

Starry and Longfellow Elementary

Marion Independent School District

Family-Student Handbook

2018-2019

The mission of the Marion Independent School District is to prepare all students with the skills required to enter future adult roles and become effective citizens, productive workers, informed consumers, and responsible family members.

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Welcome to

Starry and Longfellow Elementary Schools!

This handbook was compiled to build communication and to establish a clearer understanding of the services, expectations, and procedures of the Starry and Longfellow schools. The elementary handbook and the Marion Independent School District Board Policies are also available for your viewing online at www.marion-isd.org. Please take a moment to read and become familiar with the rules and regulations.

The elementary staff strives to create a positive learning environment which fosters responsibility, respect, teamwork and academic excellence. We are committed to helping students grow through the many educational opportunities offered at our schools. Our task is to raise student achievement through well-organized professional development and the implementation of research-based instructional strategies.

We encourage you to visit with your child about his/her school day. If it is important to you, it will be important to your child. You are welcome to visit your child's classroom or join us for Hot Lunch. We value your participation in supporting a school of excellence. Providing the best educational program for children of the district begins with a strong partnership between parents/guardians and the school. Please contact the school, Starry 377-4698 or Longfellow 377-0183, with any concerns, questions or comments. We look forward to a great year together!

Educationally yours,
Longfellow and Starry Elementary Staff & Administrators

Marion Independent School District Phone Numbers

Longfellow Elementary/Marion Preschool (Grades PreK-2)	377-0183
(Secretary, Nurse, Principal, Counselor, Attendance, Messages, etc.)	
Starry Elementary (Grades K-2)	377-4698
(Secretary, Nurse, Principal, Counselor, Attendance, Messages, etc.)	
MISD Administrative Office	377-4691
(Open enrollment, School Delays and Cancellations, Superintendent's secretary, etc.)	
MISD Business Office	377-1585
(Free and Reduced Lunch Information, Busing Applications, Family Lunch Accounts, etc.)	
Transportation Services.....	377-0123
Breakfast/Hot Lunch Services.....	377-2593
Francis Marion Intermediate (Grades 3-4).....	373-4766
Vernon Middle School (Grades 5-8).....	377-9401
Marion High School (Grades 9-12).....	377-9891
Marion Home School.....	373-9209

School Day Details

Notification of Absence

Please contact the school by 9:00 AM if your child will be absent for the day. The schools try to account for all tardy or absent children. We attempt to call the persons listed on the information form until the child is located. Parents and the school need to feel assured all our children are safely in the care of an adult.

If you leave a message on the answering machine between 4:00 PM and 7:30 AM, please identify your child's name, teacher, and the reason for the absence. The health department tracks the illnesses of school age students. Please share a short description of the illness when you call. A student absence is excused if the parent notifies the school by phone or written notice on the day of the absence or within 24 hours.

Please call the school or send a note signed by the parent if your child needs to leave school during the school day. We always ask parents/guardians to enter the school to sign the student in and out. If your child uses school transportation and is not riding, please call the school transportation department (377-0123) with your name and the bus number. Bus incidents also need to be reported to the transportation department.

Arrival and Dismissal Times

8:15-8:35 AM Breakfast served

Those children eating breakfast may arrive between 8:15 and 8:35. The school grounds open with supervision of students at 8:30.

8:30-8:40 AM Student arrival

Students are able to enter the building and go to their classrooms.

8:40 AM Bell rings and school begins

8:50 AM Tardy bell rings

3:25 PM Dismissal bell rings (Early dismissals are 1:25 PM)

Starry's Procedures for Arrival and Dismissal

Arrival:

Families may drop students off at the front door beginning at 8:30 AM. Students will walk to their classroom and supervision begins at this time.

Dismissal:

Persons picking up students are asked to wait at the main doorways until the students join them. All students getting picked up will need to go through the main front doors, there will be no pick up students being dismissed out the west doors. That exit will be for daycare and bus students only. Please notify the school if you are having difficulties and will be late picking up your child. Children must be picked up within 15 minutes of the 1:25/3:25 dismissal.

Some of the local daycares transport children to and from school. We also have on-site private daycare, (Kids Inc.) at both Starry and Longfellow. They operate separately and privately from the school. You must be pre-registered with Kids Inc. if you wish to send your child to Kids Inc.

