

MCSD Elementary Handbook 2015-16

Marshalltown School District Mission Statement

The mission of the Marshalltown Community School District is to nurture students to become intellectually and personally empowered for citizenship in a changing world.

Accidents

School personnel will exercise great care in handling students who are injured. If necessary, the nurse will be contacted. No treatment or medication is rendered other than first aid. Parents will be notified and an incident report will be completed if a doctor's care is needed. Individual student coverage is the responsibility of the family.

Allegations of Child Abuse

The legislature has required all schools in the State of Iowa to adopt a uniform procedure for investigating allegations of abuse of students by school employees. Mrs. Lisa Koester is the district's designated investigator for Level I child abuse complaints against district employees. Dr. Susan Pecinovsky and Mr. Matt Cretsinger are alternate investigators. The Marshalltown Police Department is the designated investigator for Level II child abuse complaints against school employees.

Attendance

In the State of Iowa, compulsory attendance for school is age six (6). Marshalltown students are expected to attend school a minimum of 95% of the school year. When a student is absent, parents are expected to call school between 8:00 a.m. and 8:45 a.m. on the day of the absence. If a call is not received by 8:45 a.m., the school will attempt to contact the parent. Parents are asked to make every effort to schedule doctor and dentist appointments for students outside of school hours. When this is not possible, call the school or send a written note before the absence.

School begins at 8:15 a.m. Breakfast is served at 8:15 a.m. with 8:30 a.m. as the tardy bell. Students who arrive after that time are considered tardy. Parents also need to notify school if a child is going to be tardy, leave early, or not participate in P.E. due to health or physical conditions.

Bicycles

Children must live more than six blocks from school to ride a bicycle to school. Children below fourth grade are not to ride bicycles to school. Permission to ride a bicycle may be given by the principal in special circumstances. For their safety, we strongly encourage students to wear bicycle helmets when they ride bikes to school. Scooters and skateboards should not be brought to school.

Boot Policy

Boots should be worn during snowy and/or icy conditions. Financial assistance may be available for those who cannot afford to purchase winter footwear. An extra pair of shoes, if boots are not available, will help your child's feet stay warm and dry for learning time.

Building usage

It is the intent of the Marshalltown Community School District to make our buildings full-service buildings. Community groups may rent facilities as defined by school board policy. Information about building usage can be obtained in the building office. Building or playground usage is not allowed during the hours that school is in session.

Bus Transportation

The Marshalltown School District utilizes video cameras on some buses. Since the cameras are not hidden, students should know that they are being recorded. Video surveillance as a preventative measure on school buses has been shown to enhance the management of problem behavior on the buses.

Change of Address/Phone Numbers

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office. Notify the school immediately if you have a change of address or phone number during the school year.

MCS D Elementary Handbook 2015-16

Communications between Home and School

Communications between home and school are an important factor in a child's academic success. Parents are encouraged to contact the child's teacher whenever questions or concerns arise about school. The most likely times to reach teachers are from 8:00 a.m. to 8:30 a.m. or 3:20 p.m. to 4:00 p.m. should the teacher not be available, please leave a message and your call will be returned.

Cooperation with Law Enforcement Officials

If students are involved in fighting, police may be called and students may be taken to the police station. They may be charged with disorderly conduct and referred to juvenile authorities. Police will be involved with other criminal actions such as possession of alcohol, drugs, tobacco, and weapons.

Dress Code

School dress must be tasteful and not interfere with the school environment. Clothing that contains objectionable sayings and/or pictures are not considered appropriate dress for school. Likewise, shirts advertising alcoholic beverages or tobacco products, or depicting violence are not considered appropriate school dress. Tops with bare midriffs and extremely short shorts are not considered appropriate for school. Those who are inappropriately dressed will be required to change.

Early Release on Wednesday Afternoons

Students will be dismissed at 2:20 p.m. every Wednesday afternoon. This one-hour early dismissal allows school staff to work together on school improvement. It also allows staff members time to meet with staff members from other buildings within the Marshalltown School District who share similar job responsibilities.

Emergency School Closings & Late Starts

If school is canceled, delayed, or dismissed early because of bad weather conditions (fog, snow, etc.), an announcement will be issued on If there is an early dismissal of school, it will be announced over the district website, Radio Stations KCOB, KDAO, KFJB, KNWS, KRTI and WHO; and Television Stations KCCI, KWWL, WHO and WOI.

