

# MCSO Elementary Student Handbook 2023 - 2024

## Marshalltown School District Mission Statement

*“We develop learners who have the knowledge, skills, and positive mindset to successfully pursue a meaningful future through personalized learning experiences.”*

### 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 the injury will be documented by the school nurse. 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. Dr. Nora Ryan is the district’s designated investigator for Level I child abuse complaints against district employees. Mrs. Jacque Wyant is the alternate Level I investigator. 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). However, any student who enrolls in the Marshalltown Community School District before the age of 6 is subject to the same attendance policies. 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 8:20. Breakfast will be served in each building before 8:20. Students who arrive after 8:20 are considered tardy. Parents also need to notify school if a child is going to be tardy, leave early, or if the child can 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. It is the responsibility of students to secure their bicycle in the appropriate area during the school day. 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.

### 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 [district transportation handbook](#) is available on the district website and at the elementary school offices.

### 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.

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## 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 may also be called if a student leaves school grounds without permission or if the student is not picked up within 40 minutes after dismissal. Police may be involved with other criminal actions such as possession of alcohol, drugs, tobacco, and weapons

## District Operations During a Public Health Emergency

During a public health emergency, the district will seek guidance and recommendations from federal, state and local agencies that monitor and respond to the emergency. The district will follow any mandatory closures or other mandatory measures imposed by such agencies. The District, in conjunction with relevant government agencies and/or athletic and activity associations, will determine under what circumstances the district will restrict or cancel in-person learning, student events or activities including sporting events, extracurricular clubs or meetings for students, and the use of district facilities by outside organizations.

Among the things we may require of students and employees, include, but are not limited to:

- Health screening upon entry to the building
- Additional handwashing
- More frequent cleaning and sanitizing at student workspaces
- Wearing of personal protective equipment as required or recommended by proper authority
- Grouping students into a pod that stays together all day with their core teacher (and any aide or student teacher who is present), including for lunch or other breaks
- Staggering the use of communal spaces and reconfiguring bell schedules to minimize foot traffic.
- Staggering the start time and end time of the school day
- For transportation to school, limiting seating to one student per row and assigning each bus rider to a designated seat that is the same every day.
- Requiring "social distancing" or other measures as required or recommended by proper authority
- Reducing or eliminating in-person attendance, shortening the school day, or rescheduling days of school

Employees, volunteers and students are encouraged to monitor their temperatures each morning prior to traveling to any school building or event.

Students who refuse to follow health and safety protocols during these times will be reminded and encouraged to follow health and safety protocols by staff.

## Distribution of Materials

MCS D recognizes that students, employees, parents or members of the community may want to distribute materials that are not affiliated with the school district. Non-curricular materials to be distributed to students and/or posted on the MCS D Digital Backpack must be approved by the Superintendent or designee and meet certain standards prior to their distribution. Please see board policy [903.5](#) and its accompanying regulation, [903.5-R1](#), for more information.

## 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

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dressed will be required to change.

## Professional learning days

MCS D staff will have professional learning days each month. On those days there will be no school for students. The Professional Learning Days for the 2023-2024 school year are as follows:

- October 9
- November 27
- January 12
- February 19
- April 15-16
- May 31

A comprehensive [23-24 school calendar](#) can also be found on the MCS D website

## 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. If there is a 2 hour delay, there will be no elementary breakfast and no AM preschool. If there is an early dismissal of school, it will be announced over the district website, Infinite Campus Parent Portal, Facebook, Twitter, radio stations KCOB, KDAO, KFJB, KRTI, KZAT and WHO; and television stations KCCI, WHO and WOI.

To learn how to sign up for text alerts on school closings through Infinite Campus, visit the parents tab on the MCS D website. [Click here for more information.](#)

## 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. MCS D is an “allergy aware” district. Due to significant food allergies that some students possess we encourage treats to be bought/prepackaged and should not include peanuts or tree nuts. 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. Any gifts, etc. sent to school will not be distributed until dismissal in order to reduce distractions and disruptions.

## 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 [104](#).

## 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

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student. Oral and/or 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.

## **Notice of Surveillance**

The Superintendent or designee shall annually notify parents, students, and staff that the District uses video surveillance equipment to record events and the behavior and activity of all persons on school property, including school buildings and transportation.

