

August 2017 Required Reading Material

The following pages contain required annual notifications regarding student records, educational equity, employment equity, child abuse reporting, harassment and bullying, and asbestos planning. Please set aside time over the next week to read through all this information. District policies are online at www.maquoketaschools.org.

Highly Qualified Teacher Notice

Parents/Guardians in the Maquoketa Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. The district will ensure that parents will be notified in writing that their child has been assigned to or will be taught for four or more consecutive weeks by a teacher who is not highly qualified. Parents/Guardians may request this information from the Office of the Superintendent by calling (563) 652-4984 or sending a letter of request to Office of the Superintendent, 612 S. Vermont St. Maquoketa, IA 52060.

Special Education Conflict Resolution

The Mississippi Bend Area Education Agency provides for a process to aid parties in resolving differences. This service is called: Resolution Facilitator process. This involves using a Resolution Facilitator (impartial person) who is trained in mediation. The process may be requested to address issues between educators (district or AEA) and parents of general education, Section 504, or special education students. It can also be used between other parties involved with the district. The Resolution Facilitator will assist you in resolving differences by talking them out. The process helps make clear what the problems really are and helps everyone involved work toward an agreement, which is acceptable to all. The Resolution Facilitator may be someone from within the AEA who is considered impartial to the conflict or may be selected from outside the AEA. Additional information can be requested by contacting the director of special education at the Mississippi Bend Area Education Agency by calling 1-800-947-2329, ext. 6201.

The Iowa Department of Education provides a process for issues involving special education: Pre-appeal Conference. Instead of a due process hearing or formal mediation, this mediation option is designed to be a less stressful, less formal process. It is voluntary for all parties and involves the use of a trained, impartial mediator who contracts with and is assigned by the state Department of Education. The process helps make clear what the problems are and helps everyone involved work toward an agreement, which is acceptable to all. For more information, contact Deb Samson at 1-515-281-3176. A copy of the Procedural Safeguards Manual for Parents on the State of Iowa website: <http://www.educate/iowa.gov>.

Transportation Note

Discipline on the bus this year is taken very seriously. Please talk to your children about the importance of good bus behavior to avoid transportation suspensions. Please remember that transportation is a privilege, not a right. If you have any questions, please contact Transportation Director, Mike Wing, at the Bus Barn, 652-4616.

NOTICE: Maquoketa Community Schools Food Service receives and serves Government Commodities that contain nuts and nut products. We serve peanuts, peanut butter, walnuts, and trail mix on the tray and salad bar. Students with nut allergies or any food allergies need to notify their teachers and the Food Service Department.

Physical Restraint, Corporal Punishment, and Physical Confinement and Detention

Iowa State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered to be corporal punishment. School employees may use “reasonable and necessary force, not designed or intended to cause pain” to accomplish certain goals, such as prevent harm to persons or property.

State law also places limits on school employees to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine a child. If a student is restrained or confined, the school must maintain documentation and provide notice to the student’s parent.

The Maquoketa School District abides by this law. Certain staff members have received restraint training. Actions regarding restraint and confinement are documented. Administrators and parents are notified when students are restrained or confined.

If you have any questions about this state law, please contact the Maquoketa Schools. The complete text of the law and additional information is available on the Iowa Department of Education web site: www.iowa.gov/educate.

District Central Office: 652-4984
Briggs Elementary: 652-4996
Cardinal Elementary: 652-5157
High School: 652-2451
Middle School: 652-4956

Use of Video Cameras on School Buses Regulation

The Maquoketa Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records 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 child if the videotapes are used in a disciplinary proceeding involving their child.

Rights under Family Educational Rights and Privacy (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.

Parental or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believe are inaccurate or misleading or in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the district to amend a record should write the school principal, clearly identifying the part of the record they want changed, and specify why it should be changed. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failure by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202.**

Student Directory Information - Policy No. 506.2

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Maquoketa Community School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Maquoketa Community School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Maquoketa Community School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ¹

If you do not want the Maquoketa Community School District to disclose directory information from your child's education records without your prior written consent, you must contact the student's attendance center to obtain Form 506.2E1. This form must be completed and returned by September 1st. The Maquoketa Community School District has designated the following information 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.)

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. 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. 20202-5920

Destruction of Special Education Related Student Records

Record information related to the provision of special education services is maintained for a period of two years following the student's graduation or termination of enrollment in the district. At that time, all records except those which must be kept permanently (basic enrollment), grades, and attendance information, etc.) are destroyed. Parents or eligible students may request the opportunity to review or receive copies of these records at any time prior to their destruction. Such requests should be directed to the school principal or the office of the Superintendent. Parents and eligible students should be aware that in some cases records documenting the nature and extent of a handicapped condition may be of use in the future in obtaining social security benefits or for other purposes. Record information related to the provision of special education services will be destroyed at any time at parent request, if determined to be no longer needed for educational purposes.

