

EAST MARSHALL  
COMMUNITY SCHOOL



EAST MARSHALL  
**MUSTANGS**

PARENT HANDBOOK  
AUGUST 2016

Dear Parents and Guardians,

The 2016-2017 school year promises to be an exciting year. The construction updates to our school facilities continue to make progress towards completion, and the upgrades reflect highly of a great first impression. The improvements will compliment the instructional and extra-curricular environments.

The East Marshall School staff continues to be committed to enhancing instructional practices. The leadership teams have continued to meet throughout the summer in an effort to ensure a great year of classroom instruction. Our school district is committed to providing each student a quality education that will set a solid foundation for him or her to be a positive contributor in society. Students will continue to have the privilege of one to one technology at the high school, and age appropriate technology continues to be offered at the middle school and elementary school. Students attending East Marshall Schools are afforded an educational opportunity that is supported by technology for 21<sup>st</sup> Century learning.

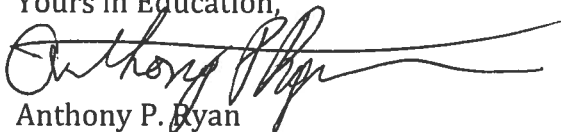
The East Marshall administrative team continues to embrace the philosophy that students are our number one priority. As a school district, we strive to provide an educational opportunity so every child can succeed. With your help at home, great things will occur. We invite you to read and review the following pages in the parent handbook. Many topics are covered within the handbook and reviewing the material will provide a proactive environment enhancing opportunities of success for students, parents, staff, and administration. If you have any questions about the material within the handbook, feel free to contact any of the administrators at the respective school buildings.

In closing, I appreciate the opportunity to serve East Marshall Schools. I consider it a privilege to serve you and your family. Over the course of the school year I will be posting experiences I encounter on the school's Facebook page. Please follow the excitement on our school's page. Many of the postings will be highlighting East Marshall students.

Once again, welcome to the 2016-2017 school year. If there is a need to contact me personally, I can be reached by phone at 641-498-7481 or by email at [tryan@e-marshall.k12.ia.us](mailto:tryan@e-marshall.k12.ia.us).

It's a proud day to be a Mustang!

Yours in Education,

A handwritten signature in black ink, appearing to read 'Anthony P. Ryan', with a long horizontal flourish extending to the right.

Anthony P. Ryan  
Superintendent

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**2016-2017 Calendar** (approved 3/21/16)

<b>Summary of Calendar:</b>	
Days in classroom:	
First Semester . . . . .	86
Second Semester . . . . .	92
<b>TOTAL CALENDAR DAYS</b>	<b>178</b>

<b>CALENDAR LEGEND</b>	
Start	
Quarter	
End	
Holidays	
Vacation Days	
PT Conferences	
PTC Compensation Days	
Full Day Staff Development	
Tuesdays Dismiss at 2:20 p.m. for Staff Development	

<b>HOLIDAYS:</b>	
Labor Day (9/5)	
Thanksgiving Day (11/24)	
Christmas Day (12/25)	
New Year's Day (1/1)	

<b>SNOW MAKE-UP DAYS:</b>	
May 22	
May 23	
May 24...	

August				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
September				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
October				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
November				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
December				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
January				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
February				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			
March				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
April				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
May				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Date	Events
Aug. 9	Registration at LeGrand 12-7pm
Aug. 17	New Staff Orientation
Aug. 18	MS Open House
Aug. 18, 19, 22	Professional Development
Aug. 22	Elem Open House
Aug. 23	First Day Classes, Dismiss 2:20 p.m.
Beginning Aug. 30, Tuesdays marked with a diagonal line	will dismiss at 2:20 p.m. for staff inservice
Sept. 5	Labor Day (No School)
Sept. 12 & 13	MS PTC's 3:30-7:00 p.m.
Oct. 21	End of 1st Quarter (43 days)
Oct. 25	HS PTC's 3:30-7:00 p.m.
Oct. 27	Dismiss at 12:20
Oct. 27	EL PTC's 12:15-8:00 p.m.
Oct. 27	HS PTC's 12:30-4:00 p.m.
Oct. 28	No School, PTC Compensation
Nov. 23	Dismiss at 2:20 p.m.
Nov. 24-25	Thanksgiving Holiday (No School)
Dec. 23	Dismiss at 2:20 p.m.
	End of 2 <sup>nd</sup> Quarter (43 days)
	End of 1 <sup>st</sup> Semester (86 days)
	(Instructional Hours-556.20)
Dec. 24-31	Winter Break (No School)
Jan. 2	No School
Jan. 3 & 4	No School-Professional Development
Jan. 5	Begin 3rd Quarter
Feb. 6 & 7	MS PTC's, 3:30-7:00 p.m.
Feb. 17	No School-Vacation Day
Feb. 20	No School-Professional Development
Mar. 10	End of 3rd Quarter (45 days)
Mar. 16	12:20 Dismiss
Mar. 14	HS PTC's 3:30-7:00 p.m.
Mar. 16	EL PTC's 12:15-8:00 p.m.
Mar. 16	HS PTC's 12:30-4:00 p.m.
Mar. 17	No School, PTC Compensation
Apr. 13	Dismiss at 2:20
Apr. 14 & 17	Spring Break, No School
May 1	No School-Professional Development
May 14	Graduation
May 19	Dismiss at 2:20
	End of 4 <sup>th</sup> Quarter (47 days)
	End of 2 <sup>nd</sup> Semester (92 days)
	(Instructional Hours-597.22)
May 22	Professional Development
May 29	Memorial Day

## NON-DISCRIMINATION POLICY STATEMENT

East Marshall Community School District does not discriminate based on race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status. Inquiries or grievances may be directed to Bob Schelp, Equity Coordinator, 225 South Elm Street, Gilman, IA, 50106, (641) 498-7483, or the U.S. Equal Employment Opportunities Commission, 500 West Madison Street, Suite 2000, Chicago, IL 60661.

### ABUSE OF STUDENTS BY DISTRICT EMPLOYEES

As directed by Chapter 102 of the Iowa Code, the East Marshall Community School District has appointed a designated investigator responsible for the investigation of allegations regarding the abuse of students by school employees. Categories of abuse are:

1. Physical abuse by intentional infliction of injury or excessive force.
2. Sexual abuse by sexual offenses or misconduct or encouraging prostitution.

The designated investigators for the abuse of students by district employees are the principals. The alternate investigator is the Student Services Coordinator.

