

2025-2026
East Marshall Elementary
Handbook

201 E. Weissenburger
Laurel, IA 50141



EAST MARSHALL
COMMUNITY SCHOOL DISTRICT

Grades Preschool – 5th
Phone: 641-476-3342
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www.emmustangs.org

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District-wide staff directory can be found on the school webpage:
<https://www.emmustangs.org/staff-directory/#/>

East Marshall Mission Statement:

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

ATTENDANCE (Board Policies, 501.9, 501.10, 501.10R1)

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

1. Parents are expected to notify the school prior to 8:30 a.m. regarding a student's absence on the day of the absence. All absences must be reported within one day of the absence to be considered excused. Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days of times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent.
2. Acceptable reasons for a student's absence from school are limited to the following: religious observances, extended illness, hospitalization or doctor's care, death in the family or family emergency, and court appearance or other legal situation beyond the control of the family.
3. Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up for missed work.
4. Suspensions from class, in-school suspensions, will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up for missed work.

School work missed because of absences must be made up according to the following guidelines:

Elementary: School work missed because of absences must be made up within two times the number of days absent. The time allowed for make-up work may be extended at the discretion of the classroom teacher and/or building principal.

EXCUSED

Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences may include: illness, family emergencies, recognized religious observances, appointments (such as medical and judicial) that cannot be scheduled outside the school day and school-sponsored or approved activities.

Students whose absences are approved will make up the work missed and receive full credit for the missed school work. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school one-half day the day of the activity unless permission has been given by the principal for the student to be absent.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

UNEXCUSED/TRUANCY

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations, and employment.

Regular attendance is vital to student success. Students who attend school consistently perform better academically and build strong habits that contribute to lifelong success. Each day of learning contributes to a student's overall academic progress. Frequent absences can lead to gaps in understanding and a decrease in academic achievement.

These are the steps, we will be following in the East Marshall Community School District:

- At 10% Absence:
 - - School sends a certified letter to parents; County attorney is notified by the school; as required by state law.
- At 15% Absence:
 - - School Engagement Meeting is held with the student, parents/guardians, and school Officials;
- At 20% Absence:
 - - If the prevention plan is violated and absences exceed 20%, parents may face prosecution by the county attorney.

Pursuant to [SF2435](#) effective on July 1, 2024, in the event that a compulsory school-age student (a child who has reached the age of six and is under sixteen years of age by September 15) has been ***absent 15% of school days or hours in a grading period***, the school will hold a student engagement meeting. The purpose of the school engagement meeting is to identify the barriers to attendance experienced by the child and the interventions that may be used to improve the child's attendance.

- A school engagement meeting must include 1) the child, 2) the child's parent, guardian, or legal or actual custodian, if the child is not an emancipated minor, and 3) a school official.
- Per Iowa Code, if the participants in the school engagement meeting fail to enter into an absenteeism prevention plan, or if the participants violate a term of the absenteeism prevention plan or fails to participate in the school engagement meeting, the county attorney may initiate a proceeding.

Academic Information

Classroom Work

Satisfactory completion of classroom work is an essential part of a child's academic progress. Part of becoming a mature responsible student is to complete classroom work in a reasonable amount of time. In the event that a student does not complete and turn in classroom work, the student may be required to complete assignments at recess or after school. If there is a question or concern about your child, please contact your child's classroom teacher.

Homework

It is important that students develop responsibility for completing assigned work during allotted time. There are times when elementary homework is appropriate and enlists the home as a partner in educating the students.

Some examples of homework assignments might be:

- Makeup work after absence
- Additional practice on a skill
- Extended and enriching classroom assignments
- Utilizing home and community resources
- Overdue classroom work
- Reading books
- Math concepts

If you have any questions about homework assignments, please discuss them with your child's teacher. See East Marshall Board Policy 606.7.

Report Cards and Conferences

One of our most important functions as a school is reporting your student's progress to you in a timely manner. Parents are encouraged to keep in regular contact with the classroom teacher in order to stay informed about their child's progress. Preschool through 5th grade students receive report cards four times a year (every nine weeks).

Parent-Teacher conferences are the times when parents and teachers talk about the student's progress in the school and their special needs. Both parents and teachers are educators and partners. Please join the teacher in finding the best way to help your child learn.

Conferences are held twice a year, in the fall and spring. It is better to address issues as they arise. Parents may ask for a conference at any time. If you ever have a question, please feel free to contact your child's teacher prior to conferences. Information gained at conferences should not come as a surprise.

All student records must have your child's legal name on them.