Open Enrollment Timelines

Parents/guardians considering the use of the open enrollment option to enroll their child/ren in a public school district in the state of Iowa other than their district of residence should be aware of the following dates:

March 1, 2018--Last date for regular open enrollment requests for the **2018-2019 school year**.

September 1, 2017 --Last date to file open enrollment requests for entering kindergarten students and those falling under the “good cause” definition for the **2017-2018** school year.

Good cause relates to only two general areas: (1) there is a change in the status of the pupil’s resident district (failure of negotiations for a whole grade sharing agreement, reorganization proposal, dissolution agreement or the rejection of a current whole grade sharing agreement or reorganization plan); or, (2) there is a change in the residence of the pupil (change in the pupil’s parents’ marital status, a guardianship proceeding, placement in foster care, adoption, or participation in a substance abuse or mental health treatment program) or similar sets of circumstances. If these circumstances occur after March 1, a parent or guardian may file a “late” open enrollment application.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment may result in the loss of athletic eligibility. For application forms or further details, contact the school district office at 652-4984.

Educational Equity - Policy No. 102

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

Inquiries or grievances related to this policy may be directed to Maquoketa Community School District, 612 South Vermont, Maquoketa, Iowa 52060, (563) 652-4984; the Director of the Iowa Civil Rights Commission in Des Moines; or the Director of the Regional VII Office of the Civil Rights. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50319.

Anti-Bullying/Harassment - Policy No. 104

The Maquoketa Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. 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. 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. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

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 or similar technologies.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - (1) Places the student in reasonable fear of harm to the student’s person or property;
 - (2) Has a substantially detrimental effect on the student’s physical or mental health;
 - (3) Has the effect of substantially interfering with the student’s academic performance; or
 - (4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” 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.

Parent and Family Engagement - Policy No. 505.8

Parent and family engagement is an important component in a student’s success in school. The board encourages parents and families to become involved in their child’s education to ensure the child’s academic success. The board will:

- (1) Involve parents and families in the development of the Title I plan, the process for school review of the plan and the process for improvement.
- (2) Provide the coordination, technical assistance and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance;
- (3) to the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant Federal, State, and local laws and programs.
- (4) Conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in

- improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, parents of any racial or ethnic minority, parents with disabilities and parents with limited literacy);
- (5) Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parent and family involvement policies; and
 - (6) Involve parents and families in Title I activities.

Multicultural and Gender Fair Education - Policy No. 603.4

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

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian Americans, African Americans, Hispanic Americans, 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.

Equal Employment Opportunity - Policy No. 401.1

The Maquoketa Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies and agencies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in recruitment, appointment, assignment and advancement in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The Superintendent or his/her designee shall serve as the affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The AA plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the Board, administration, and Iowa

Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, marital status, gender, national origin, religion, age, sexual orientation, gender identity, or disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment for any position, the school district will perform criminal, child abuse and sexual abuse background checks. Based on the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived.

Advertisements and notices for vacancies within the district will contain the following statement: "The Maquoketa Community School District is an equal employment opportunity/affirmative action employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Superintendent, who has been designated the District's Affirmative Action Coordinator by writing to the:

Affirmative Action Coordinator
Maquoketa Community School District
612 South Vermont Street
Maquoketa, IA 52060, or by telephoning (563) 652-4984.

Inquiries may also be directed, in writing, to the:
Iowa Civil Rights Commission
400 E. 14th Street
Des Moines, IA 50319-1004, 800-457-4416,

Child Abuse Reporting - Policy No. 402.2

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. All licensed school employees, teachers, coaches, and paraeducators are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties. The definition of child abuse is in the accompanying regulation.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reports will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous five years. The course will be re-taken at least every five years.

Asbestos Notice

Asbestos is an issue the District has been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos. A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. Mike Wing is our Asbestos Program Manager and is an EPA approved Inspector/Management Planner for Asbestos Control (pending completion of training in progress) and all inquiries regarding the plan should be directed to him. We have been implementing the asbestos management plan. Also we are intent on not only complying with, but also exceeding federal, state and local regulations in this area. We plan on taking whatever steps are necessary to insure that your children and our employees have a healthy, safe environment in which to learn and work.

Waiver of Student Fees

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. 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 principal for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Home School / Dual Enrollment

Home School/Dual Enrollment Information: Parents wishing to home school or dual enroll their child(ren) need to submit a notification form for each child, between ages of 6 and 16, by September 1, 2017 with the resident district.

Anyone needing forms for Home Schooling, please for to [www. Educateiowa.gov](http://www.Educateiowa.gov). Click on the A to Z Index and click on H for home schooling for current year handbook and documents.

USDA FOOD AND NUTRITION SERVICE CIVIL RIGHTS DIVISION NON-DISCRIMINATION STATEMENT

“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federla

Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442;
- (3) email: program.intake@usda.gov