## EDUCATIONAL PHILOSOPHY

### EDUCATIONAL GOALS

#### MISSION STATEMENT

The East Marshall Community School District Instills a passion for learning to INSPIRE and PREPARE students to ACHIEVE.

#### HUMAN AWARENESS

To develop in each child a positive self-image so that the child can better understand his/her own and others' physical, psychological, emotional, and social needs and how one's values and personality can affect relationships with others.

#### COGNITIVE/CREATIVE ABILITIES

To develop self-sufficient, responsible, problem-solving individuals who can use the logical thought processes and when conditions are conducive, demonstrate creative abilities.

#### VALUES OF LEARNING

To develop in children the motivation to learn and to relate this with the methods and materials of learning which will allow the student to consciously learn how to process information, ideas and subject matter.

#### LANGUAGE ARTS

To develop the student's ability to use language for self-discovery, thinking and cognitive tasks, and for effective communications in oral and written forms.

#### MATH

To develop a student's ability to use and apply math concepts and skills.

#### SOCIAL STUDIES

To assist the student in understanding self and the world around, in accepting responsibility as a citizen, and in contributing positively in today's and tomorrow's society.

### SCIENCE

To develop skills of scientific inquiry which will enlarge an appreciation of the world and lead to a better understanding of the range and limits of human control over nature.

### FINE ARTS

To expose all students to the aesthetic values of life and provide the opportunity and guidance for them to explore and progress in their understanding and appreciation of the fine arts to the level of each person's ability.

### PHYSICAL EDUCATION

To enhance the development of each student physically, mentally, socially, and emotionally, within the limits of the individual capacity and to provide for participation in individual and group activities.

### HEALTH AND SAFETY EDUCATION

To develop in students the understanding of physical and mental health and safety needs.

### EARLY CHILDHOOD EDUCATION

To develop for young children the opportunities for school readiness, socialization, skill development, language development, and self-expression.

### CAREER EDUCATION

The world of work will be considered an integral part of the school program for each child from kindergarten through high school.

### THE EXCEPTIONAL CHILD

To provide learning activities which are appropriately styled to encourage individual growth as varying levels of abilities, interests, and needs, thereby developing the student's self-reliance and full potential to become responsible, contributing members of society.

### COMMUNITY-PARENT INVOLVEMENT

School personnel shall promote, whenever possible, a positive relationship with parents and school patrons. Involvement shall include home visitations, volunteer programs, conferences, advisory committees, open houses, and other practices which afford the parent an opportunity to become a partner in the educational process.

## DISTRICT GOALS

**Community:** A unified community will be educated in both the needs and the successes of the school district.

- a) Staff unity is built when representatives from each building coordinate information and determine the process to communicate to community and boards. (DLT and BLT)
- b) The "good news in our schools" is spread to the public about all three sites.
- c) Use educational process to note advantages of unity: for example the reading goals report.
- d) Use the board table as a 'think tank' for strategies to build unity within the district.

### EAST MARSHALL COMMUNITY SCHOOL DISTRICT GOALS FOR READING, MATH & SCIENCE

**District Reading Goal:** For the 2016-17 school year, 74% or more of East Marshall students in grades 3-11 will achieve typical growth on one of the district-wide assessments in reading.

**District Math Goal:** For the 2016-17 school year 83% or more of East Marshall students in grades 3-11 will achieve typical growth on one of the district-wide assessments in math.

**District Science Goal:** For the 2016-17 school year, 82% or more of East Marshall students in grades 3-11 will achieve typical growth on one of the district-wide assessments in science.

The District-Wide Assessments are the Iowa Assessment through Iowa Testing Services and the MAP or Measures of Academic Progress through Northwest Evaluation Association.

### **INSTRUCTIONAL MATERIALS INSPECTION**

Parents and other members of the school district community may view the instructional materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

The instructional materials must be viewed on school district premises. Copies may be obtained according to board policy.

It is the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials. Board Policy 605.2

### **RESTRAINTS AND CONFINEMENT**

1. Areas used for behavior intervention will ensure that the students have reasonable space, sufficient light, ventilation and a comfortable temperature and students are allowed reasonable break periods to attend to bodily needs (this does not include sleep). The area will be adequately supervised and the student will be able to leave the area during an emergency. The room will be free of dangerous objects or instruments.
2. Revised Iowa Code 281-Chapter 103 applies to all students.
3. Material restraints will not be utilized.
4. Adult supervision is maintained in all areas used for student behavior intervention.
5. Physical restraint, confinements, and detention will only be utilized when reasonable disciplinary techniques have been attempted. (Refer to school behavior management system). Physical restraints will only be utilized to keep the students, staff, and property safe. Prone restraints will not be utilized as a restraint method. If for emergency safety reasons, students are placed in a prone restraint position, the staff must take immediate steps to end the prone restraint.
6. School staff will receive adequate and periodic training prior to using physical restraints.
7. Parents/guardians will receive notification of behavior intervention.
8. The school building principal has a copy of Iowa Code 281 - Chapter 103 which is available for parent review.
9. Parents/guardians will receive notification from the school if physical restraints were utilized with their child, and/or if their child was removed from the classroom and placed in an intervention area where the student's egress was physically prevented.

### **BULLYING**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Code No. 104  
(Revised 10/19/15)

### ANTI-BULLYING/ANTI-HARASSMENT POLICY

The East Marshall Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

#### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) Places the student in reasonable fear of harm to the student’s person or property.
  - (2) Has a substantial detrimental effect on the student’s physical or mental health.
  - (3) Has the effect of substantially interfering with a student’s academic performance.
  - (4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

#### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 30 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 Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.



### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Suggestions for administrative procedures regarding this policy include:

- Developing procedures for reporting acts of bullying and harassing behavior (see IASB sample regulation 104.R1);
- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

### **Decision**

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

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 policy adopted pursuant to this section, to the 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.

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, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### **Publication of Policy**

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- (other) \_\_\_\_\_

## SPECIAL EDUCATION TRANSPORTATION

Special education students who, as a result of their Individualized Education Program (IEP), attend school in another district will be transported directly to that other district. They will not be part of the regular bus system.

### REGISTRATION

Registration for all grade levels may be completed on the scheduled registration date in early August. The purpose of pre-registration is to enable school officials to prepare and adjust schedules prior to the beginning of school and to assist parents with questions regarding school programs and procedures. If you are unable to register on the scheduled day, registration can be taken care of in the principals' offices in each school building afterwards.