Vehicles:

- During drop off and dismissal time, do not leave vehicles unattended in either lane. Please park in the parking lot if you need to enter the building during these times. Utilize open parking spaces and avoid blocking parked cars into their spaces.
- While parked at the school, please turn off your radio and engine to reduce noise and emissions. You are welcome to park in the parking lot in front of the school, in the high school parking lots, or in the Home School parking lot.
- Adults will assist students into cars near the main entrance. Students will be loaded as quickly as possible to keep the car line moving.
- If you wait or park on the street, you may receive a ticket. We suggest you wait in the high school parking lot until the lanes are open.

Walkers:

- Walkers may not cross the street by the high school without an adult accompanying them.
- Walkers must check-in at home or daycare before returning to the playground after **4:00.**

Bicycles:

- Only second grade students who have completed the bicycle safety training in May have permission to ride their bikes to school.
- Bicycle helmets are required and bikes are to be parked in the rack on the west side of the building.

Bus Riders:

- Students utilizing school transportation shall conduct themselves with respect and consideration for the rights of the driver and the other passengers. Students who fail to behave in an orderly manner will receive a bus referral. Parents will be contacted by the

transportation department. Three reports will result in a possible dismissal from the bus. Please contact the transportation department (377-0123) with concerns.

Longfellow's Procedures for Arrival and Dismissal

Arrival:

Students may arrive at 8:30 AM and go to their classrooms. Supervision begins at this time.

Dismissal:

Parents/Guardians picking up students are asked to wait outside the building near the main entrance. Students are to check-in at home or daycare before returning to the playground after 4:00 PM.

Vehicles:

- Parents/Guardians dropping off or picking up students will need to take 8th Avenue and follow the drive around to the main entrance. Please do not arrive before 3:00 as we do not dismiss until 3:25. Adults will assist students into cars near the the main entrance. Students will be loaded as quickly as possible to keep the car line moving and keep traffic off of 8th Avenue.
- Do not park along 10th Avenue on the north side of the building. Buses and daycares are the only vehicles using those spaces. Students riding in cars will not be dismissed out that side of the building.
- Parents who wish to get out of their car to pick their children up, please park your car in a marked space in the parking lot. Please be cautious of the car line. Use the church parking lot next door only if all spots in the Longfellow lot are full.
- ***While parked at the school, please turn off your radio and engine to reduce noise and emissions.***

Walkers:

- Students will need to use the crosswalk across 10th Avenue on the north side of Longfellow.

Bicycles:

- Only 2nd grade students who have completed the bicycle safety training have permission to ride their bikes to school.
- Bicycle helmets are required and bikes are to be parked in the racks provided.

Cancellations, Delays, or Early Dismissal of School

The regular school schedule is changed only when a real or potential safety risk exists. If school is cancelled, delayed, or dismissed early due to weather conditions or other emergency situations, announcements are made on local radio and television stations. Unexpected cancellations or dismissals are also sent through School Messenger. Please check the weather on questionable days and listen to the following radio or television stations for the **Marion Independent** announcement:

Radio: WMT(600 AM or 96.5 FM) KCRG (1600 AM) KHAK (98.1 FM)

Please inform your child where he/she should go on days when threatening weather is possible. Students will be sent to the destinations indicated on the information form unless the school receives an alternate directive from the parent. It is very important to inform the school office and update your information on PowerSchool whenever your student emergency information changes. If school is cancelled or dismissed early, all after school activities are also cancelled.

Food Service

Hot lunch and the breakfast program are available for all students who wish to participate. If a child has a food allergy or a religious reason for not eating certain foods, parents need to notify the school office, the nurse and the school food service. Every effort will be made to ensure the child can participate in the hot lunch program as often as possible. It's important to discuss all these options with the school nurse.

(Times are subject to change. Please check with the office if you have questions.)

Breakfast is served in both buildings from 8:15-8:35.

Starry

Kindergarten, 1A, 1E lunch: 11:00-11:20
1H, 1R, & 2nd Grade: 11:35-11:55

Longfellow

Preschool lunch: 11:00-11:20
Kindergarten lunch: 11:20-11:40
1st Grade lunch: 11:40-12:00
2nd Grade lunch: 12:00-12:20

Checks for lunch accounts are to be made to the ***Marion Independent School District***.