Retention

The retention of a student will be determined based on the judgment of the licensed employee and the principal. When it becomes evident that a student may be retained in a grade level for an

additional year, the parents will be informed. It is within the sole discretion of the Board to retain students in their current grade level and to deny any promotion to a student. See East Marshall Board Policy 505.2

Right to Retain

As part of our commitment to ensuring all students achieve academic success, we want to inform you that if your child is not reading at the expected grade level by the end of the school year, you have the right to consider retention. Iowa legislation (HF 2618) states that *“a school district shall not promote a student who is not reading proficiently to the next grade level, and shall retain the student in the student’s current grade level for the subsequent school year, if the student’s parent or guardian submits to the school district a request that the student be retained in the student’s current grade level.”* If you are considering retention for your child at the end of the school year, a meeting with your child’s teacher and building administrator is required to review your student’s progress throughout the year.

Behavior Expectations (PBIS/Mustang STRONG)

The East Marshall School District is committed to having an inspiring academic atmosphere. East Marshall is using Mustang STRONG in correlation with Positive Behavior Interventions and Supports (PBIS) to develop students’ positive behavior and create a healthy learning environment.

What is PBIS?

PBIS is a process for creating a safer and more productive learning environment where teachers can teach and all students can learn. It enhances the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school’s ability to teach and support positive behavior for all students.

What is Mustang STRONG?

Mustang STRONG are core values at East Marshall Elementary.

Supportive

Thoughtful

Respectful and Responsible

Optimistic

Neighborly

Growth Minded

Goals for student success are:

1. To teach students appropriate behavior options
2. To provide opportunities to practice these skills
3. To recognize students for appropriate behaviors
4. To assist students in determining and utilizing appropriate behaviors
5. To reduce behaviors that may harm or show disrespect toward themselves, staff, other students, or school property.

We encourage and expect appropriate behaviors. However, if inappropriate conduct prevails, a student may have any of the following consequences:

- Loss of privileges
- Restitution

- Referral to the principal
- Suspension - Certain acts of student misconduct may warrant imposition of a suspension as a corrective action. This suspension may be served in or out of school. These actions of exceptional misconduct may be defined but not limited to:
 - Extreme cases of intentional physical harm to another student or staff member
 - Willfully defacing or injuring school property or the property of school employees, visitors, or students
 - Extreme actions or verbal statements that harm others and/or severely disrupt the educational process or operations of the school
 - Bringing a weapon to school

Bicycle Riders Students riding bicycles to school need to proceed with caution. Some cars travel at a high rate of speed while others are parked on the street dropping off and picking up students. Buses are coming to school, and there are pedestrians on the sidewalks and some roadways. All of these things combined may make bicycle travel hazardous. When students arrive on the school grounds, they are to immediately get off their bicycle and walk the bike up the sidewalk to the area where bikes are kept. Students should not ride bikes on the playground while other students are playing.

Birthday Party Invitations From time to time students bring invitations for birthday parties or other social events to school to distribute to classmates. Children are welcome to distribute invitations at school as long as everyone in the classroom is invited. If some children are excluded, parents should mail the invitations instead of having their child bring them to school. If you need addresses, please contact the office. Addresses will be provided only if parental consent has been given.

Birthday Treats Students may provide birthday treats for classmates and teachers. Please follow the district's guidelines and send **prepackaged, pre-wrapped treats**. **Homemade treats are prohibited**. The teacher will decide when the treats are to be distributed. Please do not send flowers or balloons for birthdays. They are distracting for students in the classroom so they are left in the office until the end of the day and will NOT be sent on the bus.

Book Orders

A personal collection of books encourages children to read for pleasure. Students may be given the opportunity to order books from one of the book clubs which are often less expensive than purchasing the same books from a bookstore. You are under no obligation to buy books through these offers.

If you order, please pay by CHECK made payable to the specific book club. Cash payments will also be accepted. Put your order form with your child's name and items clearly marked in an envelope with your check/money and mark it with your child's name.

Bottled Water

Students will be allowed to bring water bottles with secure lids. Water bottles should only contain water in them. If students demonstrate they can't handle using water bottles (flipping them, throwing them, squirting them, etc.), the use of water bottles will be limited. We do have drinking fountains available.

Breakfast/Lunch/Milk Accounts

The school offers a nutritious breakfast and hot lunch for all children. Students may also bring sack lunches. Pop in sack lunches is not allowed. Your child may purchase milk for 60 cents. Students are expected to follow cafeteria rules. Eating should be done in a pleasant, friendly, and orderly atmosphere. Applications are available in the school office for free or reduced lunches. Free and reduced lunch guidelines are based on family income. All applications are confidential.

If you wish to purchase lunch to eat with your child, please call before 9:30 am so that we can add you to the lunch count. Every effort will be made to accommodate guests that want to buy lunch and eat with their child; however, on any given day, if a large number of guests are eating, we may have to limit the number of guests we can serve based on the food available. **Please note: Bringing in lunch from fast food restaurants is highly discouraged.**

East Marshall Community School has an automated lunch system. Once the balance in the account reaches -\$5.00 or -\$5.00 for EACH person on the family account, your child will not be allowed to have breakfast and at lunch will be given a cheese (or similar) sandwich. Contact will be made with the family the day before this happens. Please make every effort to keep your child's account in good standing.