### REGISTRATION FEES

Registration fees are assessed annually.

	<u>BOOK FEE SCHEDULE</u>
Elementary (K-3)	\$27.50 per semester
Middle School (4-8)	\$35.00 per semester
High School (9-12)	\$40.00 per semester

There will be fees assessed during the school year in industrial arts, art, home economics and driver's education. These fees will be determined by what individual students use in the classroom. Some families may qualify for a waiver of some fees. Fee waiver application forms will be attached to the August newsletter and will be available at the time of registration.

### WAIVER OF STUDENT FEES

Students whose families meet the income guidelines for free and reduced price lunches, the Family Investment Program (FIP), Supplemental Income (SSI), transportation assistance under open enrollment, or who are in foster care, are eligible to have their student fees waived or reduced. Students whose families are experiencing temporary financial difficulty may also be eligible for a temporary waiver of student fees. Parents of students who believe they may qualify because of temporary financial hardship may obtain a waiver form at the principals' offices. This waiver does not carry over from year to year and must be completed annually.

### REFUND PROVISIONS

Students transferring to another school district during the school year will receive a refund of their registration fees and lunch tickets. The refund will be based on the proportion of time remaining in the school year.

### CONFERENCE AFFILIATION

East Marshall is a member of the North Iowa Cedar League (NICL). There are two divisions in this conference and our division is composed of:

East Marshall	BCLUW
Grundy Center	Gladbrook-Reinbeck
West Marshall	AGWSR
South Hardin	

Football games are scheduled according to districts established by the Iowa High School Athletic Association (IHSAA). The IHSAA schedules seven district games and two non-district games.

## INDIVIDUAL ADMISSION PRICES AT THE GATE

The ticket prices adopted by the schools in the NICL Conference for all activities will be \$5.00 for adults and \$5.00 for students.

### SEASON TICKETS

#### Student Activity Tickets

Student activity tickets may be purchased for \$80.00. This will admit students to all varsity volleyball, football, basketball and wrestling events. An activity ticket is not valid for tournaments sponsored by the Iowa Girls High School Athletic Union (IGHSAU), the IHSAA, or the NICL Conference.

#### Adult/Senior Citizen Activity Tickets

Adult activity tickets may be purchased for \$90.00 and senior citizens (age 65 or older) activity tickets may be purchased for \$50.00. This will apply to all VARSITY volleyball, football, basketball and wrestling events. These tickets are only valid for varsity competition. There will be no refund made on the unused portion of the ticket. An adult/senior citizen athletic ticket is not valid for tournaments sponsored by the IGHSAU, IHSAA, or the NICL Conference. These tickets may be purchased at the high school principal's office or the ticket window of the first two home football and volleyball games.

#### Punch Pass

A punch pass may be purchased for \$40.00. This is good for 10 admissions into all East Marshall home sporting events.

### STUDENT ACCIDENT INSURANCE

Parents/Guardians are encouraged to contact a private vendor of their choice if they are interested in acquiring such coverage.

### ATHLETIC PARTICIPATION

The following are basic requirements which all students must fulfill before they are allowed to participate in any athletic practice or contest:

- 1) All students are required to have a physical examination on file with the middle school or high school athletic director.
- 2) All students are required to have on file with the middle school or high school principal a statement from parents/guardians that they are carrying adequate insurance.
- 3) All students are required to have on file with the middle school or high school principal a signed parent permission form for each sport in which they wish to participate.

### CONCUSSION LEGISLATION

The Iowa Legislature passed a new law, effective July 1, 2011, regarding students in grades 7-12 who participate in extracurricular interscholastic activities. Important information from Iowa Code Section 280.13C, Brain Injury Policies, will be given to you at the parent athletic meetings.

### KINDERGARTEN ENROLLMENT

A student may enroll in kindergarten if he/she is five years of age on or before September 15th of the year in which he/she plans to enter school.

### CLASS ORGANIZATION

Grades K-4 are self-contained. Grades 5-6 are partially self-contained. Grades 7-12 are departmentalized.

## BOOKS AND MATERIALS

Textbooks are issued by the teachers at the beginning of the school year. At the conclusion of the year, course, or unit, books are collected and fines may be assessed for damaged or lost books and materials.

## SCHOOL MEAL PROGRAM

The school meal program will begin serving breakfasts and lunches on the 1st day of school at each school center.

*Breakfast Prices for 2016-2017 school year will be:*

	<u>Daily</u>
Grades PK-12	\$1.40
Adults	\$1.95

*Lunch Prices for 2016-2017 school year will be:*

	<u>Daily</u>
Grades PK-3	\$2.10
Grades 4-8	\$2.15
Grades 9-12	\$2.20
Adults	\$3.50

*Extra Milk Prices for 2016-2017 school year will be:*

	<u>Daily</u>
Grades PK-12	\$ .45
Adults	\$ .45

In cases where parents feel their children will qualify for free or reduced priced meals: All applicants other than those receiving Food Assistance or Family Investment Program (FIP) benefits must personally make arrangements in the school office before free or reduced price meals will be granted. Those receiving Food Assistance or FIP benefits, please refer to item #7 on the Parent/Guardian letter attached to the application. Parents who completed an application last year must complete a new application this year to establish eligibility for children to participate in the school's breakfast/lunch program. Applications will be available at the time of registration. Parents should file a completed application prior to the beginning of school Tuesday, August 23, 2016. Application forms are also available on our web page-[www.emmustangs.org](http://www.emmustangs.org).

## NATIONAL SCHOOL LUNCH PROGRAM

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410* or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## **NOON PERIODS**

Students in grades K-8 will remain on the school grounds throughout the school day unless specific written permission is received from parents requesting they leave the school grounds.

For all students in grades 9-12, a closed campus is in effect throughout the school day. However, students may gain permission from the principal to leave the school grounds during the school day. Students who leave the school grounds without permission will be considered truant from school.

## **PHYSICAL EDUCATION PARTICIPATION**

All students are required to participate in physical education. However, students in grades 11 and 12 can be excused for special reasons and must talk to the high school principal or guidance counselor to secure a release from physical education. Students may also be excused by presenting a certificate from a physician stating that the student should not participate or have a legitimate academic class scheduling conflict/waiver. Physician's certificates shall be reviewed by school authorities each nine-week period. Parents should be aware of what day their child has physical education and see to it that their child has gym clothing on gym day. The failure to have gym clothing on gym day is not considered a valid excuse for not participating in gym.