Application forms for free and reduced lunches are available at registration or in the office during the school year. All students (including free and reduced) must pay for milk if they bring a cold lunch or ask for additional milk with their meal.

Please check your Hot Lunch balance on the school website. For your convenience, lunch accounts are pooled together into a family account. You only need to send one check per family account and the funds are accessible from multiple buildings. School personnel may need to contact parents through written reminders and/or phone calls if the account does not have a positive balance. The family may be informed to send a cold lunch until the account is paid. Any money left in the account at the end of the year will carry over to the next school year.

Parents are welcome to eat with their children at any time. Due to Hot Lunch regulations, special lunches such as McDonalds, KFC, and other prepared foods are not to enter the lunchroom. Students may bring food in a sack lunch and parents may do the same. Milk may be purchased with cash or through the student's hot lunch account. Pop or candy should not be sent with cold lunches.

Recess

Clothing

Please dress your child appropriately for recess. All students are expected to go outside to play unless they have a doctor's excuse (see Health for further explanation). In the event of inclement weather, students will remain in their classrooms or go to the gym for indoor recess. The students stay indoors in the winter if the temperature or wind chill factor is below zero. During cold weather, students need to wear warm coats, snow pants, gloves or mittens and something warm for their heads. Boots may be required depending upon the condition of the playground areas. Please take a moment in the morning to check your child's attire and to write his/her name on all outerwear. Contact the school counselor if you do not have appropriate clothing for your child.

Toys and Equipment

Students are to leave their toys and equipment at home rather than bringing them to school. In all cases, the school accepts no responsibility for lost or broken items. (*see Items Not Allowed at School*)

Homework

Teachers may assign homework as an opportunity for students to practice skills learned during the school day. We recommend all students read at least 15 minutes every night. This can be independently or with a parent/sibling. If you wish to request homework due to an absence, please notify the school by 10:00 AM.

Communication

Safety Forms

At the beginning of every school year, parents complete an information form providing the office with pertinent information. Please notify the school immediately and update PowerSchool if you have a change of address, phone number, employment, custodial rights, or care provider. It is very important, for emergency and notification reasons, the school has up-to-date information on every student.

If you have a personal situation limiting adult access to your child, please inform the school with a copy of the page stating the court order. Without a court order, we assume both parents have equal rights to have contact with the child. If any of these situations apply to you and your child, please discuss the legal arrangements with the principal or school counselor to assure your child's safety.

Information Sent Home

Please be aware of items in your child's backpack. Check it daily for information, communications, teacher notes, etc. The newsletter and monthly calendar are sent home with the most recent information.

Email

You are welcome to discuss student concerns through email. Teachers' schedules are very busy and they may be unable to check their emails until later in the day or after dismissal. Please call the office with information pertaining to absences or changes in dismissal plans.

School Calendar

The district calendar is published or available on the Marion Independent School District website. Scheduled days or events may change during the school year. Classroom teachers and the school send newsletters and building calendars home to update building activities.

Website

Please check the district web page at www.marion-isd.org for additional district or building information.

Open House/Back to School Night

Open House is held before school begins. Students are asked to bring their supplies and visit the school with their parents or guardians. This is an opportunity to become familiar with the elementary building, the teacher and classroom, peers, the school counselor and the principal. Please check your registration letter for specific dates and times.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled twice a year in the fall and spring. Notices are sent home to schedule a convenient time for parents/guardians to discuss student progress. Teachers providing special assistance or programs are also available during conferences. Parents are welcome to schedule an additional time during the school year to speak privately with a teacher.

Report Cards

Starry and Longfellow have two reporting periods at the end of each semester. Report cards are sent home in the students' backpacks during the year and mailed at the end of the school year. Please make arrangements with the office or the classroom teacher if you are not the custodial parent during the school week and you wish to receive information and report cards.

Conduct and Discipline

Bullying and Harassment

Definition:

Bullying is intentional aggressive behavior which can take many forms (verbal, physical, social, relational, emotional, or cyber bullying, or any combination of these); it involves an imbalance of power, and is often repeated over a period of time.