Gangs and Weapons Policies

The Board of Education believes that the presence of gangs and gang activities may cause substantial disruption of school and school activities and prohibits the existence of gangs and gang activities on or about school property or at any school activity.

The district practices a "zero tolerance" concept towards weapons and violence in the schools, and the possession of dangerous weapons on school premises or at school related activities is a serious violation of the discipline policies of the Marshalltown Community School District. Students should not bring knives, guns, clubs, toy guns or knives, squirt guns, or any other object that could be used as a weapon to school.

Gifts, Treats, and Parties

Several class parties may be held during the school year under the direction of the teachers. Parents may be asked to assist with the planning of the parties and obtaining treats. Students may bring treats for their birthdays. Treats that are individually wrapped and purchased from a store are preferred. Parents should check with the school for possible allergies in their child's classroom. Parents and others are discouraged from sending invitations, flowers, balloons, and other gifts to students during the school day. Invitations may not be distributed at school unless one is given to each child in the class.

MCS D Elementary Handbook 2015-16

Harassment

The Marshalltown Community School District is committed to providing a safe environment where all members of the school community are treated with dignity and respect. The Board prohibits harassment, bullying, hazing, or any other victimization of students based on any of the following actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, gender, sex, sexual orientation, gender identity, physical attributes, physical or mental disability, ancestry, political party preference, political belief, socioeconomic status or familial status. The school or school district will promptly and reasonably investigate allegations of bullying or harassment. For further information please refer to Board Policy 504.14.

Head Lice

Any student found to have lice on the hair or scalp while at school will remain in school. Parent/guardian of the student will be notified by the school nurse that day to inform them of the condition and how to treat the student. Oral and written information regarding head lice will be given to the parent/guardian. The student will be treated at home for head lice.

Multicultural/gender fair Educational Program

The Marshalltown Community School District adopted a multicultural/gender fair educational program policy (Non-discrimination 600.1) in 1986, which directed that the total curriculum and teaching strategies should reduce stereotyping and eliminate bias on the basis of sex, race, ethnicity, religion, and disability.

Nondiscrimination Policy

The Marshalltown Community School District does not discriminate on the basis of race, creed, color, gender, religion, national origin, sex, age, sexual orientation, marital status, gender identity, physical attributes, physical or mental disability, socioeconomic status or familial status. The district is an Affirmative Action/Equal Employment Opportunity employer. Inquiries and grievances may be directed to Matt Tullis, Equity Coordinator, MCS D Administration Offices, 1002 South 3rd Avenue, Marshalltown, IA 50158 (641-754-1000) or to the Director of the Region

VII Office of Civil Rights, Department of Education, Kansas City, MO.

Parent Involvement

There are several ways you can participate in your child's education. Attend conferences and school sponsored events, volunteer, visit school, join parent organizations, read and respond to notes from school, share questions and concerns with teachers and/or the principal, encourage your child to complete homework, and look over and discuss completed work your child brings home.

Personal Property, Money and Valuables

Desks and lockers are used to keep personal property. Money and valuable items should not be stored in desks and lockers. Students are discouraged from bringing large amounts of money to school. Students should leave items of value at home, including toys, handheld games, mp3 players, CDs, CD players, radios, etc., unless they have teacher permission to have these items at school. Students are not allowed to bring cell phones to school. Unnecessary damage to school property will be paid for by the student.

Primary Enrichment Program (pep)

The Primary Enrichment Program was created to meet the needs of students who are best able to benefit from academic enrichment. Participating fourth grade students work with the PEP teachers on creative problem solving, higher order thinking skills, and research skills in a small group or individual setting. In addition, PEP teachers consult with classroom teachers to extend regular curriculum lessons. PEP teachers work with all third grade students in large and small groups to assess students for identification. Younger students may be served on an informal basis through consultation with the regular classroom teacher.

MCS D Elementary Handbook 2015-16

School Health Services

Health services are provided by the school nurse on a full-time basis during the hours that students are attending classes.