## **FIELD TRIPS**

Field trips are considered an integral part of the curriculum. Notices will be sent to the parent explaining the nature of the trip and time requirements for the trip. Parents that prefer their child not participate in a trip should notify the school in writing.

## **RIDING THE SCHOOL BUS**

It is a privilege to ride a school bus. The school may exclude a child from riding on a bus if their conduct becomes abusive or detrimental to the welfare of other children. The use of profanity may be sufficient reason to exclude a student from riding the bus.

The school has the authority to keep children after school. If it is necessary to retain an upper elementary, middle school, or senior high student who rides a rural bus after school, the student will be given a one-day notice, if possible, so other arrangements for transportation may be made by the parents.

## **PARENT-TEACHER CONFERENCES**

Conferences for all students will be scheduled at the building level in the fall and spring. Additionally, whenever a parent feels a need for a conference, they are encouraged to request one by contacting the building principal's office or guidance counselor's office.

## **DAMAGE TO BUILDING AND/OR PROPERTY**

Persons found responsible for destroying or damaging school property will be required to reimburse the school for the cost of replacing or for repairing damage. Charges may also be filed with the proper authorities.

## **VISITORS**

Visitors shall check into the building office before proceeding to a classroom during the regular school day so that classes are not disrupted.

## **SMOKING POLICY**

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine, ex. e-cigarettes. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy. Board Policy 905.2.

## **STUDENT DRESS**

Students shall be clothed in garments appropriate to their sex and the occasion. Student dress and hairstyles must be neat, clean and in accordance with good taste. T-shirts or sweatshirts with suggestive slogans and designs are not permitted. Elementary students will not go outside for recess if it is raining; however, they will go out in the snow. Students should always be appropriately dressed for the weather.

## **PERSONAL PROPERTY**

Personal property such as tape recorders, toy cars, trinkets, etc., should not be brought from home. The school cannot accept responsibility for caring for personal articles. Any personal property that is damaged at school will be the responsibility of the family's, and not the school's insurance. The school will provide recreational equipment for the students to use during recess.

## **ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION**

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. 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.

## **DANGEROUS WEAPONS**

By state and federal law, weapons and other dangerous objects, including look-a-likes, in the school district and on the facilities present a threat to the health and safety of students, employees and visitors. Weapons and other dangerous objects, including look-a-likes, shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion. Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year.

## **HOMEWORK POLICIES**

With the number of curricular and extra-curricular activities scheduled within the school day, it is often impossible for students to complete all their necessary assignments during school hours. Parents can expect that students in upper elementary through secondary grades will be assigned homework.

## **USE OF PROFANITY**

A student may be disciplined for the use of profanity while in school or at school-sponsored events.

## SEVERE WEATHER

In case of severe weather, parents may listen to one of the following radio and/or T.V. stations:

KGRN Grinnell	AM 1410	WHO TV
KDAO Marshalltown	AM 1190	WOI TV
KFJB Marshalltown	AM 1230	KCCI TV
WHO Des Moines	AM 1040	

Every effort will be made to have announcements on the air before 6:30 A.M. Please do not contact the school officials before 6:30 A.M. as it is difficult to assess road conditions and call area radio stations prior to 6:30 A.M. Students and parents who call prior to 6:30 A.M. will tie up telephone lines and may prevent announcements from being received by the radio stations. Partner Communications Co-Op of Gilman has provided a phone bulletin board which contains a listing of each day's activities plus special announcements such as school closings. You may call it at 641-498-2456.

## IOWA SCHOOL ALERT

Would you like to be notified directly when classes are cancelled or let out early? Sign up for Iowa School Alerts - a free e-mail notification service provided by the State of Iowa.

East Marshall CSD is a participant in the Iowa School Alerts program and you can sign up to receive free e-mail and cell phone notifications when classes for the District are to be closed, or dismissed early due to weather or other circumstances. Other informational notifications may be sent as well.

How to sign up:

1. Click on **SIGN UP** in the main menu at <https://schoolalerts.iowa.gov/>. This will take you to the Enterprise A & A screen for the State of Iowa. If you already have an account with the State, there is no need to create another one.
2. Follow the on-screen instructions to enter your name and e-mail address and to create secret questions and your password. This step involves obtaining a code from the confirmation e-mail sent to your inbox.
3. Once you have created and confirmed your account registration and gotten the code from the State, you will be taken back to the School Alerts site where you can click on "My Subscriptions" to add the school district for which you would like to receive notices. Once you've selected a school (West Marshall), you are asked to enter the e-mail address or cell phone numbers (be sure to scroll down to find the cell phone listing) where you would like the notifications sent. **You can add as many e-mail addresses as you like.** (Please note that some wireless service providers may charge you for receiving text messages. You are responsible for those charges.)

After signing up, you will receive e-mail and cell phone notifications directly from the School whenever classes are cancelled, dismissed early, or other announcements are made. You can review your alert settings for the state and all current notifications at any time by visiting the Iowa School Alerts website at <https://schoolalerts.iowa.gov/>.

For more information, go to <https://schoolalerts.iowa.gov/> and sign up.

## ACTIVITIES WHEN THERE ARE EARLY DISMISSALS

When it is necessary for school officials to dismiss school early because of inclement weather or other emergency conditions, high school practices will be held only if approved by the administration, and no middle school practices will be held.

If a high school game is scheduled for a day when school is dismissed for the above reasons, the decision to play said game will be determined by the administration of the East Marshall Community School District in consultation with the administrative personnel from the opponent school. All middle school contests will be cancelled.

## IMPORTANCE OF REGULAR ATTENDANCE

Poor grades, dropout rates, poor attitude, etc., all seem to revolve around poor school attendance. Parents should strive to create an attitude toward school which will encourage their children to be in attendance. Missing school is a handicap to the student because the absence of one day usually means the loss of two days' work - the recitation of the day absent and preparation for the day returning.

## TRUANCY

A student is truant when they reach or exceed 5 or more unexcused absences in a semester. The building administrator will communicate with the parent when 3 unexcused absences are reached.

## RELIGIOUS-BASED EXCLUSION FROM A SCHOOL PROGRAM

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the superintendent. The board authorizes the administration to allow the exclusion if it is not disruptive to the education program and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations. Students who are allowed to be excluded from a program or activity which violates their religious beliefs are required to do an alternate supervised activity or study.

