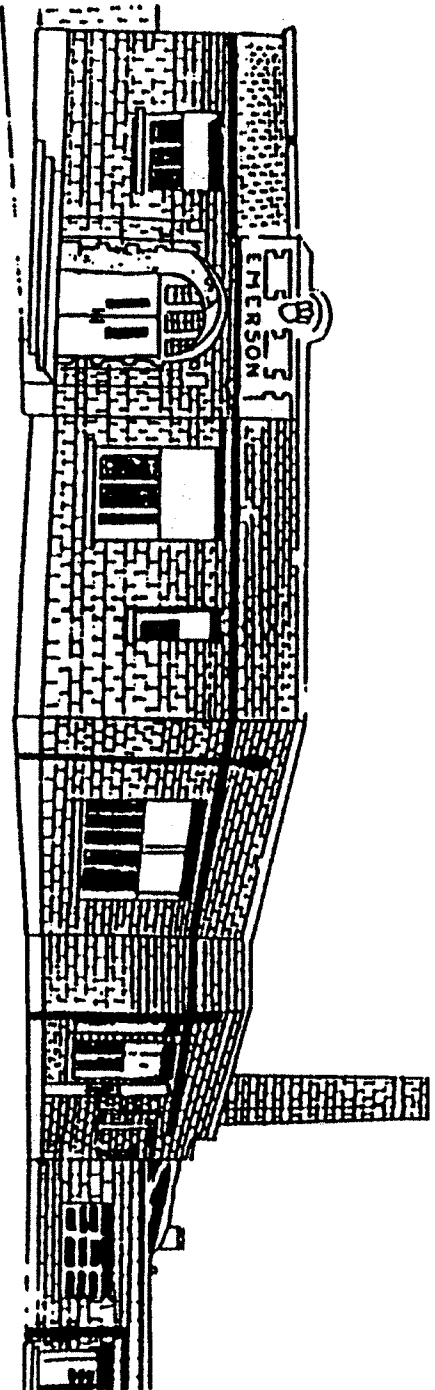


2010-2011 School Year Family - Student Handbook



EMERSON ELEMENTARY SCHOOL
1400 10th Avenue, Marion, Iowa 52302
(319) 377-0183
Cheryl Toppin, Principal

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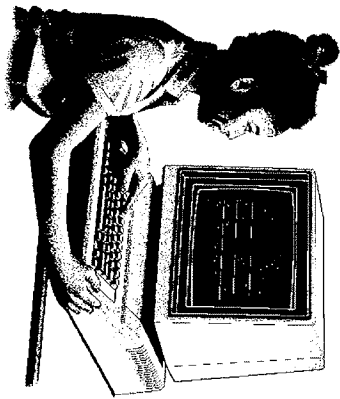
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MISSION STATEMENT

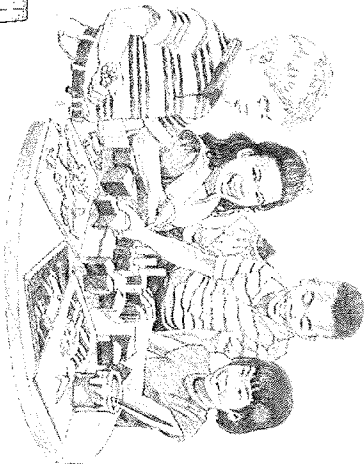
The mission of the Marion Independent School District is to prepare all students with the skills required to enter future adult roles and become effective citizens, productive workers, informed consumers and responsible family members.

SCHOOL-WIDE RULES

1. **Respect others.**
Be kind with your words and actions.



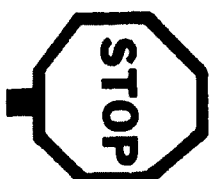
2. **Respect school and personal property.**



3. **Listen when others are talking.**



BODY BASIC RULES



STOP



LOOK



LISTEN



THINK

Being a responsible student at Emerson Elementary School means:

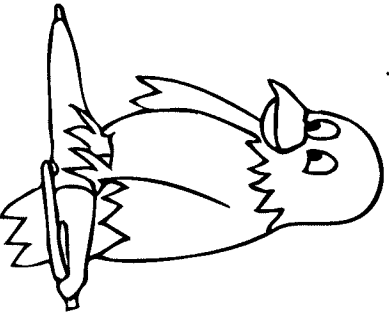
1. Attending school regularly and on time.
2. Working to the best of my ability.
3. Respecting others and school property. Showing pride in my school by helping to keep the school and grounds tidy.
4. Taking responsibility for my own actions.
5. Following the school-wide rules at all times.
6. Helping others and working as a school community.

**DEAR PARENTS AND GUARDIANS
OF EMERSON STUDENTS,**

Welcome to Emerson Elementary School. The staff and I are looking forward to working with you and your child this school year. You will find Emerson to be a quality school with dedicated staff members.

It is essential that the home and school work closely together to ensure that each and every student has a successful year. Parents have always been, and continue to be, the driving force behind their child's education. If it's important to you, it will be important to them. Take time to visit with your child everyday about school and please don't hesitate to call or visit the school about any concerns that you might have. We look forward to having an outstanding year!