Bullying will not be tolerated in the school setting. The Department of Education and the Marion Independent School District are addressing the issues of bullying and harassment in Iowa schools. House File 816, subsection 53 directs the Department of Education to provide schools with age-appropriate materials and resources to assist parents in teaching their children how to recognize and reject unwanted physical and verbal sexual advances. The school will provide age-appropriate materials and a list of available community resources to any parent requesting information. Please visit the Iowa Department of Education website for further information.

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

- If the student is comfortable doing so, communicate to the harasser or bully that the student expects the behavior to stop.
- 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.

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, sex, 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 and 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 to substantially interfere with the student's academic performance or 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.

If your child is being bullied at school, please contact the principal to discuss options and to determine how to best address the situation. The principal will visit with the student/students responsible for the bullying and determine appropriate consequences. A form is available on request for anyone considering further investigation of the incident.

Exhibits From Board Policy can be found at www.marion-isd.org.

Discipline

Students are expected to follow classroom and school-wide expectations and rules. Parents will be contacted when a serious incident occurs or if a student has repeated incidents. Consequences will be determined based upon the facts, the circumstances surrounding the incident, and the student's discipline record. Students may spend time in the office or lose a privilege. For more serious incidents, such as threatening language or striking an adult, a student may receive an in-school or out-of-school suspension. Both buildings have staff members trained in CPI and will use every available strategy to calm a disruptive child. The time-out room is used only when the child's personal safety or the safety of those around him/her is in jeopardy and all other strategies are not working. Parents will be contacted to discuss the situation.

We provide positive reinforcement plans for students who struggle with discipline issues resulting in inappropriate choices. Starry and Longfellow focus on building positive self-esteem and growth mindsets. Behavior plans offer students an opportunity to receive appropriate praise for good choices and consequences to fit the situation. Data is frequently collected to determine if the student is making progress and if a new strategy or technique improves the behavior. Please contact the classroom teacher or principal if you have questions concerning your child's behaviors. Together we hope to make school a positive place to learn and play.

Concerns

If you have concerns regarding a situation at school, you are urged to follow this procedure:

Step 1: Contact your child's teacher to discuss the problem and possible solutions.

Step 2: If the concern is not resolved, request a conference with the principal.

Step 3: If the concern is not resolved, request a conference with the superintendent.

(Confidentiality) Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

Dressing for School

Students should wear comfortable clothes and shoes for active participation in gym class and recess. During cold weather, students need to wear warm coats, snow pants, gloves or mittens and something warm for their heads. Boots may be required depending upon the condition of the playground areas. Please take a moment in the morning to check your child's attire and to write his/her name on outer wear.

Clothing that is offensive, creates a distraction and is not conducive to the learning environment. Although the responsibility of dress begins with parent supervision, the school administration has the right to determine what is proper or improper for the school setting. The following items are considered inappropriate dress for elementary students:

- Clothing and apparel promoting products illegal for use by minors such as alcohol, tobacco or drugs, negative religious references, inappropriate pictures or slogans or gang-related clothing

- Hats worn inside the school building (unless used for special rewards)
- Revealing tops or see-through clothing
- Ribbed undershirts
- Tops that expose the midriff
- Low riding pants which expose when seated
- Short shorts
- Tattoos
- Spray colored hair and make-up (including holidays, homecoming, etc.)
- Flip-flops on P.E. days (bring tennis shoes in the book bag)
- High heels

Iowa Code 279.58 allows schools to regulate dress code and eliminate anything gang related, distracting, and/or an expression of violence, bigotry, hate and abuse.

Items Not Allowed at School

Items potentially dangerous, hazardous, or disruptive to the school environment may not be brought to school. These items include fidget spinners, scooters, roller blades, skateboards, shoes with rollers, toys, water guns, pocket knives, slingshots, matches, lighters, darts, and anything deemed inappropriate. Electronic devices are considered expensive items and are not allowed at school. Cell phones are not to be used anytime during the school day and should be turned off and kept in the student's backpack. The school is not responsible for any such items if they are lost or stolen. Play equipment such as basketballs or footballs need to be left at home. The school will provide outdoor equipment. Students may not bring trading or collector cards to school.