In notifying the superintendent, the parents will abide by the following:

- The notice is in writing;
- The objection is based on religious beliefs;
- The objection will state which activities or studies violate their religious beliefs;
- The objection will state why these activities or studies violate their religious beliefs; and
- The objection will state a proposed alternate activity or study.

The superintendent will have discretion to make this determination. The factors the superintendent will consider when a student requests to be excluded from a program or activity because of religious beliefs include, but are not limited to, staff available to supervise a student who wishes to be excluded, space to house the student while the student is excluded, available superintendent-approved alternative course of study or activity while the student is excluded, number of students who wish to be excluded, whether allowing the exclusion places the school in a position of supporting a particular religion, and whether the program or activity is required for promotion to the next grade level or for graduation. Board Policy 604.5

## HOMELESS STUDENTS

The Board of Education of the East Marshall Community School District is responsible for locating and identifying homeless children and youth who are "found" within the district.

### HOMELESS Information for School Aged Youth and Parents

If you live in any of the following situations:

- \*In a shelter
- \*In a motel or campground due to the lack of an alternative adequate accommodation
- \*In a car, park, abandoned building, or bus or train station
- \*Doubled up with other people due to loss of housing or economic hardship

*You may qualify for certain rights and protections  
under the federal McKinney-Vento Act.*

**Eligible students have the right to:**

- \* Receive a free, appropriate public education.
- \* Enroll in school immediately, even if lacking documents normally required for enrollment.
- \* Enroll in high school and attend classes while the school gathers needed documents.



\* Enroll in the local school; or continue attending their school or origin (the school you attended when permanently housed or the school in which you were last enrolled), if that is your preference and is feasible.

\* If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.

\* Receive transportation to and from the school of origin, if requested.

\* Receive education services comparable to those provided to other students, according to the students' needs.

*If you believe you may be eligible, contact the local liaison to find out what services and supports may be available.*

### **East Marshall Local Liaison**

Mrs. Trudi Foval-Johnson, Student Services Liaison

641-479-2785 LeGrand

641-498-7483 Gilman

641-476-3342 Laurel

641-498-7481 District Office

### **State Coordinator**

Sandra Johnson

515-281-3965

sandra.johnson@iowa.gov

## **AREA EDUCATION AGENCY 267**

The East Marshall Community School District and Area Education Agency 267, with the approval and support from the Iowa Department of Education, offers great opportunities for teachers and students to receive assistance when education problems arise.

Under current procedures, AEA 267 staff such as school psychologists, consultants, speech-language pathologists, audiologists, school social workers and early childhood special education teachers is considered part of the educational team. They, together with the special education teachers employed by our school, have opportunities to provide consultative services to all teachers and to work with any individual who is in need of help. If your child is experiencing learning or behavioral problems either at home or 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 service outside the classroom. Together, we will discuss what you may do at home to help your child succeed in school.

## **POST-SECONDARY OPTION ACT**

The Postsecondary Enrollment Options Act provides students in grades 11 and 12 the opportunity to enroll part-time in nonsectarian courses in eligible postsecondary institutions of higher learning in Iowa. A 9<sup>th</sup> or 10<sup>th</sup> grade student who is identified as a gifted and talented student, according to the school district's criteria and procedures, may also participate under this Act. Eligible courses will include any that are not taught at East Marshall CSD.

Postsecondary schools include: Marshalltown Community College, 3700 S. Center Street, Marshalltown, IA 50158

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

This act provides for access by parents to permanent school records and an opportunity to challenge any content which may be inaccurate, misleading or inappropriate.

The East Marshall Community School District collects and maintains records on each student in order to facilitate instruction, guidance, and the educational progress of the student. The records contain information about the student and his/her education, and may include but are not limited to the

following type of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational-vocational plans, honors and activities, observations, and external agency reports.

The records of each student are located in the school building which he/she is attending. The person and position of the person responsible for maintenance of school records for each building are as follows:

<u>Building</u>	<u>Person Responsible</u>	<u>Position</u>
High School	Mr. Matthew Rasmusson	Principal
Middle School	Mr. Robert Schelp	Principal
Elementary & Preschool	Mrs. Cathy DeBondt	Principal

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

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

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
  - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**  
**MODEL NOTICE FOR DIRECTORY INFORMATION**

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

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

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

If you do not want East Marshall to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1st. East Marshall has designated the following information as directory information.

- |                          |   |
|--------------------------|---|
| -Student's name          | -Participation in officially                                |
| -Address                 | recognized activities and sports                            |
| -Telephone listing       | -Weight and height of members of                            |
| -Date and place of birth | athletic teams  |
| -Dates of attendance     | -Degrees, honors, and awards received                       |
| -Grade level             | -The most recent educational agency or institution attended |

**NOTIFICATION OF RIGHTS UNDER THE PROTECTION**  
**OF PUPIL RIGHTS AMENDMENT (PPRA) & PPRA NOTICE AND**  
**CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of-*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect, upon request and before administration or use-*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

East Marshall will/has develop(ed) and adopt(ed) policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. East Marshall will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. East Marshall will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. East Marshall will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **CHILD CUSTODY**

From time to time custody issues arise regarding students enrolled in school. If specific custody restrictions apply to your child, it is important to file those official restrictions with the office of the school your child attends. When no restrictions regarding custodial rights are on file, the school assumes equal rights of both parents regarding access to student information, visitation, and picking the student up from school.

### **EQUAL OPPORTUNITY EMPLOYMENT**

The East Marshall Community School District will provide equal opportunity to employees and applicants

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

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status. In keeping with the law, the board will consider the veteran status of applicants.

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

Advertisements and notices for vacancies within the district will contain the following statement: "The East Marshall Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, East Marshall Community School District, 225 South Elm Street, Gilman, Iowa 50106 ; or by telephoning 641-498-7483 .

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, Wisconsin, 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 400 E. 14<sup>th</sup> Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

### **PARENTS'/GUARDIANS' RIGHTS NOTIFICATION**

Parents/Guardians in the East Marshall Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program.

Parents/Guardians may request this information from the Office of the Superintendent by calling 641-498-7481 or sending a letter of request to the Office of the Superintendent, 204 West Center Street, Gilman, IA 50106.

