

Briggs
Elementary
Parent
&
Student
Handbook
2017-2018

**Maquoketa
Community Schools**

Web site: www.maquoketaschools.org

Briggs Elementary School

563-652-4996

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INTRODUCTION

Welcome to another school year! This handbook is for students and parents at Briggs Elementary School.

The handbook contains important information that you need to know about school policies and rules.

The handbook is organized in alphabetical order by heading.

If you have questions about school policies, please do not hesitate to call the building principal.

Briggs 652-4996

MCGF POLICY

It is the policy of the Maquoketa Community School District not to discriminate on the basis of race, color, national origin, religion, creed, gender, age, marital status, sexual orientation, gender identity, social-economic status, or disability in its employment practices or programs. For assistance, contact Caleb Bonjour, MCGF Coordinator, Maquoketa Community Schools, 652-4956.

ANIMALS IN THE CLASSROOM

Animals may not be brought into the classroom without the specific prior approval of the

principal or teacher. In the case of “show and tell,” a responsible adult must bring the animal to school, remain with it at all times, and take the animal from school when done.

ATTENDANCE

Regular attendance helps children succeed in school.

Students are required by law to be in school every day unless there is a valid excuse. Absences and tardiness disrupt the learning process.

In the event of illness, please call the school and leave a message on the answering machine. If you are unsure about whether or not a student is ill, we recommend that you contact the school nurse. Upon returning to school, please **send a note** with the following information:

- Name of child
- Date of absence(s)
- Reason for absence
- Parent signature

If you feel your student has a medical reason to stay indoors during recess, please state this on the note. If the student needs to stay in more than two days, a note from a physician is required.

If we do not receive a call or note, the absences will be “unexcused.”

See **Truancy** for more information.



BALLOONS AND FLOWERS DELIVERED TO SCHOOL

When a balloon or flower is delivered for a child at school, we hold the item in the office until the end of the day. We do this to keep the classroom disruptions to a minimum.



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.

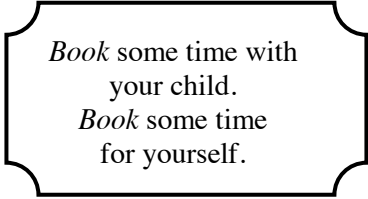
BIRTHDAY INVITATIONS

Invitations to birthday parties should not be distributed at school unless all students in the class are invited. As with birthday invitations, Valentines should not be sent to school unless there are valentines for all students in the class.

BOOKS

The school furnishes textbooks and workbooks. 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. However, students are responsible for the books they check out of the library. Fines will be assessed for books, which are damaged or lost.



*Book some time with
your child.
Book some time
for yourself.*

BULLYING

(Student & Staff Maquoketa Schools Harassment Handbook Provision)

Initiations, Hazing, Bullying or Harassment

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students

violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 1. tell a teacher, counselor or principal; and
 2. write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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 includes conduct of a verbal or physical

nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.; and
- demeaning jokes, stories or activities.

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.

A shuttle bus will be provided for students going from Briggs to Cardinal and from Cardinal to Briggs. Student use of the shuttle bus will be deemed appropriate by building Administration or the School Transportation Director.

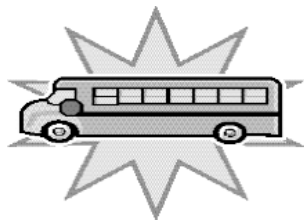
Bus Discipline:

Bus drivers must concentrate on driving, not on discipline.

Riding the school bus is a privilege, not a right.

Students whose behavior is inappropriate may be subject to disciplinary action, including suspension from the bus. It is expected that parents will transport students to school that are suspended from bus transportation. Any student suspended from bus transportation will need to attend a meeting about the suspension with the building principal, transportation director, and his or her parents before the student can start using bus transportation.

Bus rules are distributed at registration.



Changes in normal bus routine:

If your child normally rides a bus but you change that routine on a given day, you **must** send a note to the teacher. **We cannot accept a child's oral statement that he/she is not to ride the bus.** Without a note from a parent, the child will be placed on the regularly assigned bus.

You should contact Mike Wing, Director of Transportation, at 652-4616 if you have questions about our bus services, discipline, etc.

CELL PHONES

Students that bring cell phones to school must keep them in their school bag and they need to be turned off during the school day. Students who use cell phones during school will have the phone taken by the teacher and the phone will be taken to the office. Students will get the phone back at the end of the day. Continued misuse of cell phones will result in having parents come to school to get the student's cell phone.