When a student becomes ill or injured at school, he/she should go to the Nurse's Office. If it is necessary for the student to be excused from school, the nurse will contact his/her parents or guardians to make arrangements for him/her to go home. If the student's parents are planning to be OUT OF TOWN, please notify the school nurse so that arrangements can be made if the student becomes ill or is injured. No student will be sent home ill or injured without notification of parent/guardian or emergency contact.

If students go to the nurse's office for an illness or injury and no one is in that office, they should go to the school main office or principal's office for assistance. Students are not to sit in the nurse's office to wait unless they are instructed to do so.

Chronic health conditions: It is the responsibility of the parent/guardian to notify the school nurse if the student has special health needs. It is imperative that the school nurse, parent, students, and teachers work together to provide the best educational environment for student success.

Activity Restrictions: Students are expected to participate fully in physical education class unless there is a specific medical reason or condition that does not permit them to do so. Please bring the school a note signed by the doctor stating need for activity restrictions, as well as reason and duration.

<u>When to keep your student home</u>	<u>When to return your student to school</u>
Vomiting more than twice in 24 hours	May return to school when they have gone 24 hours without vomiting.
Fever 100.4 or greater	May return to school when they have gone 24 hours without experiencing fever without the use of fever-reducing medications.
Infectious illness such as strep throat or pinkeye	Usually may return to school 24 hours after starting prescription medication.
Undiagnosed rash with fever or behavior change	Contact school nurse or MD

For more information on health conditions, please contact your school nurse, health care provider or visit this site from the American Academy of Pediatrics, <http://www.healthychildren.org>

Medications at School

Prescription Medications: It is the responsibility of the parent/guardian to supply the school nurse with medications if the student will be taking prescriptions at school. A medication card with the physician's signatures must accompany all prescription medications. All prescription medication that will be given at school must be in original prescription container from the pharmacist and must be kept in the nurse's office. A student with asthma may carry his/her inhaler during school hours if the physician writes an order for them to do so. At the end of the school year, parents will be notified if the student has a prescription medication still at school. Parents should make arrangements to pick up the medication. Any medication left for one week after the end of school will be properly disposed of.

Non-prescription Medication: Non-prescription medicines such as Tylenol, cough syrup, and cold tablets will not be given at school without parents' written permission and instructions as to the time and amount of medicine to be given. Medicine should be in the original containers and given to the school nurse to dispense. Please follow these measures to ensure the safety of your child concerning medicine dispensed at school. Whenever possible, medications should be brought to school and delivered to the nurse by a parent or responsible adult. If you have any questions, contact the school nurse.

MCS D Elementary Handbook 2015-16

Safety Reminders

Students walking to and from school should walk on the sidewalks wherever possible and cross streets at crosswalks. Parents of younger students should walk or drive their child's path with him/her at least once to emphasize where he/she should cross streets.

Students should always ride their designated bus route. Alternative plans should not be made unless parents and the bus driver are aware of these plans. When riding the bus, students are asked to remain in their seats and talk in a normal voice so that drivers are not distracted and can concentrate on getting students safely to and from school. Students should go directly home or to the baby-sitter's home after school is dismissed.

Parents driving in the school zone are asked to watch carefully for children and park only in areas designated by the school for parking.

School Board Meetings

The Board of Directors of the Marshalltown Community School District usually meets on the first and third Mondays of each month. Meetings are held at the administration office at 1002 South 3rd Avenue or in school buildings. Meetings begin at 5:00 p.m. and are open to the public. Board committee meetings are scheduled as needed. Community members may call 754-1000 to find out the location of specific board meetings.

School Board Policies

A copy of the Marshalltown Community School Board Policies is available on the district web site.

School Meals

Breakfast and Lunch are offered to all students at every building in the District. The menu is available online, printed in the newspaper and will be sent home with students each month. Meal prices can be found online and on the monthly menu. Applications for free and reduced-priced meals are available at each school's office throughout the year. An application for free or reduced priced meals must be completed every year within the first 30 days of the school year. Call the Food Service Office (754-1185) with questions regarding Free and Reduced Applications.

Payment can be made in any amount at registration or on any school day. Charging of meals is limited to three lunches in Pre-K through 4th grade. Once a student owes for more than three meals, the child is served a cheese or soy butter sandwich and milk for lunch at no cost.

