



# **PARENT & STUDENT HANDBOOK**

## **Briggs Elementary**

**Maquoketa Community Schools  
3rd Grade - 5th Grade**

**2022 - 2023**



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**OUR MISSION:** To ensure all students and staff are learning at high levels.

**OUR VISION:** To develop a culture of collaboration and communication that supports continuous improvement for all.



# MAQUOKETA COMMUNITY SCHOOL DISTRICT



Briggs Elementary School  
400 West Quarry Street  
Maquoketa, IA 52060  
Ph: 563.652.4996  
Fax: 563.652.0231

**AM Bus drop-off begins at 7:45am**  
**Breakfast starts at 7:55am**  
**Class start time is 8:10am**  
**Class end time is 3:15pm**  
**PM Bus pickup time is 3:15pm**  
**Walkers release time is 3:15pm**

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

### Maquoketa Community School District's Mission Statement:

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

### Maquoketa Community School District's Vision Statement:

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

Gabrielle Recker, Elementary Principal  
Rhonda Davis, Briggs Secretary  
Sarah Pape, School Nurse

Tara Notz, Superintendent  
Scott Hansen, Transportation Director  
Jenna Steffen, School Counselor

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## INTRODUCTION

Welcome to another school year! This handbook is for students and families 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 at Briggs: 652-4996

## 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.

## ARRIVAL

Buses will begin arriving at Briggs around 7:45am for drop-off/pick-up. If inclement weather occurs, all students will enter the building through the **east** doors and proceed to their assigned area within the building. All students will enter the building at 7:55am daily to head to their classroom. Before 8:05am, all students must join their class on the blacktop area **east** of the school and enter the building through the east doors. Any students arriving after 8:05am must enter through the Main Entrance, located on the **west** side of the building. Our school day officially begins at 8:10am; please see the section on *Tardy* for more information.

## ASSEMBLIES

There will be assemblies and other classroom activities during the school year to support the approach of creating a positive culture for learning at Briggs Elementary. **Families will be notified via Seesaw if they are invited to join us via Zoom or in-person for an assembly.**

## 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 school voicemail**. 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.”

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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 **bicycles** 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 on the sidewalk by school or on school grounds when other students are present. **Students should walk their bicycle across the playpad to the rack located on the southeast corner and secure it. Bicycles will not be accessible to students during the school day.**

Families will be notified if students are not following this policy and told that their child can no longer ride their bicycle 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.*

### **ANTI-BULLYING/ANTI-HARASSMENT**

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

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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.

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- “Trait or characteristic of the individual includes but is not limited to age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or 104 mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

### **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.**

Bus rules are distributed at registration. Should a student violate any of those rules and regulations, the Transportation Director has the authority to suspend the student from transportation privileges for up to three days. The driver shall immediately notify the Transportation Director if a suspension is to be considered. The Transportation Director 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 Transportation Director, 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. After this hearing, the Transportation Director and/or principal shall address a letter to the parent or guardian restating the offense as well as a consequence of future violations. Should a second offense occur, the transportation privilege may be suspended up to two weeks (10 school days) by the Transportation Director 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 the transportation privilege for the remainder of the semester or six weeks whichever is greater. 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. The hearing committee’s decision may include upholding, modifying or denying the suspension.

### **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.

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

### **CELL PHONES**

Students that bring cellphones to school must keep them in their school bag and they need to be turned off/**silenced** during the school day. Students who use cell phones during school will have the phone taken by the teacher and the phone will **be returned to the student 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. If a student continues to not follow the cell phone rules, there will be a meeting with the student, family, and principal to notify all parties that the **phone will need to be checked into the principal's office upon arrival and checked out at the end of the day**.

### **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.

### **COMPUTERS (IPADS)**

All students will be issued an individual iPad for use at school. Parents will be asked to sign a computer usage policy at the start of the school year. It is expected that students will use the computer appropriately and will be responsible for any misuse damages.

### **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**

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**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. **A Behavior Matrix has been created and adopted and can be found on the Briggs School website. This matrix is intended to serve as a guide for assigning discipline consequences. Administrators have the right to assign other consequences as deemed necessary.**

### **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.
- Hooded sweatshirts are allowed but hoods are not allowed to be over the head inside the school building.
- Attire which can be associated with gangs, gang membership, or gang related activities should not be worn.
- Footwear is required at all times. Note: Flip-flops should not be worn in PE class.
- Boots and snow pants are required for students to go off the play pad during the winter.
- **Heely shoes/Skate shoes may not be worn in the building.**

**If a student is wearing clothing that is deemed inappropriate, alternative clothing may be offered or parents may be contacted to bring a change of clothing.**

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### **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.

### **EQUAL EDUCATIONAL OPPORTUNITY**

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

Inquiries or grievances related to this policy may be directed to: Maquoketa Community School District, 612 South Vermont Maquoketa, Iowa 52060, (563) 652-4984; Director of the Iowa Civil Rights Commission 211 E. Maple Des Moines, IA 50309, (515) 281-4121 Director of the Regional VII Office of the Civil Rights United States Department of Education Kansas City, Missouri. Inquiries may also be directed to: Director, Iowa Department of Education Grimes State Office Building Des Moines, Iowa 50319. 102 M

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### **Educational Rights and Privacy Act (FERPA)**

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

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### **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: grecker@maquoketaschools.org

### **FAMILY EDUCATIONAL 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**

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 circumstances, 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.