COMPLAINTS

The Maquoketa Schools Board Policy 903.7 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 903.7)

If the complaint involves an allegation of physical or sexual abuse or harassment against an employee of the District, specific legal procedures require that a formal complaint be filed with the building principal.

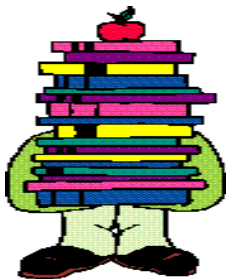
COMPREHENSIVE SCHOOL IMPROVEMENT PLAN

The Maquoketa Community School District is committed to what is referred to as our "CSIP" (pronounced see-sip). All districts in the state of Iowa are required to create, implement, monitor, and assess progress toward meeting improvement goals. Originally written in 2000 by a leadership group of parents, community members, and educators, eight long-range goals were set, with multiple tasks to complete to meet them. They are in the areas of math computation, math problem solving, reading, science, behavior, curriculum, technology, and facilities.

Student achievement is the focus of the improvement plan, and is shared with the public in the form of an Annual Progress Report (APR). Copies of

Maquoketa's APR are free and available from the Superintendent's office at 612 South Vermont (652-4984). The Report includes information about student achievement / test scores, the teaching staff, the Board of Education, district finances, enrollment, attendance statistics, and graduating seniors. Parent interest and input are encouraged and welcome.

Our district is very proud of the progress we have made - and will continue to make. At Briggs School, we will make every effort to ensure that your child's intermediate years in our system are a positive and productive experience.



CONTACT INFORMATION

Correct contact information is critical in case of emergency situations. Due to the increased usage of cell phones we find that numbers are changing more frequently. **A change in address or phone number should be reported to school as soon as possible.** Accurate information is imperative to keep an open line of communication between school and home.

CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS

Both parents 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, which contains specific denial of these rights before we can deny a request from a noncustodial parent.

DISCIPLINE

Students are expected to conduct themselves in keeping with the standards of discipline as established by the written guidelines for their school at all times. (Board Policy 503.1)

Each classroom has **student expectations** which outline acceptable behavior. In addition, there are **consequences** for unacceptable behavior.

In general, consequences for inappropriate behavior involve:

- loss of recess
- "Time Out" or isolation from the class
- a phone call to the parents
- detention (staying after school)
- suspension from school

DRESS CODE

Students should dress appropriately for school activities and not wear any item that causes a material and substantial disruption to the orderly school environment.

- Students should be clean and well groomed.
- Apparel which advertises tobacco or alcoholic products or establishments should not be worn.
- Clothing which displays inappropriate language or illustrations should not be worn. Half shirts and halter-tops are not acceptable.
- Attire which can be associated with violence should not be worn.
- Hats or other headgear may not be worn in the building.
- Attire which can be associated with gangs, gang membership, or gang related activities should not be worn.
- Footwear is required at all times.
- Boots and snow pants are required for students to go off the play pad during the winter.
- **Hooded sweatshirts are allowed but hoods are not allowed to be over the head inside the school building.**

DRUGS

Students shall not knowingly possess, use, transmit, or be under the influence of any type of illegal drug on school grounds during and immediately before or after school hours.

EARLY DISMISSAL - SEVERE WEATHER

In the event of an early dismissal due to severe weather conditions, announcements will be made on the radio stations and through the school messenger system as soon as the decision is made. Please **do not call** school because it ties up our lines.

Be sure that children know where they are to go in the event of an early dismissal and a parent or other adult is not at home.

See “School Cancellations” for a listing of radio stations, which carry announcements about early dismissals.

EDUCATIONAL EQUITY POLICY OF THE MAQUOKETA COMMUNITY SCHOOLS

It is the policy of the Maquoketa Community Schools not to discriminate on the basis of gender, race, color, national origin, religion, creed, age, marital status, gender identity, sexual orientation, or disability in its educational programs, activities, or employment practices as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

Contact **Caleb Bonjour** at the Maquoketa Middle School if you have questions or concerns about this. **563-652-4956 ext. 3228**

Inquiries regarding compliance with Title IX, Title VI, or

Section 504 may be directed to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri, or to the MCGF Coordinator, Maquoketa Community Schools, 612 South Vermont, Maquoketa, Iowa.