Classroom teachers or the principal may hold items until the end of the school day or until parents have been notified of the concern. Items considered weapons or weapon look-alikes will be confiscated and parents notified. Further actions including in-school or out- of-school suspensions may occur.

Searches

Searches of desks or lockers may be conducted without prior notice periodically throughout the school year. Students will be present during the inspection of their desk or coat area. Searches of student property, including bags, folders, purses, wallets, pockets, and coats may be conducted by the principal or a designee having reasonable cause to believe that the student may be carrying, possessing, using or distributing items or materials that violate district policy, are illegal, and/or may cause harm to self or others. These items may include, but are not limited to, knives, guns, weapon look-alikes, sling shots, lighters, darts, etc. Parents will be notified by the administration if the student is in possession of any such materials and if further action including in-school or out-of-school suspensions will occur. Reasonable suspicion may be formed by considering factors such as the following:

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

Telephone/Cell Phones

The office telephone is for school business and is not to be used by students except in an emergency. Students are not allowed to use the phone to make personal arrangements such as requesting permission to visit another child's home after school. To avoid unnecessary phone calls at school parents are asked to help students plan ahead for after-school activities. Cell phones are to be off and kept in the student's backpack or on the teacher's desk throughout the day and are not to be used until the student leaves the school grounds.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Also, threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Vandalism

Students are expected to treat school property with care and respect. Students who deliberately damage or destroy school property will be required to reimburse the school district, as well as be subject to additional disciplinary action. The local law enforcement agency may also be contacted.

Safety and Security

Starry has buzzer systems installed at the main entrances. Longfellow has a secure entrance from the parking lot.

Drills

Fire, tornado and lockdown drills are conducted throughout the year to assure the students and staff understand the procedures. In case of an extreme emergency, Starry students will relocate to Vernon Middle School and Longfellow students to St. Paul's Lutheran Church. In the event of a Duane Arnold nuclear plant disaster, all students will relocate to Mount Vernon Middle School in Mount Vernon, Iowa.

Video/Audio Surveillance

Video and Audio surveillance is in use in various locations throughout the district.

Illness, Health, and Screenings

Sickness

Every day many parents are faced with the decision to keep their sick children home or send them off to school. The following guidelines, recommended by experts at the Mayo Clinic, should be considered when making this decision. Children are to remain home when they exhibit the following:

- Vomits or has diarrhea in the last 24 hours
- Has an oral temperature higher than 100 degrees
- Coughs almost constantly or complains of difficulty breathing
- Exhibits abdominal pain for more than two hours
- Has sores on mouth or skin that are crusty, yellow or draining
- Displays an unexplained skin rash or red eye (with or without crusting/drainage)

If a student shows signs of illness or fever of 100 degrees or higher while at school, parents are contacted and the student is sent home. **Students are to be symptom free (no fever, vomiting, diarrhea, etc.) for 24 hours before returning to school.** Please refer to the nurse for additional information on Communicable Diseases.

Throughout the school year, parents/guardians may request their child stay inside due to illness, injury, allergies, etc. Students are encouraged to play, exercise, and get fresh air. We will respect a parent request for their child to stay indoors for a maximum of two days. Any requests beyond two days need a physician's statement. All students will participate in the physical education program unless excused by a physician.

Medications

The school nurse or approved associate/secretary monitor the dispensing of medications and a variety of health concerns including the review of immunizations, screenings, and the implementation of health plans.

Additional information includes:

- Medication brought to school is to be delivered to the health office upon arrival.
- A signed permission slip must accompany the medication for it to be administered.
- All medications must carry full information on the original prescription bottle. (If the medication is administered at home and school, the pharmacist may need to prepare two separate bottles.)
- Only properly labeled meds will be distributed at school.
- Antibiotics are to be given at home in the morning, after school, and at bedtime unless the doctor directs it be given with meals.
- All medications will be sent home with the child on the last day of school unless other arrangements have been made with the nurse.

- Cough drops may be sent to school with parent permission but need to be dispensed by the school nurse.