### **GRIEVANCE PROCEDURES FOR DISCRIMINATION:**

It is the policy of the Maquoketa Community School District not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact [Austin Daniels, Maquoketa Middle School, 200 E. Locust St, Maquoketa, IA 52060, 563-652-4956, adaniels@maquoketaschools.org](mailto:adaniels@maquoketaschools.org) office hours 8:30 am – 3:30 pm.

Student, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and correct its discriminatory effects on the Complainant and others. A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal

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process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment or sexual assault).

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complainants shall be filed within 15 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed. Investigation Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy.

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

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 15 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings. The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

### **Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 5 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 10 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class. The decision of the superintendent shall be final. The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law. This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available. If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as

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possible. Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures. (Code 102.E1)

### **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, guidance counselor, and local professionals.

### **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.

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# MAQUOKETA COMMUNITY SCHOOL DISTRICT



- 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.

<p><b><u>Local Area Contacts:</u></b>  <b>Stacy Marcus</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 Education</b>  <b>(515) 402-2736</b></p>
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If you need further assistance, call the National Center for Homeless Education at the toll-free Helpline number: 1-800-308-2145

### **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.*

### **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

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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**

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. The school will try to contact parents when a child is treated at school for an injury by phone or a note being sent home.

If warranted, a student will be taken to a hospital by ambulance or other means of transportation.

Any student with a temperature above 100.4 will have parents notified to come pick up at school and take home.

### **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. 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

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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.

**If students misuse technology, such as accessing unauthorized sites or have inappropriate email use/messaging use, their access to technology may be limited, up to and including the loss of access to their school-issued device for the remainder of the semester.**

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

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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.

### **LITTLE BEAR PARK**

Briggs Elementary students are granted permission from the City of Maquoketa to use Little Bear Park during the school day for scheduled recess times, during which school personnel are supervising students. Students are expected to respect this privilege and use the park equipment properly; failure to do so may result in loss of this privilege. The school only has personnel supervising the park from 7:45am-3:15pm on days during which school is in session.

### **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.

### **Multicultural Gender Fair Education**

Multicultural and Gender Fair Education Students will have an equal opportunity for a quality public education without discrimination, regardless of their gender, race, age, color, national origin, religion, creed, marital status, sexual orientation, gender identity, socioeconomic status and disability. The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation

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for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both genders.

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

#### **NURSE**

The school nurse will be in the building each day from 800 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-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. Parents may also request a parent-teacher conference via Zoom if they desire.

#### **PARTIES**

Students **may** participate in classroom seasonal parties during the school year. Information regarding these parties will be shared with parents

#### **PERSONAL PROPERTY AT SCHOOL**

Children should not bring money, iPods, MP3 players, computers, tablets, 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.**

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**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 4 reporting periods. During the year you will be invited to come to school for Parent-Teacher Conferences to discuss student progress. Progress reports or mid-term reports will be sent home at the conclusion of each quarter for you to see the progress of your child's work at school.

### **RECESS**

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. Alternative 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.**

### **SKATE BOARDS**

Skateboards, scooters, roller blades, **hoverboards**, 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: KMAQ (AM 1302; FM 95.1); Cable TV- 22; KGAN-2; KCRG-9; KWVL-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.

### **SCHOOL MEALS**

The Maquoketa School System is in partnership with **Opa!** for school meals **for the 2022 – 2023 school year.**

### **SCHOOL SECURITY**

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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. Video cameras are located throughout the building to assist with school security. School security is looked at annually for improvement at Briggs Elementary.

### **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.

### **STUDENT DIRECTORY INFORMATION**

Student Directory Information 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. It shall be the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

### **SUSPENSION**

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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. **A re-entry meeting with the student, parent/guardian, and principal will be required before the student may return to the school setting.** 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 assessments are given to check student progress. **The Iowa Statewide Assessment for Student Progress** tests are given during the school year to determine student proficiency in **language skills, reading, math and science.**

FAST 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 7:55.** Students arriving after **8:25** will be considered “tardy” unless the student has an acceptable

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excuse. **Habitual tardiness may result in an attendance agreement between the student, parent/guardian, and principal.**

### **TELEPHONE USAGE AND VOICEMAIL**

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. **When contacting the school, please give your student's name, grade, and teacher's name.** We will do our best to help. If you call during class hours, it may be necessary to leave a voicemail 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.

### **THERAPY SPACE**

There is a confidential space at Briggs dedicated for the use of mental health therapy services. District-approved organizations and therapists can meet with students on campus as long as a signed consent form, provided by the therapist, is on file at school. If you would like to have this available for your student, please have your mental health provided contact the central office to seek approval to do so. **Please note: This does not replace the school counseling services provided by MCSD. These services would be provided by an outside agency at your request.**

### **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.

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### **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 waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the school **registrar** 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.

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# MAQUOKETA COMMUNITY SCHOOL DISTRICT



## 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.)

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**Title I Parent Involvement Policy  
Maquoketa Community School District  
Reviewed and updated for the 2022 – 2023 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.

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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.

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Maquoketa Community Schools  
**Title I Compact**  
**Briggs Elementary**  
**2022-2023**

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.

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