In cases where parents feel their children will qualify for free or reduced priced meals: Food stamp households who received a letter from the Department of Human Services during the 1st week of August need only sign the letter and bring it to the school. All other applicants must personally make arrangements in the school office before free or reduced price meals will be granted. 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. Parents should file a completed application prior to the beginning of school. Application forms are also available on our web page at www.emmustangs.org.

Breakfast and lunch prices are as follows:

- Lunch (Students) \$2.65
- Breakfast (Students) \$1.95
- Reduced Price Lunch: \$0.40
- Reduced Price Breakfast: \$0.30
- Lunch (Adults) \$4.85
- Breakfast (Adults) \$2.50
- Milk \$0.60

4th & 5th graders will need to know if they would like seconds during their regular lunch count in the mornings. This is only for the main dish. If they choose to have seconds, the office will check their lunch

account. If they have enough in their account for seconds, they will receive a ticket from their classroom teacher prior to lunch. They will give their ticket to the kitchen staff when they get to the window where they get their tray.

Cost of an extra main dish is \$2.20. This is the same whether you are on free / reduced lunch or not. Cost for seconds is **ALWAYS** \$2.20. If there is not enough money in the student's account for seconds, the student will not receive a ticket and will not receive seconds.

As a parent, if you choose to **not allow** seconds for your student, please contact the office.

Cell Phone Use

The use of cell phones or smart watches is not permitted during school hours. Students are to turn cell phones off and put them away while at school. Cell phones/smart watches should not be used to text or communicate unless a staff member at school has given permission. Cell phones/smart watches being used during the school day will result in the following consequences:

- 1st infraction - verbal warning
- 2nd infraction: students will have their cell phone taken away. The student can pick up the cell phone in the office at the end of the school day.
- 3rd infraction - students will have their cell phone taken away. The student can pick up the cell phone in the office at the end of the school day. Parents will be contacted.
- 4th infraction: students will have their cell phone taken away. Parents will be contacted to pick up the phone at the school.

Changes in Child's Routine

Occasionally your child's normal daily routine may change. This could include changes in bussing from riding a different bus home in the afternoon to having your child stay at school to be picked up instead of riding the bus home. Whenever there are changes in normal daily routines, please contact the school office, either by a note sent with your child to school or a phone call to the school office by 2:00 (1:00 on early dismissal days). This allows the changes to be communicated to teachers and staff to ensure that your child gets where they need to go. If we have no notification from a parent/guardian for a particular child, then we have no choice but to proceed with what is considered a normal routine for that child when dealing with bussing/dismissal issues.

Child Custody

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please supply a copy of this order to the office. Unless your court order is on file with us, the school must provide equal rights to both parents.

Contacting Teachers

If you desire to speak to a teacher personally, you may call before or after school. You may also call and leave a voice message. Email addresses can be located on our district website:

<https://www.emmustangs.org/staff-directory/#/>

Dangerous Weapons

By state and federal law, weapons and other dangerous objects, including look-alikes, 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-alikes, 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 who bring firearms to school or knowingly possess firearms at school may be expelled for not less than one year. You may also refer to East Marshall Board Policy 502.6 Weapons.

Dismissal Times/Procedures: Remember this is for the safety of our kids.

When **dropping off a student in the morning:**

- If there are no buses in the U drive, you may pull all the way up to the end of the sidewalk. This will leave space for buses if they arrive. Do not stop in the area directly in front of the elementary as this is reserved for our buses from 7:30 - 8:15 a.m.
- If there is a bus in the drive, do not go around the bus. You can either wait for the bus to leave or you can drop your child off by the bike rack on Weissenburger St.

Picking Up Students at the End of the Day between 3:20-3:30

- If you are picking up your child after school, **please wait until 3:20 to arrive at the school.** This will help address the concern of causing a backup onto Hwy 14. We appreciate your help as we strive to keep everyone safe.
- Drive up along Weissenburger Street by where the playground is located.
- Once the early buses have departed, parents can drive up to the elementary building using the circle drive. Once parked, please get out of your vehicle and stand by the front passenger door. This will help staff and students know who is picking up each student.
- A staff member will be there to meet you at the car. A handheld radio will be used to communicate with staff in the building to dismiss your child.
- When students are being dismissed, students should walk the entire way to the parked vehicle once the vehicle has stopped.

If someone else will be picking your child up from school or changes in transportation are necessary, please call as early as possible, preferably that morning. This will ensure plenty of time for notes to be distributed.

Dress Code

There is a strong connection between academic performance, student appearance, and student conduct. Inappropriate student appearance may cause substantial disruption to the educational setting necessary in our school.