(See Board Policies 401.1, 603.4 and 102)

E-MAIL COMMUNICATION

All certified and classified staff members may be contacted electronically. E-mail addresses consist of the person’s first initial, last name followed by: ***@maquoketaschools.org*** (all lower case, no spaces) Example: ***pbollman@maquoketaschools.org***

FAMILY RIGHTS AND PRIVACY ACT

The Family Rights and Privacy Act of 1974 requires annual notification to parents of children enrolled in special education instruction programs operated by the Maquoketa Community School. District of their right to review the special education records of their children. This federal law allows a parent or guardian the following:

- A review of the child’s special education records.
- To obtain copies at a nominal fee.
- To write a response to materials in the record.

- To challenge the content of the records on grounds of inappropriateness or inaccuracy.
- Parents also have the right to have such records explained by a professional staff member if so desired.

If you wish further information about this, contact the Superintendent of Schools, 612 South Vermont, Maquoketa, Iowa.



FIELD TRIPS

Field trips are planned as an educational experience for children.

At the time of **on-line** registration, parents will be asked to sign a blanket permission slip for the year. Such permission is necessary or the student will be required to remain at school.

Under certain circumstance, a student may be denied permission to participate in a field trip. Should this occur, the parent will be notified and the student will stay at school.

HEALTH SERVICES

The school nurse provides the following health services.

- Reporting of communicable diseases
- Reporting and maintaining student immunization records
- 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

HUMAN GROWTH AND DEVELOPMENT

Human Growth and Development education is mandated by state law. Before students receive instruction in this area, parents are given an opportunity to preview the materials.

Parents who wish to have their student excused from this instruction must file a written request with the principal. (Board Policy 603.5) Students in grades 4 and 5 will receive this academic instruction by the school nurse and guidance counselor.

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, 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 request 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.

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

Local Area Contacts:

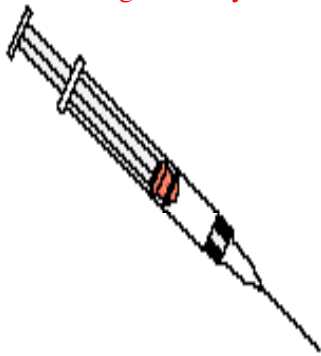
Jane Schmidt
Maquoketa Homeless Liaison
(563) 652-4984

State Coordinator:

Donna Eggleston
Iowa Department of Education
(515) 281-3999

IMMUNIZATIONS

Parents or legal guardians must provide proof that a student has met the provisions of the Iowa law for immunizations. This is to be given to the school nurse **or building secretary.**



Students without documentation of immunizations **will be denied** permission to attend school.

(Upon graduation, students are given their immunization cards because they are necessary for admission to post-secondary programs.)

Current immunization requirements are:

3 DPT

3 Polio (one of these must be administered after the age of 4)

2 MMR

3 Hepatitis B (all entering kindergarten students).

1 Chicken Pox Vaccination

If you have specific questions about immunizations, please contact the school nurse or the county health nurse.

INJURY OR ILLNESS AT SCHOOL

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



At **on-line** 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.

First aid measures may be offered to a student by the school nurse or other district employees.

If warranted, a student will be taken to a hospital by

ambulance or other means of transportation.

Internet - Appropriate Use

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. Individual student accounts and electronic mail addresses will not be issued to students. 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.

LEAVING SCHOOL DURING THE DAY

Students are not permitted to leave during the day without a family member or designated school employee. Exceptions will be made for a medical or dental appointment. If a student needs to leave during the day for an appointment, a written note must be sent to the teacher stating the reason and the time the child must leave. The parent must come to the **office** to pick up the child and to sign them out before leaving school.

Note: A note or phone call is needed to allow a non-family member to take a student out of the building.

LOST AND FOUND

A Lost and Found Box is used to collect unidentified items. Put the student's name on clothing and personal items brought to school. If something is lost, be sure to check the lost and found box as soon as possible. We try to clean out the lost and found box on a regular basis. Items, which may be of value, are donated to charity.

MEDICATION AT SCHOOL

When a student needs to take prescription medications at school, authorization and instructions must be provided by a parent. The medication must be kept in the prescription container filled by a pharmacist.

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)

MOVING

If you are moving from the area, please give us advance notice to allow ample time for your child's teacher to prepare transfer information for you to take with you. Official records are sent upon request for the next school you attend.