### **EDUCATIONAL EQUITY POLICY STATEMENT**

It is the policy of the East Marshall CSD not to discriminate on the basis of race, creed, color, national origin, religion, sex, age, disability, religion, sexual orientation, gender identity, marital status, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in its educational programs, activities or employment practices as required by Title VI and IX of the Civil Rights Act and Section 504 of the Federal Rehabilitation Act and Iowa Code 216.9.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should 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 the pluralistic society. Inquiries concerning application of this statement should be addressed to:

Inquiries regarding compliance with Title IX, Title VI, Section 504, or Iowa Code 216.9, may be directed to Bob Schelp, Equity Coordinator, 225 South Elm Street, Gilman, IA 50106, or by phone at 641-498-7483; to the Director of the Civil Rights Commission, Des Moines, IA, or to the Direction of Region VI Office of Civil Rights, Department of Education, Chicago, IL (312-886-8434).

### **NOTICE TO EMPLOYEES, PARENTS AND DISTRICT PATRONS** **ASBESTOS**

School districts are required by law to provide, to the individuals addressed above, a periodic update on the status of asbestos in all of its facilities.

Our district's director of maintenance has been trained to conduct the required six-month inspections of all facilities to insure that any potential asbestos containing materials are being properly maintained. The law also requires that a comprehensive inspection for asbestos be conducted every three years. This activity is always contracted out to a commercial firm.

The following statement applies to all buildings within the East Marshall School District: Beyond the asbestos assumed to be located in concrete, roofing felts, pipe elbows, carpet glues, etc., which is of minimal public health concern, asbestos was found in some vinyl floor tile.

The Asbestos Management Plan for your school district is located in the administrative office. This management plan is required under the federal "Asbestos Hazard Emergency Removal Act" (AHERA) codified in 40CRF Part 763. Contact the Buildings and Grounds Director.

### **HAZARDOUS CHEMICAL DISCLOSURE**

The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

Each employee will annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, is included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it is distributed to all employees, and training is conducted for the appropriate employees. The superintendent will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

Employees who will be instructing or otherwise working with students will disseminate information about the hazardous chemicals with which they will be working as part of the instructional program. It is the responsibility of the superintendent to develop administrative regulations regarding this program. Board Policy 403.4

### SUPPORT OF DISCIPLINE POLICY

In compliance with the requirements of the state school standards, the East Marshall Community School Board affirms its intent to support the school discipline policies, its intent to support school staff who enforce discipline policies, and its intent to hold school staff accountable for implementing the discipline policies.

### OPEN ENROLLMENT

Parents/guardians considering the use of the open enrollment option to enroll their child/children in another public school district in the State of Iowa should be aware of the following dates:

March 1, 2017 - Last date for regular open enrollment requests for the 2017-2018 school year.

If the student meets the definition of good cause under 281-Iowa Administrative Code 17.4 and 17.7 because of a change in residence or is an entering kindergarten student for the school year, the application can be accepted up to September 1st of the school year of enrollment.

A pupil who transfers school districts under open enrollment in grades 10 through 12, shall not be eligible to participate in interscholastic varsity contests and competitions during the first 90 school days of transfer. Therefore, parents should be aware that open enrollment may result in the loss of athletic eligibility.

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

Parents/guardians have a right to appeal to the State Board if original request to open enroll was based on repeated acts of harassment or serious health condition of the student.

For further details, contact the school administrative office:

East Marshall Community School  
204 West Center Street, Box 159  
Gilman, IA 50106-0159  
PH: 1-641-498-7481  
FAX: 1-641-498-2035

Anthony Ryan, Superintendent of Schools

East Marshall School on the web: [www.emmustangs.org](http://www.emmustangs.org)

### ADMINISTRATION OF MEDICATION TO STUDENTS

Some students may need prescription and nonprescription medication to participate in their educational program.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon

approval of their parents and prescribing physician regardless of competency.

All medications administered at school must be in accordance with the following rules:

#### Prescription Medications

Any new prescription medications or prescription medications being brought in at the beginning of the school year require a signed note from a licensed medical or osteopathic physician or dentist. The note must include the prescriber's name, student's name, name of medication, dosing schedule, and start date and end date (if applicable). This can also be fulfilled by having the prescriber complete and sign the East Marshall Community School Request for Giving Medicine at School card. Parent or Guardian signature will still be required for any medication. Medications must be brought to school in a container provided and labeled by the dispensing pharmacist. Please request an additional labeled container for medications that will be stored at school.

When a medication needs refilled, a labeled sealable envelope containing a note regarding which medication needs refilled will be sent home with the student. Please specify the student's name, the date, the name of the medication and the number of pills or amount of liquid being transported on the envelope label. Seal the envelope and instruct your child to promptly deliver the envelope directly to the nurse when they arrive at school. The nurse will count the pills or measure the liquid to ensure that no medication is unaccounted for.

Empty medication bottles will be sent home with the student.

#### Over the Counter Medications

Over the counter medications (cough drops, Tylenol, Advil, etc.) must be brought to school in the original container or packaging. The parent must complete and sign the East Marshall Community School Request for Giving Medicine at School, which provides detailed instructions for use including the student's name, name of medication, dosing schedule, start date and end date (if applicable). Loose pills or cough drops not sent in original packaging will not be administered or returned to the student.

#### Natural Remedies and Supplements

Natural remedies and supplements will not be administered at school. The Iowa Department of Nursing states that a school nurse is not able to determine the appropriateness; safety; possible side effects, or toxic effects of the substance; the appropriate dose for a child of a specific age, weight, and body surface area; and treatment of overdose.

#### Transportation of Medications

We strongly encourage a parent to bring in any new or refilled medications to the school. However, we do understand that this is not always possible. In the event that a parent is unable to bring in the medication, we ask that the school nurse be notified in advance via phone call or email of a medication being transported to school by the student. In the message or email, please include your name, the student's name, the date the medication is to be transported by the student, the name of the medication, and the number of pills or amount of liquid sent with the student. The school nurse will check in and document all medications brought in to the school. All medications administered and stored at school will be handled in accordance with the following rules:

#### Administration of Medication

A registered nurse is assigned access to medication and authority to administer medications according to school policy. Additional staff are designated and certified to administer medication under the authority of the principal and in consultation with the registered nurse.

#### Record of Administration

Each time a medication is administered, it is recorded and includes the student's name, date, time, and signature or initials of person administering.

#### Security

All medications are secured in a designated, locked storage unit. Exceptions to this policy are students



who require self-administration of asthma medications, or require rapid access to an EpiPen. Medication information shall be confidential information.