Students in violation of the dress code will be asked to change clothes immediately, in addition to other possible consequences. Such clothing may include, but is not limited to:

1. Hats, caps, or hoods are not to be worn in school unless authorized for special occasions or as a reward given by a staff member.
2. Midriffs must be covered. Bare midriffs are not permitted.
3. Shirts or other articles of clothing are not to be worn which promote the use of alcohol, tobacco, drugs, etc.
4. Shirts or other articles of clothing are not to be worn which have printed on them objectionable material, slogans, advertisements, or sayings.
5. Buttons or patches which present an objectionable slogan or message are not to be worn.
6. Shoes are to be worn at all times unless teachers offer the removal of shoes as a reward.

The principal will make the final determination of the appropriateness of the student's appearance.

Please label all personal belongings (jackets, sweatshirts, boots, snow pants, backpacks, etc.) with student's first and last names.

Early Dismissal/Cancellation Procedures

In the event of school postponements/cancellations due to inclement weather, road conditions, etc. the following radio and TV stations will be notified:

KGRN Grinnell, AM 1410	WHO TV (Chan. 13)
KDAO Marshalltown, AM 1190	WOI TV (Chan. 5)
KFJB Marshalltown, AM 1230	KCCI TV (Chan. 8)

Every effort will be made to have announcements on the air before 6:00 a.m.

If weather conditions necessitate an early dismissal (severe heat, winter storms, etc.) during the day, an announcement will be made on the above stations.

Information will also be posted on our East Marshall CSD website: <https://www.emmustangs.org/>

Families may also sign up for weather and school alerts on the East Marshall CSD website <https://www.emmustangs.org/>.

Then click on the "Students & Parents" tab and go down to "Iowa School Alert Sign Up"

To be sure that children are safe and parents know where their children will be, we ask you to follow these suggestions:

1. Tell your child where to go if school is dismissed early. Plans need to be made ahead of time and clearly outlined for the child, since it is impossible to contact each parent.
2. Make alternative plans in case the first plan doesn't work.
3. If both parents work and the child is to go home, the child is encouraged to phone a parent as soon as he/she arrives home.

Emergency Card Information

Emergency information is required during the registration process. The emergency card must provide the requested information in case of an emergency situation requiring the notification of a parent or guardian. Every attempt should be made to keep this information current. In case of serious injury or illness of a student, it is our policy that parents are promptly called. If a parent or guardian cannot be reached at that number, the person listed as the emergency contact is called next. Emergency people listed on your emergency card should be easily contacted and live/work within close proximity of the East Marshall Community School District. Please promptly notify the school of changes in address, telephone numbers, emergency contact persons, etc. If you will be out of town for an extended period of time and/or if your child is to be supervised by another adult, please notify the school office.

Field Trips

To enhance the curriculum and broaden the child's experiences, trips beyond the school are planned. General field trip permission allowing your child to leave the building to travel for field trips is available for parents to sign at registration on the parent information card. Parents will be informed of the place, time, and date of the trip. Parents that prefer their child not participate in a trip should notify the school in writing. Field trip permission may also include local walks.

Foster Care - District Contact:

Dr. Kevin Seney, Superintendent,

Phone: 641-498-7481

kseney@e-marshall.k12.ia.us

Guidance and Counseling

The school counselor conducts lessons in each classroom once a cycle. This person also is available for one-on-one and small group work with students. Please call the school office if you wish to speak with the school counselor.

Harassment/Bullying

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also violate criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor, or principal to help.
- If the harassment or bullying does not stop or the student does not feel comfortable confronting the harasser or bully, the student should:
 - Tell a teacher, counselor, or principal
 - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal including:
 - What, when, and where it happened
 - Who was involved

- o Exactly what was said or what the harasser or bully did
- o Witnesses to the harassment or bullying
- o What the student said or did either at the time or later
- o How the student felt
- o How the harasser or bully responded

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- Places the student in reasonable fear of harm to the student's person or property
- Has a substantially detrimental effect on the student's physical or mental health
- Has the effect of substantially interfering with the student's academic performance
- 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.

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse
- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, job, etc.
- Demeaning jokes, stories, or activities

Bullying and Harassment reporting forms can be found on the district website or request at each building.

Health Information

Health care is the primary responsibility of the parent/guardian. Please inform the school of significant health conditions of your child at the beginning of the school year. The information will be shared with school staff that need to know. If the condition requires special adjustment at school, please contact the school nurse. Please communicate any change in student health status during the year with the school.

Head Lice

Head lice infestation is a widespread problem in the United States, largely confined to younger school children. To prevent the spread of head lice, the condition needs to be treated immediately. If a child is known or found at school to have head lice, the parents of the student will be notified and a letter for treatment guidelines will be sent home with your child. Students diagnosed with live head

lice do not need to be sent home early from school; they can go home at the end of the day. The child may return to school after the recommended initial treatment has been completed.

