

### **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.

### **Absences and Excuses**

When a student is absent, parents are expected to call school between 8:00 a.m. and 8:30 a.m. on the day of the absence. If a call is not received by 8:45 a.m., the school will begin attempting to contact the parent. In addition, we have a 24-hour answering machine if families need to report absences outside of school hours. We will work to have Spanish language assistance for families as needed.

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.

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. If the student will be leaving early, parents are required to sign out the child from the office. The school will only release the child to the parent unless the parent has notified the office of a third-party pick up.

### **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 incident will be documented by the school nurse. Individual student insurance 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 of Level I child abuse complaints against district employees. The Marshalltown Police Department is the designated investigator for Level II child abuse complaints against school employees. Please refer to board policy 404.3 for further information on this and 104 E-1 for the harassment complaint form.

### **Band, Orchestra, and Choir**

Band, orchestra, and choir instruction begins in fifth grade. The instructors will communicate with all students about these programs.

### **Bicycles**

Students may ride their bicycles to school if they live more than six blocks from school. (Board Policy 508.6) For their safety, we strongly encourage students to wear bicycle helmets when they ride bikes to school. Also, families should work to help students understand their route so they will arrive safely. Once at school, bikes are to be locked at bike racks.

### **Breakfast Program**

School breakfast is served each morning. Students who eat breakfast at school may enter the building beginning at 8:00 a.m. We will have a bell or announcement to notify students when breakfast begins each morning. Families who qualify for free or reduced priced lunches also qualify for free or reduced breakfasts.

### **Cell Phones**

Lenihan students are strongly discouraged from bringing cell phones to school. If there is a problem with the phone (missing, damaged, etc.), Lenihan School cannot be held responsible. If parents require their child to carry a cell phone, it must be kept off and stored with their designated teacher. The teacher provides a safe location during the school day.

### **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.

### **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 8:20 a.m. or 3:30 p.m. to 4:00 p.m. Should the teacher not be available, please leave a message and your call will be returned. All staff members have access and regularly utilize email as well, sending a message via email is a great way to connect with school staff. Interactive messaging via platforms such as Remind are widely used at Lenihan. Teachers will provide instructions on how to connect via these platforms.

### **Cooperation with Law Enforcement Officials**

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

### **Non-Discrimination**

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).

### **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.

## **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.

### **Dress Code**

Please refer to School Board Policy 502.1 and 502.1-R for student dress code requirements.

<https://www.marshalltown.k12.ia.us/schoolboardpolicies>

### **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 Radio Stations KFJB (1230) and KDAO (1190) and Television Stations WHO – channel 13 and KCCI – channel 8. Communication will also be shared via district and building social media platforms.

### **Emergency Drills**

Throughout the year emergency preparedness and safety drills will be conducted in and out of the building. These will include but are not limited to fire drills, tornado drills, and building lockdown and evacuation drills. During the course of these drills the school may work in conjunction with police and other emergency response agencies to conduct training exercises in order to ensure a proper response. These exercises may include the local K-9 unit and other appropriate emergency response units. Students will be in their locked down classroom in the event a K-9 team or other emergency response unit conducts any training to support our disaster response efforts.

### **Extended Learning Program (XLP)**

The Extended Learning Program was created to meet the needs of those students who are best able to benefit from academic enrichment. Students are screened periodically for involvement in the program using multiple measures. Those students participating will spend time working with the XLP instructor on creative problem solving, higher order thinking skills, and research skills.

### **Food Service**

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 - 6 are enrolled into the Community Eligibility Provision (CEP). CEP provides one Breakfast and one Lunch to students per day at no cost.

### **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. The Board of Education 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 school, 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, knives, squirt guns, or any other object that could be used as a weapon to school.

### **Gifts, Treats, and Parties**

At Lenihan, we believe students should participate in celebrations of learning. We will not have parties related to holidays. Parents may be asked to assist with the planning of celebrations of learning and obtaining treats.

Students may bring birthday treats to be distributed after lunch per the district’s wellness policy. MCSD is an “allergy aware” district. Due to significant food allergies that some students possess we encourage treats to be store bought/prepackaged and should not include peanuts or tree nuts.

Parents and others are discouraged from sending party invitations, flowers, balloons, and other gifts to students during the school day. If gifts or flowers are sent to school, we will keep them in the office until the end of the academic day.

### **Harassment**

#### **General Statement of Policy**

It is the policy of the Marshalltown Community School District to maintain learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee of the Marshalltown Community School District to harass or abuse a student or employee.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

A more detailed copy of this and all other district policies are available in the principal’s office. It can also be viewed on the Marshalltown Schools website under School Board Policy (Code No. 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 student. Oral or written information regarding head lice will be given to the parent/guardian. The student will be treated at home for head lice.