For safety reasons parents should transport all medication to and from school. If prescription medication is brought to school by the student, it should be delivered to the office upon arrival. A signed permission form must be included with the medication. These forms are available at the office. Medication prescribed by a physician must have the following information on the prescription bottle:

- 1) Name of student
- 2) Name of medication
- 3) Time of day to be given
- 4) Dosage
- 5) Physician
- 6) Pharmacy

Extended Illness

If your child is going to be absent for an extended period of time due to illness, please visit with your child's classroom teacher or the principal about the absence. If your child has a chronic disorder and it affects his/her attendance, the school will work with parents and doctors to provide the support necessary for learning.

Dental Screening

To accommodate a state law requiring dental screening of all kindergarten students, free dental screenings will be provided at school. If you do not want your child to receive the dental screening, please provide proof of a recent dental screening (within the past calendar year) or you must complete an exemption form (available at the school health office).

Hearing and Vision Screening

Grant Wood Area Education Agency (GWAEA) screens all students in Kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEPs will be screened. Students in grades 3, 4, middle and high school who are new to the school that don't have a documented hearing test and some students with a history of known hearing loss will also be tested. Follow-up testing may occur periodically if previous hearing test results were not within normal limits. Parents/guardians not wishing their child's hearing to be tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse. If you have any questions concerning health issues or the medication policy, please contact Nancy Alderdyce, the district health coordinator, or the building nurses. As of July 2014, the new vision law states all incoming kindergarten and third grade students must show proof of a vision screening. Evidence may be shown on the kindergarten physical, through the Lions Vision Screening, a verified vision assessment online, or an eye doctor.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from this instruction. This curriculum is covered through health instruction.

Insurance

HAWK-I INSURANCE FOR CHILDREN

Parents can apply for low-or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services etc. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

Pediculosis (Head Lice) Information

The Marion Independent School District has a written strategy on dealing with head lice. As part of a community plan, the district will support families by emphasizing prevention, early detection and education as the best edge in controlling head lice.

Pediculosis (head lice) represents a common childhood condition, which children may experience. Community involvement is very important and families must actively participate at home in the treatment and prevention of head lice. **Head checks should be done at home as a weekly routine for preschool and school age children.** The plan established by the Marion Independent School District is designed to be family friendly and sensitive to individual needs. Our goal is to support families and keep kids where they need to be-in school.

Students with signs and symptoms of head lice will be referred to the school health office for an evaluation and recommendations for treatment. This plan emphasizes comprehensive education and community involvement. Enhanced support will be offered to families. Working together, we can minimize the impact of head lice in our schools and community.

Our plan was developed after reviewing the recommendations of the Linn County Public Health Department, Iowa Department of Public Health, National Association of School Nurses, American Academy of Pediatrics and the Harvard School of Public Health.

Latex Allergies/Balloons

For the safety of our students, staff and the general public who use our buildings, the district is no longer allowing the use of latex balloons in any capacity, in any school building, at any time of the day. However, Mylar (foil) balloons are still allowed. Latex (rubber) is a substance that can have an immediate or life-threatening impact when a person is exposed to it. The district has already implemented alternatives for latex, in items such as gloves, for years.

Enrollment/Transfer

Dual Enrolled Students

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students. Dual enrolled students interested in participating in school activities or enrolling in classes should contact the director of the Home School and the principal of the building.

Open Enrollment

Parents/guardians wishing to enroll their child into school must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enter. Open Enrollment forms must be completed within the specified time frames (March 1st for grades 1st-12th, Sept. 1st for kindergarten) to be considered for acceptance.

Transfers in and out of the District

Students are expected to attend either Longfellow or Starry based upon their home residency. Parents planning to move to a different home within the district are to notify the school office. If a parent is moving to another school outside of the Marion Independent District, please inform the office. This will assist in the transferring of student school records.

Getting Involved

Volunteer Policy

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and assists employees in providing more individualization and enrichment opportunities in instruction. For more information, access **Board Policy Number 903.2**

Volunteer Policy and Regulations on the District Website. If you are interested in becoming a volunteer contact the Building Secretary or Building Principal for an application. All volunteers may be subject to the same screening procedures used for regular school employees.

Field Trips

Periodically groups of students leave the school grounds to go on school sponsored trips. Parent permission for all trips was completed at registration but teachers will send home informational reminders when a field trip is planned.

