 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.
- c) Inquiries or grievances related to this policy may be directed to: Maquoketa Community School District, 612 South Vermont, Maquoketa, Iowa 52060, (563) 652-4984 or 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 or Inquires may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50319.

#### **18) CHILD ABUSE REPORTING (402.2)**

- a) In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties. The definition of child abuse is defined as in the policy regulations available at the administrative office or the office of the attendance centers.
- b) When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter will orally or in writing notify the Iowa Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified. Within forty-eight hours of the oral report, the mandatory reporter will file a written report with the Iowa Department of Human Services.



- c) If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to Mark Vervaecke (563-652-2451). The school principal shall be the designated investigator for child abuse complaints against school district employees. However, complaints regarding child abuse by school district employees may also be reported to the Superintendent, Chris Hoover (652-4984) who shall be the alternate designated investigator for such complaints.

**19) SEARCH AND SEIZURE POLICY (502.8)**

- a) 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. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.
- b) School officials are authorized to assign and supervise student locker and other storage facilities. Only authorized materials and equipment for use by the student in completion of his/her school assignments and responsibilities shall be stored in said lockers and storage areas. School officials are subsequently authorized by the Maquoketa School Board of Education to take the necessary measures to ensure that only authorized materials and equipment are hereby stored in said lockers and other student protected areas.
- c) 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, 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. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present 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.

**20) ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENT'S POSSESSION**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

**21) LOCKERS**

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers locked, clean and undamaged. Do not share your locker or share your combination with other students.

**22) LOCKER SEARCHES**

To ensure students are properly maintaining their assigned lockers, administrators of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

**23) STUDENT DIRECTORY INFORMATION (506.2)**

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose “directory information” to third parties without consent if it has given public notice of the types of information which it has designated as “directory information,” the parent’s or eligible student’s right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as “directory information.” The district has designated the following as “directory information”:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- 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 a part, cannot be used for this purpose.)

Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the district and parents of children homeschooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child’s information in the directory or in the general information about the students.

#### **24) STUDENT SENATE**

Student Senate is a body of students elected by their classmates for the purpose of serving the interests of the student body. The Student Senate acts as a liaison between students and administration and helps in planning activities of school-wide interest. Students interested in serving in these capacities are encouraged to participate in senate functions by running for class representatives.

#### **25) EMERGENCY DRILLS**

Fire and tornado drills are required periodically by law. 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.

#### **26) FOOD IN CLASSROOMS**

Will not be allowed due to COVID-19.

#### **27) HOMELESS FOR PARENTS AND STUDENTS**

##### **a) If your family lives in any of the following situations:**

- a. In a shelter, motel, motor vehicle, or campground.
- b. On the street.
- c. In an abandoned building, trailer or other inadequate accommodations.
- d. 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.

##### **b) 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.

**c) 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.

<p><b><u>Local Area Contacts:</u></b>  <b>Tara Notz</b>  <b>Maquoketa Homeless Liaison</b>  <b>(563) 652-4984</b></p> <p><b><u>State Coordinator:</u></b>  <b>Carolyn Cobb</b>  <b>Iowa Department of</b>  <b>Education</b>  <b>(515) 402-2736</b></p>
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**28) MULTICULTURAL AND GENDER FAIR EDUCATION (603.4)**

- Students will have an equal opportunity for a quality public education without discrimination, regardless of their age, gender, race, color, national origin, religion, creed, marital status, sexual orientation, gender identity, socio-economic 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, 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.

**29) ANTI-BULLYING HARASSMENT 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 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.

### **30) 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.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **31) GRADUATION REQUIREMENTS / COURSE SELECTION**

For detailed information and explanation, you should consult the Maquoketa Community High School Course Description Catalog. Copies of this are available in the Guidance Office or on the web.