Sincerely,
Cheryl Toppin,
Elementary Principal

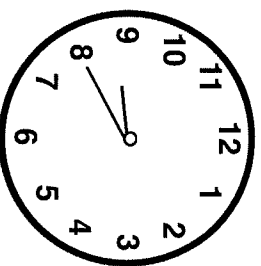


SCHOOL HOURS

The school day runs from 8:50 A.M. to 3:30 P.M.
Students should adhere to the following schedule:

- 8:30 a.m. Breakfast is served.
- 8:40 a.m. Students may arrive to school if not eating breakfast.
Playground supervision begins.
- 8:45 a.m. First bell-STUDENTS ENTER BUILDING
- 8:50 a.m. School Begins
- 11:20-12:10 p.m. Lunch and Recess
- 3:30 p.m. SCHOOL DISMISSED
Junior Kindergarten hours
- 8:45 a.m.-11:45 a.m. Morning class
- 12:30 p.m.-3:30 p.m. Afternoon class

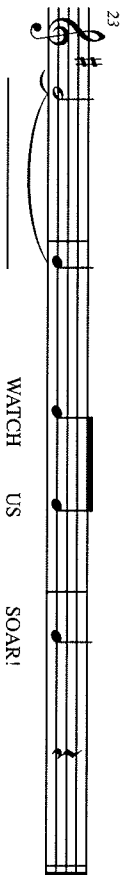
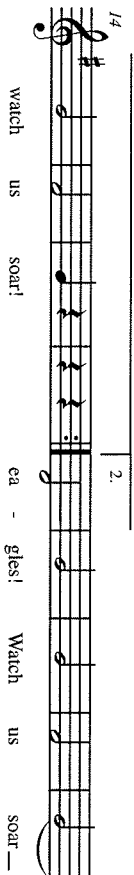
Students should not arrive to school prior to 8:40 a.m. since playground supervision is not provided prior to this time. In the event of inclement weather and/or if the temperature is zero degrees or below, students will be allowed in the building at 8:40 a.m. Students are then required to wait quietly in the hallways.



Emerson Elementary School Song

March $\downarrow = 120$

Jenny Neymeyer
arr. Kelli Stoa



Before song:

Leader: "Two, Four, Six, Eight"

Student Body: "Emerson is really great!"

After song:

Leader: Give me an "E."

Students: E

Leader: Give me an "M."

Students: M

Leaders: Give me an "E-R-S"

All: Oooo- N!

Leader: What's that spell?

Students: Emerson

Leader: What's that spell?

Students: Emerson



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WEB SITE

Parents are invited to visit the Emerson Web page at
www.marion.k12.ia.us/Emerson_Site/Emerson.html
 and the district Web site at
www.marion.k12.ia.us

VOLUNTEER PROGRAM

Volunteers are welcome to assist at the elementary. Please visit with the administrator to determine placement and to discuss confidentiality. Volunteers are welcome to assist in the day to day operation of the school by:

- Listening to students read
- Providing assistance with math and reading skills
- Being a guest speaker
- Assisting with classroom plays, projects or assignments
- Providing extra supervision during field trips or outdoor events
- Developing hands-on learning activities
- Assisting in the cafeteria
- Providing specific care for individuals or groups of students
- Helping with holiday parties

Emerson Parent Group – Emerson parents are very active in volunteering their services. If you would like additional information about how you can get involved with this group, please visit with elementary principal, Cheryl Toppin.

There are advisory committees to which members are appointed by the Board. Such committees include the Superintendent's Advisory Committee as well as the School Improvement Advisory Committee (SIAC). The SIAC Committee meets a couple times a year in the evening to discuss student achievement, learn about district initiatives, receive updates on state requirements and make recommendations on district goal. The Superintendent's Advisory Committee operates in a similar manner but provides feedback without the expectations for district goal recommendations. If you would like to be considered to serve on SIAC, please contact Cindy Diouf, Director of Teaching and Learning or Superintendent Sarah Pinton if you are interested in receiving information on the Superintendent's Advisory Committee.

SCHOOL INFORMATION

STUDENTS STAYING AFTER SCHOOL

Students whom teachers require to stay after school will be requested to call home in order for parents to know where they are. This will be in the case of the student needing to stay longer than ten minutes.

STUDENT ABSENCE/TARDINESS REPORTING

Parents and/or guardians should call the school office daily by 9:00 to report an absence or tardy (377-0183). Parents and/or guardians should sign in any students who arrive late to school. The school is equipped with a message machine, therefore you may call to report an absence anytime before 7:30 a.m. and leave a message. When leaving a message please indicate your child's name, grade, teacher and nature of absence. The health department is tracking illnesses, so it is important that you identify your child's illness when you call. If the school does not hear from the student's parents, the office will attempt to reach the parents at home or at work. If your child will be absent for reasons other than illness, please inform the office of this as well.

Your child will be reported tardy if he/she is less than one hour late for school. If he/she is late beyond one hour, he/she will be counted absent.