If a child is found to have head lice, other family members attending the same school will be inspected. The diagnosis of head lice will be handled as confidentially as possible.

Illness

Learning is the last thing on the mind of a sick child. If your child is not feeling well, please keep him/her at home. Children should be fever-free (temperature below 100.4 F) and symptom-free (including vomiting and diarrhea) without medications such as Tylenol or Ibuprofen for 24 hours before returning to school following an illness. This includes students who are sent home from school early due to illness.

We realize that this may inconvenience families, but it is better for the child in the long run. If your child will not be attending school for any reason, please notify the East Marshall Elementary office at 641-476-3342 by 8:30 that morning. We ask that you report what symptoms your child is out with in order to track the number and types of illnesses that are circulating. This is for the safety of the children. If your child has any one of the following conditions, you will be notified to pick up your child immediately: contagious disease or condition, temperature of 100.4 F or above, vomiting or diarrhea, and/or accident requiring medical attention. Therefore, it is very important that we have a telephone number where we can reach you during the day. Please let us know if this telephone number or any other pertinent information changes during the school year.

Immunizations

There are immunization requirements all children must meet before entering school in the state of Iowa. Iowa state law, the Department of Education and the Department of Public Health and Welfare set up these requirements. It is unlawful for any student to attend school unless he/she has been immunized or exempted against polio, measles, rubella, tetanus, pertussis, diphtheria, or other immunizations as required under the rules and regulations of the Iowa Division of Health. If your child can provide satisfactory evidence of having begun the process of immunization, he/she may continue to attend school as long as the immunization process is being completed in the prescribed and timely manner. It is unlawful for any parent or guardian to refuse or neglect to have their child immunized unless the child is properly exempted. (Proper exemption refers to exemptions for medical or personal reasons. A physician must sign the proper form, and the form must be on file in the nurse's office.)

Injury at School

At times students may get hurt at school. The school nurse will determine if parents need to be contacted depending on the severity of the injury or student's condition. When a student becomes ill, the school district will attempt to notify a student's parents as soon as possible. See East Marshall Board Policy 507.4.

Medication Policy:

All medications administered at school must be 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.

Prescription Medications

Any new prescription medications or prescription medications being brought in 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 to be 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 into the school.

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 the 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.

End of School Year

At the end of the school year, parents will be notified if the student has medication still at school. It is strongly encouraged that a parent comes 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.

Physical Education Excuse

To excuse a child from physical education, we must receive a note from your child's doctor recommending that he/she is not to participate. Please have included in the note the length of time that your child should be excused from P.E. and the reason for the excuse.

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.

Chapter 33 of Iowa Administrative Code defines "homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular and adequate nighttime residence and include the following:

- A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
- A child or youth who has a primary nighttime residence that is a public or private place not ordinarily used as a regular sleeping accommodation of human beings;
- A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station or similar setting; or
- A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs 1 through 3 above.

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 student's 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

State Coordinator

Carolyn Cobb

515-402-2736

carolyn.cobb@iowa.gov

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 will be contacted, and the students may be reported to law enforcement officials.

In-School Suspension or Detention

At times a student may spend time in the principal's office for detention or in-school suspension. This will happen if a student does not follow rules and needs more one-on-one teaching interactions. Parents will be notified when this happens. See East Marshall Board Policy 503.1.

Internet Use

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. The Internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Student's Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. (The school district will use technology protection measures to protect students from inappropriate access.)

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations. See East Marshall Board Policy 605.6.

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.

Library

The library provides opportunities for children to become better readers, supports the curriculum, and provides resources for enrichment by offering a wide selection of books and instructional media. Students are given the opportunity to visit the library once every six-day cycle. Books are checked out for one week and may be renewed. In order to renew a book, it should be brought back to the library when due. It will then be renewed in our automated system at that time.

Fees and Fines: When a book is not returned, has been lost, or damaged, an adult family member will be responsible for the replacement cost. The steps for overdue books are as follows:

- Initially there are no fines for overdue books.
- When a book is past due, the student will get notification reminding them to return the book. Students with overdue books will be unable to check out more books until the items in their care have been renewed or returned (Unless otherwise approved by the principal).
- When a book is one month past due, a note will be sent to the parents informing them that their child has a book seriously past due.
- When the book is two months past due, the parents will be sent a letter asking for replacement cost for a lost book that is 60 days past due. The replacement payment is expected at the end of the sixty days past due date to be turned in at the desk of the

school secretary. If it is the end of the school year, the book due must be returned or paid for at that time even if the book is only slightly past due.

- Once replacement cost of the book has been paid, there will be no refunds even if the book is found at a later date. If that should happen, the student may keep the book for his or her own reading collection.