### **32) EARLY GRADUATION**

Seniors who have completed all of the graduation requirements may apply to graduate after the first semester of senior year. Applications can be obtained in the main office. Early graduates cannot participate in second semester extra-curricular and co-curricular activities. Early graduates may participate in Prom and Commencement.

### **33) GRADUATION CEREMONY**

Seniors must be in good standing regarding academics, attendance and discipline to participate in the graduation ceremony. All bills and fines must be paid. Student participation in the ceremony is left to the discretion of administration. Seniors must attend all classes until school is dismissed.

#### **34) CLASS DESIGNATION**

Students must earn six credits to be considered a sophomore, 12 credits to be considered a junior and 19 credits to be considered a senior. Class designation will be determined in the fall. Students may advance a grade level at semester upon request and administrative approval.

#### **35) CLASS LOAD**

- a) Students are required to take eight classes per semester.
- b) Students will be limited to no more than ten classes per semester. Students can request to take more than ten classes. Initial requests must be made to the school counseling department. Final approval will be determined by the principal and the superintendent.
- c) Seniors can reduce their class load by one class per semester.

#### **36) SCHEDULE CHANGES**

All class or schedule changes **MUST** be completed in the Counseling Office. Students are considered to be registered for a class unless they officially complete the withdrawal with a Counselor. Any students desiring a class change after school begins **MUST** see a Counselor. Schedule changes will only be permitted during the first four days of each semester.

#### **37) COLLEGE DAYS**

Juniors and seniors are permitted to visit a post-high school institution provided the proper form is secured from the Guidance Office and filled out, signed by parent and Counselor and returned two days **BEFORE** the visit. If arranged through the guidance office, these visits will be counted as days in attendance. The visit is not considered excused until the student also returns documentation from the college/university that the visit occurred.

#### **38) TRANSCRIPTS**

Transcripts of your grades are provided to colleges at your request. The first one will be sent free of charge. The one with your final grades upon graduation will also be sent free of charge to the college you plan to attend. Transcripts needed for scholarship applications are provided free. The charge for all other transcripts is \$1.00 each.

#### **39) REPORT CARDS**

Parents/guardians will have access to grades on Infinite Campus via the parent portal..

#### **40) HONOR ROLL**

To be eligible for the Honor Roll, a student must be enrolled in at least 8 (7 for seniors) regular academic classes and receive all "A"s and "B"s in them. One "C" will be permitted if it is offset by an "A". Two "C"s disqualify this student.

#### **41) TRANSFER STUDENTS**

Students who transfer to Maquoketa High School must arrange for a transcript of course work from previous schools to be forwarded to MCHS. The counseling staff and high school principal will evaluate transcripts to determine progress toward graduation requirements. Students who are moving out of the district are encouraged to notify the office as soon as possible to ensure a smooth transition to their new school.

#### **42) VISITORS**

**Due to COVID-19 concerns visitors will not be permitted during the 2020-21 school year.**

Parents are encouraged to visit classes. All visitors to the building must sign in at the office and get a visitor's tag. Only under limited circumstances will other visitors be allowed by the principal. Students on break from another school will not be allowed to visit classes at MCHS. Student visitors will limit their visits to half a day.

#### **43) FEES**

- a) All fees are to be paid at the time of registration. A book fee is required of all students. Activity tickets will be available to any students wishing to purchase them. An Activity Ticket is strongly recommended to all students participating in Athletics, Band, Vocal, Cheerleading and Speech/Drama.
- b) Students whose families meet the income guidelines for free and reduced-priced lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), 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 temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the high school secretary at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

#### **44) INSURANCE**

All athletes **MUST** show proof to their coach that they are covered by a family-owned insurance policy.

#### **45) LUNCH**

Students are to eat in the area assigned for their lunch shifts. Trays, milk cartons, etc., are to be disposed of in the appropriate place. Disregard for proper conduct in the use of the cafeteria will result in denial of that privilege.