On the days when school is delayed, breakfast will still be available to students. The procedure for breakfast on late start days will vary by school. Please have your student notify their teacher if they would like a breakfast on late start days and it will be made available to them.

Staff and students have developed the expectations for the lunchroom together. These expectations include the fact that parents and visitors are welcome to eat in the lunchroom, every now and then, with their child. We ask that visitors bring a lunch from home or eat a hot lunch meal when eating in the lunchroom. A hot lunch must be ordered through the building office before 8:25 am on the day that the visitor plans to eat. If visitors bring a fast food meal and/or carbonated beverages, they will eat at a special table with the child. Another option would be to pick up your child and take him/her to lunch.

School Phone Numbers

Central Administration	754-1000
Transportation Office	754-1195
Anson Elementary	754-1020
Fisher Elementary	754-1030
Franklin Elementary	754-1041
Hoglan Elementary	754-1060
Rogers Elementary	754-1070
Woodbury Elementary	754-1080
Lenihan Intermediate	754-1160

MCS D Elementary Handbook 2015-16

Miller Middle School 754-1110
Senior High School 754-1130

Special Needs Services/AEA267 Services

The Marshalltown School District and Area Education Agency 267, with approval and support from the Iowa Department of Education, offer many opportunities for teachers and students to receive assistance when educational problems arise.

If your child is experiencing learning or behavior problems in school, you as a parent will be involved in the problem solving activities and the planning of interventions for your child. The interventions developed may include direct services outside the classroom. Together we will also discuss what you may do at home to help your child succeed in school.

Student Records

The Family Education Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) extends certain rights to parents and/or students of majority age. The purpose of this section is to inform you of these rights.

The Marshalltown Community School District maintains records of (1) Birth-date, Birthplace, Phone, Home Address, and Name of Parents; (2) Educational Aptitude, Achievement, and Grades; (3) School Attendance; and (4) Health Data on every student.

Parents or students of majority age have the right to review these records, prevent them from being disclosed to non-school personnel under certain circumstances, challenge the records, and offer additional information to the records. You may exercise these rights by contacting your school principal. The school has identified the following items as “directory information” for elementary students: the student’s name, grade level, participation in officially recognized activities and sports, special recognition, awards received, and a photograph or other likeness of the student. These items are considered public information unless the parent or eligible student objects in writing to the release of this information before September 15 of each school year. The Marshalltown Community School District forwards records on request to a school in which the student seeks or intends to enroll.

Suspension

Suspensions for up to ten (10) consecutive school days may be incurred for breaches of discipline which seriously interfere with the educational mission of the school. Examples of behaviors in this category include, but are not limited to: bullying other students; cheating; fighting; refusal to comply with requests or directions of school personnel in carrying out school responsibilities or duties; malicious mischief; use of tobacco products; physical attack or threats of physical violence to teachers, pupils, or other school personnel; personal misbehavior, including intimidation or possession of dangerous objects; display of racial bigotry or intolerance to age, sex, creed; or serious disruption of the learning environment. Supervised in-school suspensions are the preferred method, but out-of-school suspensions will be used when necessary to maintain a learning atmosphere in the school.

Tobacco, Alcohol, and Controlled Substances

The use, possession, sale, or attempted sale of any tobacco products, alcoholic beverage, or controlled substance by a student is a violation of School Board policy and will result in disciplinary action.

Six-Day Cycle

The Marshalltown School District operates on a six-day cycle. This means that each school day is numbered Day 1 through Day 6. The first day of the school year is Day 1. Each of the 180 days students are scheduled to be in school is numbered. Look for the cycle day on the school calendar and on the school breakfast/lunch calendar.

The six-day schedule is used to bring equity to children’s contact with special subjects of art, music, media and physical education.

Visitations

Parents are welcome to visit school. A call to the classroom teacher before the visit is encouraged and appreciated. When visiting the building, parents are asked to check in at the office. **Children are permitted**

MCSD Elementary Handbook 2015-16

to visit school only when they are accompanied by an adult and have received prior approval by the principal. Please call ahead (by 8:15 a.m.) to order an adult lunch if you would like to eat lunch with your child.

Volunteers

Volunteers are welcome to assist in the educational process. Anyone interested in volunteering should contact the principal's office.

Waiver of School Fees

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