NURSE

The school nurse will be in the building each day from **10:45** a.m. until the end of the day. If you have any medical concerns or questions about your child, please call the school nurse during these hours.



It is important for parents of students who take daily medication to keep tabs on their medication supply at school.

Please keep your phone number and emergency numbers updated with the office in case the nurse would need to call you when your child is sick.

PARENT RIGHT TO EXAMINE SCHOOL RECORDS

Federal law permits a parent to:

- Inspect and review educational records.
- Request an amendment of the educational records.
- Consent to disclosure of personally identifiable information in educational records.
- File a complaint with the U.S. Department of Education re: alleged noncompliance with the law.
- Obtain copies of the records policy.
- Withdraw students' directory information from general release.

Maquoketa's policies on student records comply with Family Educational Rights and Privacy Act of 1974 and Iowa statutes. (See Board Policy 506.1)

We cannot send school records with parents.

PARENT-TEACHER 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 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.



PARTIES

Students will participate in three seasonal parties during the school year. Those parties will be Halloween/Fall, Christmas/Winter, and Valentine's Day/Spring.

PBIS

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture and needs for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

There will be assemblies and other classroom activities during the school year to support the approach of creating a positive culture at Briggs Elementary.

PERSONAL PROPERTY AT SCHOOL

Children should not bring money, iPods, MP3 players, toys, balls, bats, or other objects from home unless given specific prior permission by the teachers. Items brought from home should be clearly marked. **The school will not assume responsibility for the loss or damage of items brought from home.**

Students should not bring to school such things as water guns, toy guns, knives, pocket knives, toy knives, trading cards, roller blades, roller skates, ice skates, or sleds with metal runners. They will be confiscated.

PHYSICAL EDUCATION

Physical Education 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.

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)

Students are reminded to wear tennis shoes on physical education days

PUPIL PROGRESS EVALUATION

The school year is divided into 3 reporting periods. During the year you will be invited to come to school for Parent-Teacher Conferences to discuss student

progress. Report cards will be sent home at the conclusion of each trimester for you to see the progress of your child's work at school.

RECESS

All students should participate in recess unless there is a valid medical excuse. Students recovering from illness may stay in from recess for a maximum of 2 days with written notification from parents. Students are expected to dress appropriately for the weather. Boots are necessary to go off the play pad.

Playground equipment is provided by the school. If the teacher permits, students may use their personal equipment such as balls, gloves, or jump ropes at recess. However, the school assumes no liability for loss or damage to such equipment.

Students are expected to play safely at all times. Activities, which are potentially harmful to either the student or other students, are not permitted.

The playground supervisor determines which activities will be permitted. Loss of recess may be part of the consequence for unacceptable behavior. Continued problems at recess could lead to a parent meeting to discuss acceptable recess behavior.



RELEASE OF DIRECTORY INFORMATION

Often referred to as "directory information," the following information may be released to the public for any student of the school district as necessity or desirability arises:

Name, address, telephone number, name and address of parent(s)/guardian(s), date of birth, participation in officially recognized activities and sports, major field of study, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received and the most recent previous school or institution attended.

Any student, parent or guardian not wanting this information released to the public must make objection in writing to the principal or other person in charge of the school, which the student is attending. This objection **must** be renewed at the beginning of each school year.

SKATE BOARDS

Skateboards, scooters, roller blades and RipStiks are not allowed at school.

SCHOOL CANCELLATIONS

When bad weather or other events cause a cancellation, late start, or early dismissal of school, the announcements will be carried on the following radio and TV stations.

Station	AM	FM
KMAQ	1320	95.1
Cable TV- 22		
KGAN - 2		
KCRG - 9		
KWWL - 7		
KWQC - 6		
WQAD - 8		
WHBF - 4		

Please **do not** call KMAQ, administrators, or teachers.

SCHOOL INSURANCE

All families are encouraged to secure adequate medical and accident insurance. The school does not assume liability for medical expenses as a result of injuries at school.

Claim forms should be secured from the school office immediately after an accident. A physician must complete these forms.

The school should be notified within 24 hours of the accident or your right to payment may be jeopardized.



SCHOOL MEALS

The Maquoketa School System is in partnership with Lunchtime Solutions for school meals. Information will be sent out to families at the start of the school year about school lunch procedures for the 2017-2018 school year

SCHOOL SECURITY

The safety of our students is a high priority. All visitors to the building must enter through the front door during the school day. Visitors are asked to check in at the office and wear a visitor badge while in the building.