#### **46) ADMINISTRATION OF MEDICATION TO STUDENTS (507.2)**

Students may be required to take prescription medication or over the counter medication during the school day. All medication shall be administered only by the school nurse or a qualified designee who has been trained under the State Department of Health guidelines. Students are not to have prescription medications on their person.

#### **47) SCHOOL WELLNESS PROMOTION**

- a) 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)
- b) The Maquoketa Community School district will **NOT** allow parents and all others to provide food or snacks for birthday treats for class parties due to COVID-19.

#### **48) VENDING**

Only vending sales of items that meet the nutritional guidelines stated in the District Wellness Policy 507.9 are allowed during the school.

#### **49) CONCESSION STANDS**

Individual groups offering concession stands during events (not during instructional day) are not subject to this policy. However, all groups are encouraged to offer as many nutritionally sound items as possible during the sale.

#### **50) STUDENT BUS CONDUCT REQUIREMENTS (711.2)**

- a) It will be the responsibility of the Director of Transportation with the consultation of the Superintendent of Schools to develop written student bus and transportation discipline rules and regulations.
- b) These rules and regulations shall be distributed to all students and/or their parents or guardians at the time of student registration.
- c) Should a student violate any of those rules and regulations, the Director of Transportation has the authority to suspend the student from transportation privileges for up to three days. The driver shall immediately notify the Director of Transportation if a suspension is to be considered. The Director of Transportation shall notify the student's parents or guardians of the suspension. A hearing with the student's parents or guardians may be arranged at their request. This meeting shall include the driver, the Director of Transportation and may also include the school principal. This hearing shall be for the twofold purpose of discussing the nature of the violation and to explain that further offenses may result in a suspension of transportation privileges of up to two weeks.
- d) After this hearing, the Director of Transportation and/or principal shall address a letter to the parent or guardian restating the offense as well as a consequence of future violations.

- e) Should a second offense occur, the transportation privilege may be suspended up to two weeks (10 school days) by the Director of Transportation and/or school principal. A letter shall immediately be sent to the parents or guardians explaining the offense, stating the length of the suspension, and indicating that a further offense may result in suspension of transportation privilege for the remainder of the semester or six weeks whichever is greater.
- f) Should further offenses occur, the Transportation Services has the authority to suspend the student as per above. Should this penalty be imposed, the Director of Transportation shall immediately notify the parents or guardians and the Superintendent of Schools. It shall be the duty of the Superintendent of Schools to notify the parent or guardian by letter of the suspension and of the right to appeal. The Superintendent shall also immediately notify the Board of Education of this action.
- g) Should an appeal be requested, it shall be heard by a hearing committee composed of the Superintendent, a member of the Board of Education, and a principal who has not previously been involved in the case.
- h) The hearing committee's decision may include upholding, modifying or denying the suspension.

### **51) PEP BUSES**

Pep buses will be offered to away games when sufficient interest is indicated. After signing up for a seat, if a student finds he cannot go on the bus, he may sell his seat to another individual. No refunds will be made from the office once a seat has been reserved.

### **52) TRANSPORTATION TO ACTIVITIES**

Students will not be allowed to drive to or from a school activity in which he or she is participating. Parents may take their own students home by communicating with the sponsor or coach at the end of an activity. If a parent wishes to allow a student to ride home with another Maquoketa High School parent, permission must be sought by communicating with the activities director.

### **53) INTERNET ACCEPTABLE USE POLICY Code No. 605.6**

Because technology is a vital part of the school district curriculum and the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Students are issued individual accounts to access educational resources. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography, or are harmful to minors.

The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors. The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy
- Student safety with regard to:
  - safety on the Internet
  - appropriate behavior while online, on social networking Web sites and in chat rooms; and



- cyberbullying awareness and response
- Compliance with the E-rate requirements of the Children’s Internet Protection Act.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children’s Internet Protection Act (CIPA) or E-rate.