The consequences listed above are an educational effort to teach students responsibility in caring for borrowed library books and hopefully in caring for their own books.

Lost and Found

Family members and students are urged to frequently check the lost and found area for lost articles. The school will try to return the item to the owner. If clothing items remain unclaimed two weeks after school is dismissed for the summer, the staff gives them to a local charity and/or Goodwill.

Money and Valuables

Students are discouraged from bringing money to school, except for authorized or school sponsored activities. In all cases, if a parent sends money to school with a student, please enclose it in an envelope with the following information:

- Child's name and homeroom teacher
- Amount of money enclosed
- Purpose for which it is being sent

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. Students interested in open enrolling out of the school district must contact the district office for information and forms.

Pets

Children may bring pets to school if the teacher gives prior permission. If a child brings a pet, it should be on a leash or in a cage and brought to school and returned home by the parent. Please do not bring any wild animals to school. We ask that the parent make arrangements with the teacher at least one day in advance for the day and time that will work best for the class.

Recess Expectations

It is important that children learn early in their school years the need for proper behavior, respect for authority and the rights of others, and following established rules for the good of all concerned.

Generally, all children are expected to go out for recess as much as possible unless the "feels like" temperature is 10 degrees or below. When the wind chill is between 5 and 9 degrees, outside recess will be at the discretion of staff.

Please make certain that your child has appropriate coats, mittens/gloves, hats and footwear. Children need to be dressed appropriately as they will go outside for recess unless otherwise designated. Recess is a welcome break from the routine of the classroom and provides excellent opportunities for unstructured play, sociability, and physical activity.

When a child is recuperating from an illness or injury or has a health problem that temporarily requires him/her to remain indoors, the parent needs to provide a written excuse provided by the child's doctor.

Recess Clothing Guidelines

<u>Feels Like Temperature</u>	<u>Clothing Guidelines</u>
32 degrees or below No Snow	Coat, hats, and gloves/mittens (Choice snow pants and boots)
32 degrees or below with snow	Snow boots and snow pants hats, mittens/gloves, coat If no snow pants or snow boots, students will stay on the cement.
33 - 40 degrees	Coat
41 - 49 degrees	Coat, jacket, or sweatshirt
50-60 degrees	Long sleeve shirt, jacket or sweatshirt
60 degrees and above	Nothing additional required

Registration Fees

Registration fees for K-5th grade students are \$50 per semester or \$100 per year. Some families may qualify for a waiver of some fees. Fee waiver application forms will be available at the time of registration.

Refund Provisions

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

Safety Drills – tornado, fire, or any immediate threat to safety

Each teacher will receive special instructions for drills, including routes. Emergency directions are given in a large group and the students are expected to be quiet during drills and remain calm. Teachers will instruct their students on the particular sounds of emergency drills and procedures to evacuate the classrooms.

School Board

The East Marshall Community School District Board of Education welcomes the public to meetings that are held regularly at 6:30 p.m. on the third Monday of each month in the boardroom at the Central Office building. Central Office is located at 204 Center Street in Gilman. A special portion of the agenda is set-aside at every regular board meeting to listen to members of the community during Citizens' Comments.

Persons requesting to place an item on the agenda must make a request to the superintendent prior to the drafting of the tentative agenda. The person making the request must state the person's name, address, purpose of the presentation, action desired and pertinent background information. Requests from the public may be added to the tentative agenda at the discretion of the superintendent after consultation with the board president. Requests received after the deadline may only be added to the agenda for good cause. Bd. Policy 210.8

Please note that meeting times and dates are subject to change. Check the district web site at www.emmustangs.org for the latest board meeting notices and board meeting minutes.

School Parties

During the school year, three school parties are held. They are fall, winter, and Valentine's Day. Each party will be held under the direction of the classroom teacher.

School Pictures

Each fall students have their pictures taken for the cumulative record. Parents may purchase individual pictures at a reasonable cost.

Search and Seizure

See East Marshall Board Policy 502.8. Regulation as follows:

I. Searches, in general.

- A. Reasonable and Articulable Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- (1) Eyewitness observations by employees
- (2) Information received from reliable sources
- (3) Suspicious behavior by the student
- (4) The student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search.

Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- (1) The age of the student
- (2) The gender of the student
- (3) The nature of the infraction
- (4) The emergency requiring the search without delay

Student Support

General Education Intervention Team

A General Education Intervention (GEI) Team is organized to assist teachers in the development of effective programs for students experiencing learning and behavioral problems. The team consists of the referring teacher, selected teachers, the principal, and school counselor. Parents are an integral part of the team and are strongly encouraged to participate in the process.

The goals of the GEI Team are to:

- Help teachers to individualize instruction to meet the needs of all students.
- Support and assist teachers in the inclusion of students with special needs.
- Provide support and interventions for parents and families in meeting the needs of the student.
- Provide an efficient, documented referral screening for special education services as mandated by the Code of Iowa.