SEXUAL HARASSMENT

Sexual harassment is not tolerated in the Maquoketa Schools. A brochure that explains sexual harassment for students is shared with students in the upper grades. If parents or students believe an incident of sexual harassment has occurred, please report it to the building 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

A principal may issue up to a **three-day** suspension from school. If additional penalties are appropriate, the superintendent may recommend further action at the next school board meeting.



STUDENT ABUSE

Physical or sexual abuse of students, including inappropriate and intentional physical sexual behavior by employees, is not acceptable.

Board Policy 502.13 states 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, the preservation of order, to quell a disturbance threatening others, to protect school district property, or for the protection of others located on the school district property.

The school district will respond promptly to allegations of abuse of students by school district employees. The processing of a complaint or allegations will be handled confidentially to the maximum extent possible.

STUDENT ACHIEVEMENT ASSESSMENT

To measure student achievement, a number of instruments are used during the school year. Math and Reading unit tests are given to check student progress. The Iowa Assessments tests are given during the school year to determine student proficiency in math, reading, and science. Iowa Tier screening data will be taken 3 times during the school year to determine if some students need academic interventions in reading and math skills. Alternative assessments are also given to check progress. Such assessments include tests that support our math and reading curriculum. Student achievement assessment results are shared with parents through Friday folders and parent-teacher conferences.

TARDY

Being at school on time is important for student learning. Students are allowed to enter the

building each day at 8:15. Students arriving after 8:30 will be considered “tardy” unless the student has an acceptable excuse.



TELEPHONE USAGE AND VOICE MAIL

Students may use the school telephone without charge for emergency or illness reasons. Phone calls to ask for permission to go to a friend’s house after school is not permitted.

We urge you to call the teacher whenever there is a question or concern. We will do our best to help. If you call during class hours, it may be necessary to leave a voice mail message asking the teacher to return your call. If you call in the evening or early morning, you may leave a message in the general voice mailbox or in the teacher’s voice mail.

TRADING CARDS

Trading cards are not to be brought to school. If cards are brought to school, the Principal will confiscate them **and return them at the end of the school day. If this happens a second time, parents will be notified to come to the school office to pick up the cards.**

TRANSFER AND WITHDRAWAL

If you plan to move to another school district, please let us know at least three days in advance. We will prepare a transfer letter containing information useful to the next teacher(s). When you get to the next school, you will be asked to complete a form authorizing us to send the school records to the school.

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 501.3).

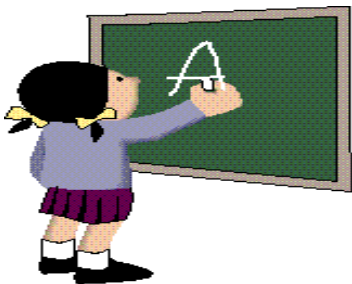
Only the principal can approve an excused absence. Examples of *excused absences* include illness, a doctor’s appointment, family emergency, religious observances, etc. Examples of *unexcused absences* include, baby-sitting, shopping, hunting, etc. An *unexcused tardy* is when the child does not report to school before 8:30 AM, and will be counted as an act of truancy.

If there is a concern about a child’s attendance, the principal will contact the parent in writing to explain the problem and include copies of the District Policy and Procedures.

USE OF DIRECTORY INFORMATION

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 objection in writing by September 1st to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.



VIDEO 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 videotape may be used in a student disciplinary proceeding. The content of the videotape is a confidential student record and will be retained with other student records. Videotapes 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 videotapes of their children if the videotapes are used in disciplinary proceedings involving their children. (Board Policy 605.11)

VISITORS IN THE SCHOOL

The Maquoketa Community Schools are open to adult visitors. We encourage classroom visitations by parents and relatives. **Visitors must notify the office of their presence before visiting a classroom.** Visitor badges are available in the office. We ask that you wear one during your visit.

In order that your visit might be more informative, first contact your child's teacher to determine the day's activities. A recommended visitation period is one hour.

Invitations will be extended to parents on special occasions.
WALKERS

All walkers that cross Main Street and Platt Street are encouraged to cross where there is a traffic light. A crossing guard is located by the Maquoketa Police Station on Platt Street to help students cross at that intersection.