**57) FEE WAIVER AND REDUCTION PROCEDURES - 503.3R1**

The board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers, or temporary waivers depending upon the circumstances and the student or student’s parents’ ability to meet the financial criteria.

**A. WAIVERS**

**1. Full Waivers** – a student will be granted a full waiver of book fees, instrument rental, roller skate rental, pre-school tuition and drivers education fees charged by the school district if the student or student’s parents meet the financial eligibility criteria for free meals under the Child Nutrition Program, Family Investment Program, MCSD Household Income Information Form, transportation assistance under open enrollment, or students in foster care.

**2. Partial Waivers** – a student will be granted a partial waiver of book fees, instrument rental, roller skate rental, pre-school tuition and drivers education fees charged by the school district if the student or the student’s parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program and MCSD Household Income Information Form. The reduction percentage will be fifty (50) percent.

**3. Temporary Waivers**-a student may be eligible for a temporary waiver of fees charged by the district in the event the student’s parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and will not extend beyond the end of the school year.

**B. Application** – Parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.

**C. Confidentiality** – The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.

**D. Appeals** – Denials of a waiver may be appealed to the superintendent of schools.

**E. Fines** or charges assessed for damage or loss to school property are not fees and will not be waived.

**F. Notice** – the school district will annually notify parents and students of the waiver. The following information will be included in registration materials and printed in the student handbook:

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), or who are in foster care are eligible to have their student fees waived or partially waived.

**54) MAQUOKETA HIGH SCHOOL GRADING POLICY**

1. Extra credit will not be given.

2. Attendance and behavior will not be included in the grade.
3. Grading Scale:
  - A: 100-93
  - A-: 92-90
  - B+: 89-87
  - B: 86-83
  - B-: 82-80
  - C+: 79-77
  - C: 76-73
  - C- 72-70
  - D+ 69-67
  - D 66-63
  - D- 62-60
  - F 59 and below
4. Assessments will be weighted at 90% of the final grade.
  - a. Assessments prove learning has taken place. Assessments include, but are not limited to: tests, quizzes, presentations, papers, projects, etc...
  - b. Retakes will be offered with the following stipulations:
    - i. Must be done within two weeks from the date of the original assessment. This time frame is a minimum and can be increased by the teacher as they see fit.
    - ii. Student must prove learning has taken place by:
      1. Coming in for assigned intervention time.
      2. Doing /redoing relevant learning activities.
    - iii. Anyone may take advantage of this opportunity.
    - iv. Full credit will be given.
  - c. Assessments must be presented/completed on the original due date to be eligible for the retake. Students with excused absences will test/present upon return to school.
  - d. Due dates are set by the instructor and are held firm unless the student communicates extenuating circumstances to the instructor.
5. Learning Activities (anything that helps the student master a standard)
  - a. Will be weighted at 10% of the final grade.
  - b. Due dates are set by the instructor. These dates are held firm unless the instructor approves an alternative date, due to the student communicating extenuating circumstances.
  - c. Missing learning activities will be marked as “Missing” in Infinite Campus for a minimum of two weeks after which they may be changed to a “0” in the gradebook.
6. The semester grade will be calculated by a running total of cumulative points.

### ***PLEASE READ THE FOLLOWING VERY CAREFULLY***

Walt Whitman wrote, “Create good people, the rest follows.” The primary reason Maquoketa High School sponsors extracurricular activities is to provide opportunities for students to express themselves in a variety of ways that will help them develop work ethic, cooperation, and good citizenship. We do not expect our students to win every game or place first in every competition, but we do expect our students to work hard, do their very best, and represent our school and community with dignity and pride. It is important that students understand that representing Maquoketa High School in activities is an earned privilege. For this reason, the high expectations for participation are delineated in this handbook. Remember, reaching your full potential, will require time, effort, and self-sacrifice on your part.