The system is designed to provide prompt, individualized support and assistance to teachers. The GEI Team and the teacher requesting assistance develop a student program plan through a structured process. The team identifies the problems, brainstorms solutions, and devises a plan of interventions. When appropriate, students are referred for further evaluation and consideration for special education.

MTSS Key Components

Multi-Tiered System of Supports (MTSS) in Iowa is an every-education decision-making framework of evidence-based practices in instruction and assessment that addresses the needs of all students starting in general education.

The Iowa MTSS framework is made up of five components:

1. Evidence-Based Curriculum and Instruction shall be provided at the Universal level
2. Universal Screening shall be used three times per year
3. Evidence-based, instructional interventions at the Targeted and Intensive levels shall be provided to each student who needs them
4. Progress Monitoring Data shall be collected and used to guide instruction
5. Data-Based Decision Making

Vision and Hearing Screenings

Personnel from Central Rivers AEA will conduct our hearing screening and our school nurse will do the vision screening.

- All students in kindergarten, 1st, 2nd, and 8th grades for hearing or students new to the district
- All students in kindergarten through grade 8 for vision
- Testing for students with known hearing losses will continue annually.

Screening will occur in the fall, and all parents of students who fail the hearing and/or vision test will receive a report.

General Notice of Central Rivers AEA Support Services

Additional support services are available to assist teachers when concerns arise with students. These services include assistance of building staff (special education teacher, counselor, nurse, etc.), and Central Rivers AEA education support staff (consultant, speech/language pathologist, occupational and physical therapist, and others). Teachers and families may request input on an informal basis or seek formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services may be used as part of the school's child study process.

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 that enforces discipline policies, and its intent to hold school staff accountable for implementing the discipline policies.

Telephone

Students may use the telephone only with permission from their teacher. If possible, students need to make after school plans with their parents before leaving for school in the morning. Students will not be called to the phone during the day, except in the case of an emergency. The secretary will be more than willing to deliver messages throughout the day.

Toys and Electronic Equipment

The school supplies games and equipment for children to use during recess. The school will not be responsible for items brought to school that are lost, stolen, or damaged. Items include but are not limited to personal electronic devices (iPads, iPods, handheld games, etc.) trading cards of any kind, cell phones, etc. No trading of personal property is allowed.

Transportation

Conduct on School Buses: Transportation is a privilege not a right. East Marshall Community School strives to ensure 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 and while in the loading and unloading areas. Students that are involved in serious or repeated incidents of unacceptable conduct on the bus will have their riding privileges suspended or revoked. Incidents that happen on the bus should be reported to the bus drivers. Drivers will complete a bus referral and submit it to the appropriate building principal. The principal will assign consequences according to the EM District's Transportation Policy.

Consequences of students not being picked up 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 high school in LeGrand to be picked up.

If this occurs for the **second time** and the student is 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.

East Marshall 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/drop off 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. Respectful and responsible conduct is expected from students while on the bus. Students may carry on 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 buses. Students should put any waste in the containers daily.
7. Shooting or throwing of any object on a school bus is not permitted. The use or possession of alcohol, tobacco or look alike substances is prohibited on school buses.

Levels of 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 policy, 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
13. Vandalism on the bus
14. 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 – 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 – Loss of bus privilege for 30 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 student's and/or parent's responsibility to pay damages. It is the feeling of the transportation department that they must protect and preserve the rights and safety of all students.

Visitors

Parents or guardians are welcome to visit school. The procedure for elementary visitation is as follows:

- It is requested the visitors contact classroom teachers to arrange visits in advance.
- All visitors are to stop in the office to sign in and obtain a visitor's pass.
- A visitor should not expect a conference to be a part of the visitation. If a conference with the teacher is desired, a separate time needs to be arranged.
- It is requested not to make classroom visits during the first 2 weeks and the last 2 weeks of school.

Volunteers

East Marshall Community School welcomes volunteers. Our volunteers are a critical and essential part of our school community. We are extremely grateful for those individuals that offer their support, help, and time. Parents are welcome to volunteer in the school.

Examples of some of the many tasks that volunteers may perform are:

- Working with students and teachers in the classroom.
- Performing clerical tasks such as word processing, cutting, etc.
- Providing treats for special occasions.
- Assisting at classroom celebrations.
- Reading to students.
- Working at school-sponsored events.

If you would like to volunteer, please contact the elementary office.

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. The East Marshall Community School District ensures that parents will be notified in writing if their child has been assigned or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

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 W. Center Street, Gilman, IA 50106.