WAIVERS OF STUDENT FEES

Students whose families meet the income guidelines for free and reduced price 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 school office personnel for a waiver form.



This waiver does not carry over from year to year and must be completed annually.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or on a school vehicle during and immediately before or immediately after school hours. The penalty for this may be suspension 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. The principal will determine the appropriate disciplinary action.

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 (Board Policy 507.9 R-1.)

The Maquoketa Community School District strongly encourages parents and all others who provide food or snacks for birthday treats or

class parties to offer only nutritionally dense foods.



**Title I Parent Involvement Policy
Maquoketa Community School District
Reviewed and updated
for the 2011-2012
School Year**

It is the policy of Maquoketa Community Schools that parents of participating children shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The district provides support necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports

this partnership through providing information about standards and assessment; providing information, training, and materials for parents to help their children; educating school personnel about involving parents and the value of parent contributions; and developing roles for community organizations and businesses to work with parents and schools.

1. This jointly developed and agreed upon written policy is distributed to all parents in school wide buildings at the time of registration.
2. Maquoketa public and private elementary schools will hold an annual Title I Parent Meeting in the fall of each school year. Additional meetings (including parent-teacher conferences) with flexible times will be held throughout the year. Parents will be notified in writing of meeting times.
3. Parents are given assistance in understanding the Title I

- requirements, standards, and assessments through the annual meeting and parent-teacher conferences. They are also informed about the curriculum, instructional objectives and methods used in the program. This information is delivered through newsletters, conferences and the annual meetings.
4. Parents receive an explanation of the school's performance profile, the forms of academic assessment used to measure student progress, and the expected proficiency levels in the annual progress report, through individual reports given to parents at conference time, and through report cards.
5. Parent recommendations are encouraged and responded to in a timely manner. Verbal or written responses will be given for all recommendations.
6. Parents will be involved with the planning, review, and improvement of the school wide programs. The vehicle used will be the School Improvement Advisory Committee (SIAC).
7. A jointly developed school/parent compact outlines how parents, the entire school staff, and students all share responsibilities for improved student achievement. The compact also describes the means by which the school and parent will build and develop a partnership to help children achieve our local high standards. It is distributed in the parent handbook and is reviewed at the annual meeting.
8. The Title I program provides opportunities for parents to become partners with the school in promoting the education of their children both at home and at school. Parents are given help monitoring their student's progress and provided assistance on how to participate in decisions related to their student's education. The school also provides other reasonable support for parental involvement activities as requested by parents. Parents are encouraged to participate as volunteers in the school setting. Individual conferences will also be held upon request.
9. The school continues to coordinate and integrate, to the extent feasible and appropriate, the parent involvement policy and other programs and activities within the district.
10. An annual evaluation of this parental involvement policy shall be conducted to

determine its effectiveness. Findings will be used to design strategies for school improvement and revision of policies.

Providing all Maquoketa Community School District's children with equal access to quality education is of primary purpose. It is crucial that all partners (students, parents, educators, and community) have the opportunity to provide input and offer resources to meet this purpose. As these partnerships are mutually beneficial, developing cooperative efforts will ensure improved academic achievement for all students.

Maquoketa Community Schools Title I Compact Briggs Elementary 2015-2016

We, the **Briggs School** community, establish the Compact for Reading in order to foster the improvement of reading and other language arts and to support the success of our students, so all may read well and independently. We believe this can be done with the planned partnership of parents, families, teachers,

administrators, and community members.

Family's Responsibilities

We will:

Make sure our child attends school regularly, is on time and prepared to learn, with homework completed. Know what our child is learning in reading and other language arts skills.

Student's Responsibilities

I will:

Come to school on time and ready to learn. Pay attention to my teachers, family, and paraeducators and ask questions when I need help.

Teacher's Responsibilities

I will:

Provide quality teaching and leadership to my students and their families. Communicate frequently with families and paraeducators about my students' progress in reading and show them how they can help.

Administrator's Responsibility

I will:

Set high standards in language arts by providing a challenging curriculum. Report publicly on school-wide reading scores, and help teachers and parents to understand how adopting high standards can lead to the improvement of scores.

Community Member's Responsibilities

I will:

Make a commitment to help all children learn to read. Keep informed about the literacy standards and the performance of schools in my area.

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, 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 those 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.

Note: Students must be given annual notification about the prohibition regarding alcohol, tobacco and drugs to comply with the new state law.