#### End of School Year

At the end of the school year, parents will be notified if the student has a medication still at school. It is strongly encouraged that a parent come to the school to pick up the medication. In the event that a parent is unable to come pick up the medication, the parent will be notified and the medication will be sent home with the student in a sealed envelope. Board Policy 507.2

### STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

Students desiring to participate in athletic activities or enrolling in kindergarten or first grade in the school district will have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district.

A certificate of health stating the results of a physical examination and signed by the physician is on file at the attendance center. Each student will submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy. Board Policy 507.1

Effective for the 2013-2014 school year, all students entering 7<sup>th</sup> grade MUST have a TDAP booster.

### DENTAL SCREENING REQUIREMENT FOR SCHOOL ENROLLMENT

Children enrolling for the first time in an Iowa elementary or high school are required to have a dental screening.

#### ELEMENTARY

- Applies to Kindergarten.
- Screening must occur no earlier than age 3 but prior to age 6.
- Screenings can only be performed by: dentists, dental hygienists, physicians, nurses, or physician assistants.

#### HIGH SCHOOL

- Applies to 9<sup>th</sup> grade.
- Screening must occur within previous year of enrollment.
- Screenings can only be performed by: dentists or dental hygienists.

Your dental office will have the required form.

## PARENTS OF HOME SCHOOL STUDENTS

Home school students must have immunization records! Children who are being home schooled must follow the same immunization requirements as any other school-aged child. A certificate or exemption cards must be filed at the school where the child would normally attend if they were enrolled in a school district. (Refer to the Iowa Administrative Code Education [281] Title V Nontraditional Students, Chapter 31, Competent Private Instruction and Dual Enrollment.) Questions? Contact the Superintendent's office at 641-498-7481.

## PUBLIC CONDUCT ON SCHOOL PREMISES

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities. Board Policy 903.4

## PUBLIC CONDUCT ON SCHOOL PREMISES

### Coaches

At all the season meetings hand out a booklet that will include the following:

- A) Eligibility academic requirements
- B) Good conduct policy
- C) Civility policy
- D) How to handle parent-coach discussions

These would be handled by the AD in a general meeting before splitting into respective sports.

The following should be handed out by individual coaches at their meetings.

- A) Schedule with bus times
- B) Practice schedule (at least the first month)
- C) What will happen on early dismissals on the Tuesdays or when there is bad weather
- D) Lettering policy

The parent must attend and sign that they have been given these materials in order for the student to participate.

### Parent-Coach/Activity Sponsor Discussions

(Activity Sponsor may be the Athletic Director, Music Instructor, Band Instructor, etc.)

Parents and guardians should not e-mail or text coaching staff or activity sponsors concerning issues involving their child. Exceptions to this rule would be health issues, attendance and transportation arrangements of which the coach or athletic director should be aware. Coaching staff and activity sponsors (including Athletic Director) will not respond to e-mail or text messages.

If there is an issue which needs to be discussed, the student, parent or guardian must comply with the following procedure:

1. First, the student must visit in person with the coach or sponsor about the situation.
2. Next, the parent/guardian must arrange a meeting with the coach or sponsor and the student to discuss the situation. The athletic director may be included.
3. Next, the parent or guardian must arrange a meeting with the coach or sponsor, the athletic director and the appropriate building principal.

Participants in the meetings shall not engage in abusive, demeaning, vulgar or obscene conduct toward other participants. Violation of this Policy will result in removal from school premises and issuance of a first offense written warning. Future violations will result in the following:

Second Offense – The parent or guardian may not attend the next two (2) school events involving his or her child.

Third Offense – The parent or guardian may not attend the next four (4) school events involving his or her child.

This Policy applies to student participation in all East Marshall extracurricular activities. Each offense will be documented by written correspondence to the parent or guardian.

The Coach will discuss student/parent/guardians' concerns, but the following issues will be totally at the coach's discretion:

- 1) Playing time
- 2) Player position

- 3) Another athlete
- 4) Coach's philosophy

The meeting with the coach should not take place after a game or practice unless it has been prearranged with the coach to meet after a practice ahead of time.

### Public and Parent Conduct on School Premises

Under our Conduct Counts Policy the following are grounds for removal.

- 1) Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event
- 2) Throwing articles onto the contest area
- 3) Entering the contest area in protest or celebration
- 4) Physical confrontation involving contest officials, coaches/directors, contestants, or spectators
- 5) Spectator interference with the event

It is preferred that two individuals (administrator and coach or 2 administrators) be present and observe the incident. If there is an undocumented confrontation (only coach present) it should be reported and the individual will be brought in for a meeting to determine what action should be taken.

If an individual meets the grounds for removal, the following will apply at a minimum:

- 1) First offense banned for 2 weeks
- 2) Second offense banned for 6 months
- 3) Third offense banned for 12 months (this will happen for every offense after the third)

This is from all extra-curricular and co-curricular East Marshall activities during this period.

The School Administration may change the penalty to more appropriately fit the severity of the situation or extenuating circumstances. Board Policy 903.4R2

### PUBLIC CONDUCT ON SCHOOL PREMISES

#### SPECTATOR CONDUCT INITIATIVE – “CONDUCT COUNTS”

In the East Marshall Community School District, these behaviors are **NOT** acceptable:

- Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event.  
Penalty – EJECTION
- Throwing articles onto the contest area.  
Penalty- EJECTION
- Entering the contest area in protest or celebration.  
Penalty – EJECTION
- Physical confrontation involving contest officials, coaches/directors, contestants or spectators.  
Penalty – EJECTION
- Spectator interference with the event.  
Penalty – EJECTION

- Jumping up and down on the bleachers.

Penalty –Warning/ EJECTION

- Use of artificial noisemakers, signs or banners.

Penalty – Warning/EJECTION

- Chants or cheers directed at opponents.

Penalty – Warning/EJECTION

“Conduct Counts” is a sportsmanship program developed and implemented by the Unified Activities Organizations (IHSMA, IHSSA, IGSAU, IHSAA). Board Policy 903.4R

### CONSEQUENCES FOR NOT PICKING UP STUDENTS AT DESIGNATED BUS PICK UP LOCATIONS

If a child is not picked up on time at the designated bus pick up location, the child will be taken to the Bus Garage in LeGrand waiting for pick up.

If this occurs for the second time and taken to the Bus Garage, the parent will provide the Transportation Director with an alternative responsible adult to pick them up at the bus garage.

If this occurs for the third time, the family loses transportation rights for one week. The student needs to be in attendance at school for this time to be counted as time off the bus.