#### **THE ACTIVITY CODE:**

Maquoketa extra-curricular activities are conducted on a wholesome basis. Maquoketa students may not always come away number one, but they do participate with that purpose in view. The Board of Directors believe that sportsmanship, friendly relationships, and good fellowship grow out of activities between students of Maquoketa and their competitors. It takes many ingredients to make you and your fellow students a champion. To have a championship school you have to be a champion yourself.

#### **Code for Activities**

1. The following will be considered violations of our conduct code for participants in activities:

- a. Usage or possession of tobacco, alcohol or other drugs (controlled substances); or abuse / deliberate misuse of over the counter drugs.
- b. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s); (i.e. Arson, vandalism, assault, battery, theft, criminal mischief, etc.)
- c. Violations of regulations established by activity sponsors to develop and administer their specific programs.

*All participants are required to begin and complete each season in "good standing" in order to fulfill all requirements to regain eligibility once participant has violated the code of activities or been declared academically ineligible. If a participant does not complete a season in "good standing" then participant will be ineligible for the next activity for which he or she participates.*

### **Penalty-First Offense**

- Suspension from squad/individual competition for 1/3 of the season (fall, winter, spring, summer), from the first date of competition, or extra-curricular activity (intra-squad scrimmages and team scrimmages are not considered competitions).
- This offense includes a counseling session with the Activities Director, Head Coach, Parents of Violator, and Violator before the student returns to competition.

### **Penalty-Second Offense**

- Suspension from squad/individual competition for 3/4 of the season (fall, winter, spring, summer), from the first date of competition, and/or any other extra-curricular activity (intra-squad scrimmages and team scrimmages are not considered competitions).
- Required attendance at four (4) counseling, training, or abuse workshop. All costs will be considered a parental expense. School assistance locating programs will be made available upon request.

### **Penalty-Third Offense**

- One year suspension from squad/individual competition, or the next extra-curricular activity, from the first date of competition, or extra-curricular activity.
- Recommendation is additional counseling, training, or abuse workshop. All costs will be considered a parental expense. School assistance locating programs will be made available upon request.

### **Penalty- Fourth and Subsequent Offenses**

- One year suspension from squad/individual competition, or the next extra-curricular activity, from the first date of competition, or extra-curricular activity.

*Penalties (number of events suspended) will be based on the maximum number of regular season contests allowed by the appropriate state association (IGHSAU or IHSAA). If the activity is involved in post-season and athlete is still suspended he/she will continue to serve suspension during post season play. If athlete can't complete his/her penalty prior to the end of the season, the portion remaining on the penalty will be carried over to the next sport which the individual participates.*

*Example: Student is suspended for first offense with one football game remaining, 1/3 of football would be 3 games, however, the athlete can not complete suspension so he would have 2/9 of the next season to serve, so if he played basketball he would be suspended for the next 5 games of basketball to complete suspension.*

**Multiple penalties will be served consecutively. Each penalty begins after the prior one has been served. If a student violates the policy while under suspension, the penalty will begin immediately after he/she would have become eligible. Academic and Good Conduct Penalties will be served consecutively (not at the same time).**

**1) Reduction of Penalty:** If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced to 1/4 of the season for a first violation or reduced to 2/3 of a season for a second violation. **There is not a reduction allowed on the 3<sup>rd</sup> violation.**

*Individual has 48 hours after the offense to self-report in order to receive this reduction*

**2) Duration:** Penalties are for one year period from the date of the most recent infraction. If infraction recurs after this time, it will be considered a first offense.

**3) Attendance:** Penalty for missing practice or rehearsal is left up to each head coach.

**4) Dress and Grooming:** While representing the Maquoketa Community Schools, the participant is expected to maintain a well groomed appearance.

**5) Equipment:** Any participant found in possession of Maquoketa School equipment not checked out in his or her name will have a same applied to the school cost.