Notice of Child Abuse: Incidences of abuse can be reported to:

Primary Investigators:

Matt Rasmusson, East Marshall High School: 479-2785

Kim Tarbell, East Marshall Middle School: 498-7483

Mark Albertsen, East Marshall Elementary: 476-3342

Secondary Investigators:

Anne Morgan, Great Prairie AEA

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.

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 40CFR Part 763. Contact – Robb Gage, East Marshall Grounds and Maintenance Director, ph: 641-498-7481.

Notification of 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 in its educational and 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, Kevin Seney, kseney@e-marshall.k12.ia.us, 204 W. Center Street, Gilman IA, 50106, (641) 498-7481, or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL., 60661-7204, Telephone (312) 730-1560. Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov

Educational Equity Policy Statement

It is the policy of the East Marshall Community School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in their educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

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 lifestyles 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 regarding compliance with Title IX or Section 504 may be directed to: Equity Coordinator, 204 West Center Street, Gilman, Iowa, 50106, 641-498-7481. Office hours are 8:00 AM to 4:00 PM (Monday thru Friday).

Equal Opportunity Employment

The East Marshall School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity laws, directives and regulations of federal, state and local governing bodies and agencies. The district shall take affirmative action in recruitment, appointment, assignment and advancement of women, minorities and the disabled. Employees shall be given notice of this policy annually.

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 State Department of Education for the position for which they apply. In employing school district personnel, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age or disability. In keeping with the law, the board shall consider the veteran status of applicants.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action shall be directed to the Affirmative Action Coordinator of the school district by writing to: Superintendent, Affirmative Action Coordinator, East Marshall School, Gilman, Iowa, 50106, or by telephoning the superintendent at 1-641-498-7481. Inquiries may also be directed, in writing, to the Iowa Civil Rights Department or to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, Illinois, 60606-7204; phone 1-312-886-8434; web site OCR-www.ed.gov. Such inquiry or complaint to the state or federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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 that 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 that 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>
High School	Mr. Matt Rasmusson, Principal
Middle School	Mrs. Kim Tarbell, Principal
Elementary	Mr. Mark Albertsen, 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. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 to perform a special task (such as 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.
 - Officials of other schools in which the student proposes to enroll.
 - Representatives of state and local government when auditing and evaluating federal education programs.
 - In connection with a student's education financial aid application.
 - Governmental officials to whom information is to be reported under the state law adopted prior to November 19, 1974.
 - Organizations that process and evaluate standardized tests.
 - Accrediting organizations for accreditation purposes.
 - Parents of dependent children regardless of the child's age.
 - In connection with an emergency.
 - Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.
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 20202-4605

Student records are reviewed and inappropriate material removed periodically, but at a minimum when a student moves from elementary school to middle school, from middle school to high school, and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) & PPRA Notice and Consent/Opt-Out for Specific Activities

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") 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) - The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires East Marshall to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information survey"):

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 relationship, 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.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

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 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.

East Marshall will/has develop(ed) and adopt(ed) policies, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. East Marshall will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. East Marshall will also directly notify parents and eligible students of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- 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/eligible students 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 20202-4605.

The principal or person in charge of each attendance center may release the following types of information to the public as they see fit, keeping in mind the privacy of the student and the student’s family, and the totality of the surrounding circumstances: name, address, photograph, image or

likeness, telephone listing, date and place of birth, major field to study, participation in officially recognized activities and sports, weight and height of members of the athletic teams, date of attendance, degrees and awards received, and the most recent previous school or institution attended by the students.

Pictures, images, or likenesses of students taken for publication in school-sponsored publications, including but not limited to newspapers, yearbooks, and the internet, may be printed without written permission from the parent/guardian. The picture may also identify the name of the student.

Any parent objecting to the public release of such information must file a written objection with the aforementioned person responsible for maintaining student records in each building and that information objected to shall not be publicly released.

Parent Guide to Handling a Concern

The District recognizes that situations may arise in the operation of the educational system that are of concern to families or to the public. The District strongly believes that all concerns are best dealt with using open communication by the individuals involved and should be discussed and resolved at the lowest possible level of decision-making. Therefore, the purpose of this procedure is to address topics at the lowest possible level and as quickly as possible.

In regards to concerns of employees, any person with a concern regarding an East Marshall School District employee should first talk with the said employee involved as soon as possible. (If the concern involves the ethical behavior of the employee the concern should be directed to the employee's immediate supervisor.) After speaking with the employee, a person may file a concern regarding the performance or behavior of an employee with the employee's immediate supervisor. (See the flowchart to determine the appropriate supervisor.) Appeals of the immediate supervisor shall be taken to the Superintendent or his/her designee as set forth in the flowchart. In appeals to the Board regarding complaints about employees, the Board shall review only the actions of the Superintendent or his/her designee to assure that the Superintendent provided a fair procedure for the resolution of the concern. (Any resulting disciplinary action if necessary will remain confidential.)