Parties and Snacks (At School)

Students may bring treats for their birthday. We request treats be simple and always arrive in **sealed store bought packaging**. We also have three holiday parties (Fall, Winter, and Valentine's Day). Parents will be contacted by the teachers to explain details concerning helpers or attending the parties. Please check if your child's classroom has anyone with a peanut allergy. We try to limit candy and prefer water versus colored punch.

If you prefer your child not participate in holiday parties or birthdays due to religious reasons, please notify the school. We will arrange an alternative activity for those students not participating in the party. **Due to latex allergies, latex balloons are not allowed on school grounds.** Mylar balloons are acceptable. All balloons and flowers are kept in the office until the close of the school day.

Parent Group

Our Parent Groups support the schools through fundraisers and special events and activities. All parents/guardians or community members are welcome to attend. Information concerning upcoming meetings or events is sent home with the students or advertised in the newsletter.

Visitors and Guests

Our elementary schools encourage parents/guardians to visit their child's classroom or join them for lunch. This is an opportunity to learn more about your child's school day. Please report to the office to sign in and receive a visitor's badge. If you have clothing, materials, or a cold lunch to deliver, please drop them off in the office.

Visitations may affect the learning environment. Please limit your visit to one hour or less. Visitations are usually more profitable after the third week of school in the fall and prior to the last three weeks in the spring. To make your visit a worthwhile experience, please contact the teacher to check the classroom schedule. If you wish to conference with the teacher, please arrange for a time of day to visit privately. We ask you not to bring younger children during the visit. Parents and visitors may not accompany children on the playground. This is a time for children to socialize and play with their friends. Only school staff will be on the playground providing supervision of students.

Volunteer Committees

The district offers advisory committees whose members are approved by the board. Such committees include the Superintendent's Advisory Committee as well as the School Improvement Advisory Committee (SIAC). The SIAC committee usually meets two times a year in the evening to discuss student achievement, learn about district initiatives, receive updates on state requirements and make recommendations on district goals. The Superintendent's Advisory Committee operates in a similar manner. If you would like to be considered to serve on the SIAC, please contact Superintendent Chris Dyer if you are interested in receiving information about the Superintendent's Advisory Committee.

Support Programs and Services

Starry and Longfellow offer support programs and services for students needing extra assistance or an enriched curriculum to further their academic success. If you are interested in learning more about any of the following programs, feel free to contact the elementary principal or classroom teachers.

AEA Services

Grant Wood AEA provides a variety of instructional support services to the Marion Independent School District. If a child demonstrates an emotional, social, or academic need, the grade level team with assistance from AEA and support teachers may meet to create interventions to address the concern. Parents/guardians of the identified student are informed of the continuing concern and the intervention needed to support the student.

Art, Physical Education, Music, and Library

A variety of programs are provided to enrich the student learning experience. Students meet with the instructors on scheduled days. When scheduling allows, an additional physical fitness opportunity, Adaptive PE is offered for students who need specific attention for a physical need.

Elementary Guidance

Classroom guidance, small groups, and individual counseling sessions are available to assist students with character growth and development.

ELL

Students may qualify to receive extra assistance if they are identified as English Language Learners.

Extended Learning Program

This program provides an enriched learning experience for identified students (ELP). Students must qualify through the selection process to receive services.

Interventions (Supplemental and Intensive)

Some children may experience challenges during their educational careers. To meet those needs teachers meet weekly in grade level teams to discuss strategies to increase achievement. A supplemental or intensive plan may be written and additional instruction offered to the student. Data is collected either weekly or every two weeks to monitor growth. The classroom teacher will periodically contact you to discuss your child's progress.

Reading and Math Strategists

The elementary offers assistance programs for eligible students to receive additional instruction in meeting math and reading performance standards. Students must qualify through the selection process to receive services.

Section 504 Plans

A student with a medical need or condition which affects learning may be eligible for a 504 plan. The guidance counselor works closely with the grade level team, parents, and principal to determine eligibility.

Special Education (IEP)

Students may need additional assistance through Special Education Services. Parents and the school collaborate closely with the Area Education Association (AEA) to meet qualifying criteria and to provide special education services.

Title I Reading and Math

Identified students are provided small group reading and math support beyond the classroom instruction. Students must qualify through the selection process to receive services. Title I teachers are required through the Title I program to have a reading endorsement.