If this occurs for the fourth time, the student loses transportation rights for four weeks. The student needs to be in attendance at school for this time to be counted as time off the bus. The school board will make a decision on whether to keep or rescind the open enrollment.

### EXPECTATIONS AT WATERBECK PICK UP SITE

Students that are disruptive or vandalize at the Waterbeck pick up site will lose their transportation privilege based on the age and severity of the behavior. Adults that disrupt the safe, orderly climate at the Waterbeck pick up site will not be allowed to drop their students off at this pick up site based on the severity of their behavior.

### TRANSPORTATION

#### TRANSPORTATION IS A PRIVILEGE NOT A RIGHT

East Marshall Community School District will insure that every student has a safe ride to and from school. This ride will be as free from intimidation, harassment, and threat, as humanly possible. Good conduct of all students is required while waiting for the bus and while traveling to and from school. The privilege of transportation is granted contingent upon proper behavior. A student’s eligibility to ride may be suspended or revoked for violation of the school’s policy for bus behavior. Revocation of a student’s bus riding privilege is not considered an exclusion, expulsion, or suspension from school. Parents will be held responsible for their children’s conduct while on the bus, while in the loading areas, and in the unloading areas. Students that are involved in serious or repeated incidents of unacceptable conduct on the bus will have their riding privilege suspended or revoked.

Bus drivers will be contacting parents when students are assigned a bus referral. Drivers will then notify the principal’s office, within 3 days after the parents are contacted, before investigation of bus referrals occur.

#### TRANSPORTATION POLICY

The East Marshall school board and staff expect the following behaviors or skills from bus riders:

1. Students are to wait at the designated site at the designated time for the bus to come to a complete

stop. Riders will exit and enter through the right front door. Students should pass no closer than 10 feet in front of the bus when arriving or exiting the pick-up site. Students should look both ways crossing the road and depart only from the designated point unless specific written permission has been displayed.

2. While on the bus, aisles should be kept clear by students. Students should not open windows without permission and if permission is given students should not extend anything out the open window, including throwing anything out of the bus.

3. Classroom conduct is expected from students while on the bus except normal conversation.

4. The bus driver is in charge of the bus and students are to obey promptly. Bus drivers may assign seats as the driver deems necessary.

5. Students are not to leave their bus seat while the bus is in motion. Students are to keep their feet off the bus seats. If students damage bus seats or other equipment, they will be required to reimburse the district to repair/replace the damaged property. When students depart the bus, there is to be no pushing, shoving or crowding of other riders.

6. Waste containers are available on the busses. Students should put any waste in the containers daily.

7. Shooting or throwing of any object on a school bus is not permitted.

8. The use or possession of alcohol, tobacco or look alike substances is prohibited on school busses. The Good Conduct Rule is in effect.

The following actions are recommended if bus misconduct occurs:

## UNACCEPTABLE BEHAVIOR

### LEVEL 1 OFFENSES

1. Throwing non-injurious objects on the bus
2. Failure to follow driver instructions
3. Standing while bus is in motion
4. Use of obscene or profane gestures or language
5. Harassment of anyone
6. Excessive noise (screaming, yelling, or shouting)
7. Tripping anyone on the bus
8. Blocking the aisle
9. Possession of a lighter or matches.

### LEVEL 2 OFFENSES

1. Threatening a bus driver
2. Interfering with police, administrator, or driver
3. Use of tobacco
4. Lighting of any type of fire (matches or lighter)
5. Physical aggression or threat of against another person
6. Theft or robbery
7. Possession of fireworks or ammunition
8. Tampering with emergency equipment (radio, emergency door, light system, or fire extinguisher)
9. Head, arms, or legs out the window of a moving bus
10. Unacceptable sexual conduct
11. Spitting
12. Throwing objects that may cause injury

Vandalism of the bus.

Running in front of a moving bus.

### LEVEL 3 OFFENSES

1. Possession of a handgun, knife, or other weapon
2. Possession of ammunition with intent to detonate
3. Lighting of fireworks

4. Possession of drinking alcohol or illegal drugs
5. Assault on the bus driver
6. Attempting to ride on the outside of the bus
7. Pushing anyone at a moving bus
8. Violent assault on another student
9. Vandalism of the bus (in excess of \$100 damage)
10. Opening any emergency exit while bus is moving

## CONSEQUENCES FOR VIOLATION OF POLICY

### LEVEL 1 OFFENSES

- First offense - Written warning to parents
- Second offense - Written suspension of 1 day off the bus
- Third offense - Written suspension of 3 days off the bus
- Fourth offense - Written suspension of 5 days off the bus and meeting with principal, parents, driver, and transportation director before child returns to the bus (meeting will be during normal school hours)
- Fifth offense - Written suspension of 10 days off the bus and meeting with principal, parents, driver, and transportation director before child returns to the bus (meeting will be during normal school hours)
- Sixth offense - Loss of bus privilege for 30 school days

### LEVEL 2 OFFENSES

- First offense - Written warning to parents and 1 day off the bus
- Second offense - Written suspension of 3 days off the bus
- Third offense - Written suspension of 5 days off the bus and meeting with principal, parents, driver, and transportation director before child returns to the bus (meeting will be during normal school hours)
- Fourth offense - Written suspension of 10 days off the bus and meeting with principal, parents, driver, and transportation director before child returns to the bus (meeting will be during normal school hours)
- Fifth offense - Loss of bus privilege for 30 school days

### LEVEL 3 OFFENSES

- Loss of bus privilege for 30 school days.

The building principal will assess each case and administer the proper consequences. Appeals should be directed to the building principal. It would be impossible to predict all misbehavior therefore anything not listed will be assessed case by case.

Any vandalism to the bus will be the students and/or parents responsibility to pay damages.

Activity trip and activity shuttle misbehavior will be considered at least a LEVEL 2 offense. These trips are not required transportation and misbehavior will not be tolerated.

It is the feeling of the transportation department that we must protect and preserve the rights and safety of all students. With all the traffic we deal with daily the drivers cannot be distracted for even a second with a cargo that will someday run this great state and country.

Curt Sawyer

Transportation Director

**EAST MARSHALL  
COMMUNITY SCHOOL DISTRICT**

**PHONE BULLETIN BOARD**



**CALL 641-498-2456 FOR ACTIVITIES AND  
WEATHER RELATED ANNOUNCEMENTS**

**COURTESY OF  
PARTNER COMMUNICATIONS COOPERATIVE  
GILMAN**