**6) Due Process Clause:**

a) Head Coach or Activities Director, Asst. Principal, and the Principal will be involved in the hearing or review of the case. The student may have counsel (parent/guardian and/or lawyer). The student has five days to write or appeal to the committee to review the case.

b) The case is then reviewed by the committee, if the decision remains unsatisfactory the students has five days to appeal to the superintendent who will as an agent for the board of education, convening his/her own hearing, taking testimony and either remanding the case back to the initial hearing panel or causing the board to convene in either regular or special session to take final action on the case.

**Conduct Consequences Table**

Sport	Dates	1st Offense		2nd Offense	
		Self	1/3	Self	3/4
Football and Football Cheer	9	2	3	6	7
Volleyball	14	4	5	9	11
X-Country	10	3	3	7	8
Basketball and BB Cheer	21	5	7	14	16
Bowling	12	3	4	8	9
Wrestling and Wrest. Cheer	15	4	5	10	11
Track	12	3	4	8	9
Boys Soccer (matches)	13	3	4	9	10
Girls Soccer (matches)	17	4	6	11	13
Golf	12	3	4	8	9
Tennis	12	3	4	8	9
Softball (games)	40	10	13	27	30
Baseball (games)	40	10	13	27	30

**7 ACADEMIC REQUIREMENT (NEW POLICY AS OF JULY 1<sup>ST</sup> , 2006)**

- The academic requirement is a law from the State of Iowa (Scholarship Rule 36.15(2))
- The following academic rule applies to athletics only.
- Individuals participating in co-curricular or other extracurricular activities such as FFA, band and vocal along with Cheerleading, Drama, and Dance will be academically ineligible for 30 calendars days following the posting date.

*Participants who have been declared academically ineligible from co-curricular activities, Cheerleading, Drama and Dance can't regain his/her athletic eligibility by serving a co-curricular penalty. This is based on the interpretation of the ruling state athletic associations IGHSAU and IHSAA*

**Scholarship Rule 36.15(2)**

**How it affects Maquoketa Students?**

A student must receive credit in at least 4 subjects at all times	Maquoketa HS is on a 4 Block A-B schedule so this translates into 8 subjects for Maquoketa students
Pass all and make adequate progress toward graduation to remain eligible.	<p><b>Freshmen-Sophomores-Juniors</b> 1. Must pass all 8 subjects</p> <p><b>Seniors</b> 1. Must pass 7 out of 7--Reason--senior open block</p>

<p>If not passing all at end of a grading period, student is ineligible for first period of 30 consecutive calendar days in the next interscholastic athletic event in which the student participates. The date for which the suspension begins is set in cooperation with the sanctioning party.</p> <p>If not passing all at any check point (if school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school</p>	<p>If failing one or more classes at the end of the semester</p> <ol style="list-style-type: none"> <li>1. The student will be ineligible for 30 calendar days in his or her next sport</li> <li>2. The student has an automatic study table determined by coaching staff</li> <li>3. Students will regain eligibility at the end of the 30 day suspension, however, the student's grades will be monitored and required to attend study tables if any grades are not passing</li> </ol> <p>Maquoketa will follow same procedure for the 2<sup>nd</sup> semester.</p>
<p>Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades</p>	<p>Maquoketa will check grades at the end of each semester.</p>
<p>Requirement that member schools report interventions on CSIP</p>	<p>Maquoketa will follow the proposal</p>
<p>A "student with a disability" and an IEP is judge based on progress made toward IEP goals. (Not a substantive change; verbiage is changed to align with IDEA.)</p>	<p>Maquoketa will follow the proposal</p>
<p>Ability to use summer school or other means to make up failing grades for eligibility purposes stricken.</p>	<p>Maquoketa will follow the proposal</p>

*All 9<sup>th</sup> grade students will be eligible for participation regardless of 2<sup>nd</sup> semester grades during their 8<sup>th</sup> grade year. 9<sup>th</sup> grade student-athletes will 1<sup>st</sup> semester freshman grades will determine their eligibility.*