## **Lunch**

Staff and students have developed expectations for the lunchroom together. These expectations include the fact that parents and visitors are welcome to eat in our lunchroom, every now and then, with the children. However, we ask that visitors bring a lunch from home or eat a hot lunch meal when eating in the lunchroom. If you choose to bring a fast-food meal and/or carbonated beverages, we will ask that you eat at a special table in the office with your child. Another option that we would encourage is for you to pick up your child (ren) and take him/her out for lunch. This helps the child to feel special.

MCS D is an “allergy aware” district. Due to significant food allergies that some students possess we discourage items with nuts and tree nuts in our school. Please keep this in mind when sending snacks, treats, or sack lunches to school.

If you wish to request a diet modification for your child, please contact the Food Service Office. A Diet Modification Request Form, to be completed by a physician, can be found on the District’s website. This form needs to be submitted once and updated if changes occur.

## **Multicultural/Gender Fair Educational Program**

The Marshalltown Community School District adopted a multicultural/gender fair educational program policy (603.4 Multicultural/Gender Fair Education) 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.

## **Parent Involvement**

There are several ways you can participate in your child’s education. These include attending conferences and school sponsored events, volunteering, visiting school, reading and responding to notes from school, sharing questions and concerns with teachers and/or the principal, encouraging your child to complete homework, and looking over and discussing completed work your child brings home. “Parent Portal” is a website where you can check your child’s attendance, discipline, and progress. Contact the Lenihan office to get more information and learn how to register for the “Parent Portal” component of Infinite Campus. Information will also be shared on how to participate in the Lenihan PTO (Parent-Teacher Organization) in order to create a positive learning environment for all students.

## **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, games, radios, electronic devices, cell phones, etc. unless they have teacher permission to have these items at school. In the event a student brings something of value to school without permission, Lenihan School cannot be held responsible. Students are strongly discouraged from bringing cell phones to school. The student will pay for unnecessary damage to school property.

## **Right To Know**

Iowa law provides parents and employees with the “Right to Know” of any dangerous chemicals and/or cleaning supplies, that may be in the educational environment or the workplace. Any requests for information should be filed with the Superintendent of Schools.

## **Safety Reminders**

Students walking to and from school should walk on the sidewalks wherever possible and cross streets at crosswalks. Parents of students who walk 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. The Marshalltown School District utilizes video cameras on some of the 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. Students must ride their assigned bus both before and after transfer. They are not allowed to walk to or from the transfer location.

Students should go directly home or to the caregiver'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 Third 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 District School Board Policies is on file at each school and on the district website.

### **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><b>When to keep your student home</b></u>	<u><b>When to return your student to school</b></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.

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 Medications, Grades 5-12 only

Non-prescription Medications: 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.

Medication at sports and extracurricular activities: Students, teachers, coaches, trainers or other staff are not allowed to carry or dispense students' prescription or non-prescription medications during the school day or at any school sponsored activity such as an athletic event, field trip or extracurricular activity unless authorized by the school nurse or the parent of the student. It is the responsibility of the parent/guardian to notify coaches, teachers and other staff if the student needs prescription medication at a school sponsored activity.

### School Meals

A healthy breakfast and lunch are offered at every MCSD school building daily. The menu is available online, published in the paper weekly and sent home with Lenihan students monthly.

Please call the Food Service Office, 754-1185, with any questions or problems.

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

### **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 scheduled school 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, physical education, guidance, media, and computer science.

### **School Day**

Our instructional day runs from 8:20 to 3:20. We encourage parents to drop students off after 8 AM. There will be a bell at 8:00 AM allowing students to enter for breakfast. A second bell will sound at 8:20 to alert students that our school day has started. Students arriving after 8:20 will need to check in at the office for a tardy slip.

### **Special Needs Services/Central Rivers AEA Services**

The Marshalltown School District and Central Rivers Area Education Agency, 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.
- 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 (Public Laws 93-80, 88 Statute 571-74, August 21, 1974) 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) Birthday, 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.

### **Surveillance**

The superintendent or designee shall 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.

### **Suspension**

Suspensions for up to ten (10) 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 bigotry or intolerance; 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**

Students are prohibited from distributing, dispensing, 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 including e-cigarettes or vape pens.

### **Visitations**

Parents are encouraged to visit school during instruction at least once during each school year. You are welcome to visit at any time except the first two weeks and the last two weeks of 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 who are not enrolled 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.

### **Volunteers**

Volunteers are welcome to assist in the educational program. Our schools benefit greatly from the many hours of volunteer time each year. Volunteers are excellent helpers and enable the school to provide individual help for the students and teachers.

Parents, college students, high school students, and other adults have been volunteers. Anyone interested in volunteering should contact the Principal’s office to complete an application and background check..

### **Waiver of School Fees**

Students whose families meet the income guidelines for free and reduced price lunch, the Family

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Investment Program (FIP) or transportation assistance under open enrollment or who are in foster care/Migrant/ or 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 building principal or secretary 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) days or more after the first day of school, all fees will be treated as either free or reduced, depending on the qualifications met in the application. All fees assessed prior to that date will not be applicable to a reduction and full payment is expected.