## **Nondiscrimination Policy**

It is the policy of the Marshalltown Community School District not to illegally discriminate on the basis of race, color, national origin, sex, 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 the district's Equity Coordinator, Nora Ryan, Director of Human Resources, 1002 S 3<sup>rd</sup> Ave, Marshalltown, IA 50158. Telephone 641-754-1000. [nryan@marshalltown.k12.ia.us](mailto:nryan@marshalltown.k12.ia.us)

## **Nutrition Services**

Marshalltown Schools is proud to serve nutritious meals to students meeting the USDA guidelines. Breakfast and Lunch are available to all students daily. Students grades K - 4 are enrolled into the Community Eligibility Provision (CEP) through the 2022-2023 school year. CEP provides one Breakfast and one Lunch to students per day at no cost. Upon entering 5th grade, students must either pay for meals or be approved for Free and Reduced price meals by completing and submitting an Eligibility application to the Food Service Offices. It is the policy of Marshalltown Community School District for students with negative account balances owing the cost of more than three (3) meals, to be given an alternate meal until the account balance can be restored ([See Policy 710.4](#)).

## **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**

Students are discouraged from bringing personal property to school. Students should leave items of value at home, including toys, cell phones, handheld games, Digital devices, etc., unless they have teacher permission to have these items at school.

## **School Health Services**

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

Life Threatening Allergies The Marshalltown Community School District understands the prevalence of life threatening allergies among school populations and proactively endorses the concept of being allergy aware and will maintain a system-wide emergency plan for addressing life threatening allergic reactions. Marshalltown Community School District is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment for all students, however, cannot guarantee that the student will never be exposed to irritants and/or allergens. A complete summary of MCS D life threatening allergies policies can be found in the MCS D board policies ([507.12](#))

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

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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 should not sit in the nurse's office to wait alone 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 form with the physician's signatures must accompany all prescription medications. All prescription medication that will be given at school must be in the 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.

Non-prescription Medication: Non-prescription medications such as acetaminophen, ibuprofen, or cold medications will not be given unless the parent or guardian has electronically signed in the online registration. Students are not permitted to carry, or take, over the counter (OTC) medications unless administered by the school nurse. OTC medication not provided in the school nurse office must be supplied by the parent/guardian and must be kept in the nurse's office

## 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. Crossing guards will be located at crosswalks at each school which students are encouraged to utilize when walking to school.

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 as

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stated in the [district transportation handbook](#) Students should go directly home or to the baby-sitter's home after school is dismissed.

Parents driving in a school zone are asked to watch carefully for children and park only in areas designated by the school or city 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 3<sup>rd</sup> 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 641-754-1000 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 located here: [MCS D Board Policies](#)

## School Meals

Breakfast and lunch are offered to all preschool-4th students at every building in the District free of charge. The menu is available online, printed in the newspaper and will be sent home with students each month.

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 8:15 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	Rogers Elementary	754-1070
Transportation Office	754-1195	Woodbury Elementary	754-1080
Anson Elementary	754-1020	Lenihan Intermediate	754-1160
Fisher Elementary	754-1030	Miller Middle School	754-1110
Franklin Elementary	754-1041	Senior High School	754-1130
Hoglan Elementary	754-1060		

## Special Needs Services/Central Rivers AEA Services

The Marshalltown School District and Central Rivers AEA, 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.

## Students in Transitional Housing or Homelessness

The McKinney-Vento Act is federal legislation to support children and youth experiencing homelessness. The McKinney-Vento Act defines children and youth who are homeless as "individuals who lack a fixed, regular, and adequate nighttime residence." The Act ensures homeless children and youth enroll and succeed in school. Students in the following situation(s) may be entitled to additional supports and services:

- Living in hotels, motels, cars, parks, public spaces, abandoned buildings, bus or train stations.
- Living in transitional housing, emergency or domestic violence shelters.



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- Doubled up with other families or relatives due to loss of housing or affordable housing.
- Living without the support or in the physical custody of parents/guardians.

To access services, please speak with the school counselor or school resource specialist. If they are unavailable, please contact the McKinney-Vento Family Support Liaison Eric Goslinga at 641-752-0039.

## 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 day 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, science and physical education.

## Visitations

Per board policy ([903.3](#)), visitors to school buildings shall report to the main office to receive a visitor’s pass. No person, other than a student, teacher, administrator, official, employee or volunteer of the school district, shall be permitted to enter any classroom or circulate in school buildings without receiving permission from the administrator in charge of the building. Such permission is for the purpose of preventing interruption of normal educational functions and providing safety for students.

**Children are permitted 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.

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## Volunteers

Volunteers are welcome to assist in the educational process. Anyone interested in volunteering should contact the principal's office and fill out the [MCSO School Volunteer Application](#). Approval, assignment, and continuation of community resource people and volunteers is done by the building administrator. A criminal background records check will be conducted on community resource persons and volunteers prior to working with students.

## Waiver of School Fees

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), or transportation assistance under open enrollment, or who are in foster care/Migrant/Homeless 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 or designee for a waiver form. This waiver does not carry over from year to year and must be completed annually.

If a fee waiver application is filed and approved thirty (30) school days or more after the first day of school, all fees assessed after that date will be treated as either free or reduced.

Fines assessed for damage or loss to school property are not fees and fee waivers do not apply.

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