Qualifications

Parents Right to Know

Parents have the right to know the qualifications of their children's teachers. Parents will be notified in writing if their child has been assigned to or will be taught for four or more consecutive weeks by a teacher who is not considered highly qualified through certification.

Other Information

Flyers/Postings

Anyone wishing to distribute out-of-school materials, postings, or advertisements must first submit a copy to the building principal for approval.

Lost and Found

The school is not responsible for the loss of personal items. The Lost and Found is located near the office. Please check it regularly for missing items. Valuable items are kept in the office until claimed. By the end of the year we have a very large collection of lost clothing. During summer cleaning, unclaimed items are sorted and donated.

Parties (Outside the School Setting)

Invitations handed out at school need to include all the boys, all the girls, or all the students in the class. Invitations not including all the children listed above will be returned home for parents to phone, mail or deliver. Please make other arrangements if you are holding a party with a limited invitation list. We apologize for the inconvenience but due to confidentiality we are unable to share addresses or phone numbers.

Pets

Dogs are not permitted on the school grounds before, during or after school. If a pet is brought to school for sharing time, permission must be obtained from the teacher and principal. An adult must accompany the animal and then it must be returned home immediately. Pets must have rabies vaccinations before being brought to school and they must be properly contained. Due to the number of students with allergies, children will not be touching or petting any animals brought to school. **Dogs are not permitted in the school unless they are small enough to be in a pet carrier.** Arrangements can be made with the teacher to bring your pet or leashed dog to an outside doorway for sharing. It must be kept a safe distance from the students. Thanks for recognizing this health and safety situation.

School Pictures

Individual student photographs are taken early in the fall. Details are explained on the prepaid packages sent home prior to the scheduled "Picture Day." All children will participate and parents can purchase picture packages if they wish. One class composite is distributed free of charge to the students included in the picture. Photographers return in the spring for another set of pictures.

Board Policies, Procedures, and Regulations

An information guide and handbook from the district will be posted on the MISD website. This includes legal rights available to students and the public. A hard copy of this may be obtained by requesting a copy from Stephanie Viner at central office. Her email address is sviner@marion-isd.org

The handbook includes:

Protection of Pupil Rights
Family Education Rights and Privacy Act
Safe and Effective use of Seclusion and Restraints-Chapter 103
Healthy Kids Act
Human Growth and Development Curriculum
Parent/Guardian Rights of Title One
Post-Secondary Enrollment Special Education
Homeless Children and Youth (Board Policy 501.16)
Private Instruction (Board Policy 604.1)
Student Absences (Board Policy 501.9)
Administration of Medication (Board Policy 507.2)
Student Progress and Conferences (Board Policy 505.1)
Student Directory Information (Board Policy 506.2)
Student Records Access (Board Policy 506.1)
Appropriate use of Computers, Network, and Internet (Board Policy 605.6)
Class Size (Board Policy 606.1)
Equal Education Opportunity (Board Policy 102)
Instructional Materials Inspection (Board Policy 605.2)
Notice of Nondiscrimination (Board Policy 102.E1)
Multicultural and Non-Sexist (Board Policy 603.4)
Student Goals (Board Policy 600)
Anti-Bullying/Harassment Policy (Board Policy 104)
Student Conduct on School Transportation (Board Policy 711.1R1)
Good Conduct Rule (Board Policy 503.4)
Child Abuse Reporting (Board Policy 402.2)
Tobacco/Nicotine Free Environment (Board Policy 905.2)
Weapons in School (Board Policy 502.6)
Search and Seizure (Board Policy 502.8)
Hazardous Chemical Disclosure (Board Policy 403.4)
Asbestos Containing Materials (Board Policy 804.4)
Volunteer Policy (903.2)

****The policies stated in this handbook are intended as guidelines only and are subject to change at the sole discretion of the Board of Education for the Marion Independent School District.***

Equity Statement

It is the policy of the Marion Independent School District not to discriminate on the basis of race, gender, socioeconomic status, creed, color, gender identity, sex, national origin, religion, marital status, sexual orientation, or disability, in its educational programs, activities, or employment practices. If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact Chris Dyer.