If is extremely important that your child attend school on a regular basis. The Marion Independent School District expects students to attend 178 days unless excused from school due to illness, doctor's appointment, death in the family, or an emergency. Other reasons for which an excused absence may be granted shall be authorized religious holidays and school sponsored or approved activities.

There may be times that you may need to pick up your child for a medical or dental appointment or possibly a weekend trip. Students may be excused early from school with a note or a telephone call from home. Students who are to leave early should come to the office and be picked up there. Students are to be signed out at the office by the parent when they leave and signed in if they return that day.

ENTRANCE/ENROLLMENT REQUIREMENTS

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 school. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age.

Prior to entrance, the parents/guardians must also provide the administration with a completed health and immunization certificate. Certificates may be obtained from the school health office.

TRANSFERS IN/OUT OF THE DISTRICT

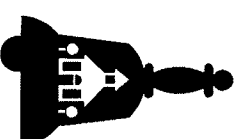
Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the parents/guardians of the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the previous school district. If the parents/guardians are unable to provide the building principal with proof of the student's grade level or permanent records, the superintendent or designee will make the grade level determination.

Please notify the school office if you plan to move to another school in the Marion Independent District or outside of the district. This will help in the transferring of student school records.

For student's wishing to transfer out of the district before graduation, the student's parents/guardians should notify the attending school as soon as possible.

STUDENT DISMISSAL

Students are expected to leave the school grounds promptly after the bell rings. Students are reminded to cross streets only where crossing guards are located for student safety.



OPEN ENROLLMENT

Parents/Guardians considering the use of the open enrollment option to enroll their child/children in another public school district in the state of Iowa should be aware of the criteria and important dates for open enrollment. For specific information please contact the district business office at 377-4691.

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

Parents/guardians should be aware that open enrollment may result in the loss of athletic eligibility.

If you need further assistance or have questions, please call Brian Bartz, Marion Independent Business Manager or Michelle Myers, Superintendent's secretary (377-4691).

EMERGENCY DISMISSAL

During the winter months there is the possibility of dismissing school early due to inclement weather. This decision is made by the superintendent of schools and is announced on local television and radio stations. Children should be made aware of what they are to do in case of an unscheduled early dismissal. Please make these arrangements with your child prior to the beginning of the school year.

EMERGENCY/DISASTER DRILLS

Periodically the school holds emergency fire, tornado and disaster (lock-down) drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

In the event of emergency evacuation, students will be moved to other locations. Parents will be asked to listen for emergency announcements on radio/TV but NOT to come to the school or the evacuation locations to pick up students until communication to do so takes place.

STUDENT RECORDS

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include but not be limited to the following types of records: Identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent of a student under the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials, teachers, and AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating Federal education programs.
4. Officials connected with a student's educational financial aid applications.
5. Governmental officials to which information is to be reported.
6. Organizations which process and evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents legal guardians of dependent children, regardless of child's age.
9. Appropriate parties in a health or safety emergency.

Student records are reviewed and inappropriate materials removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level and from middle school to high school level 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. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and have the records explained.

HEALTH SERVICES

ADMINISTRATIVE PROCEDURES FOR STUDENT MEDICATION

Prescription medication brought to school 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's name
6. Pharmacy's name



**ONLY PROPERLY LABELED PRESCRIPTIONS
WILL BE ADMINISTERED.**

A signed permission slip must accompany the medication in order for it to be administered. Please remind your child he/she is responsible for asking for the medication at the appropriate time. Unless indicated by your physician, medication to be given three times a day should be given at home before school, after school, and at bedtime. An exception to this is medication to be taken with meals or on a full stomach.

The medication must be sent in the original container. All medications will be sent home with the student on the last day of school unless the parents/guardians notifies the office of other arrangements. **For safety reasons, parents should transport all medication to and from school.**

If you have any questions concerning this medication policy, please contact Nancy Alderdyce, Health Coordinator at 377-7162.

HEALTH NOTES

Throughout the school year parents/guardians request that their child stay in from recess due to illness, injury, allergies, etc. We are concerned for our student's well being, but at the same time feel if a child is well enough to participate in the school day, he/she is well enough to participate in recess. We do know, however, that there are exceptions to this rule. We will acknowledge parental requests for a maximum of two days. Anything beyond two days should be requested in writing from a physician.

ILLNESS AT SCHOOL

If your child should become ill at school, we will make every effort to notify the parent(s)/guardian. In the event that this is not possible, one of the emergency numbers will be called. We ask that you make arrangements to have your child picked up from school within one hour from the notification.

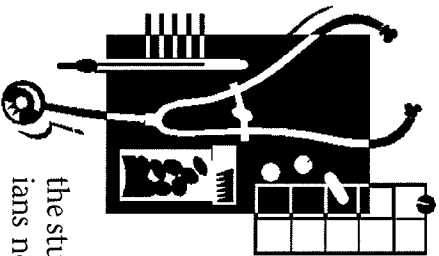
If your child's illness is accompanied by a fever, vomiting or diarrhea, your child should remain home until he/she is fever-free or episode free for 24 hours. A fever is considered 100 or above. This is for your child's protection and to help keep the spread of illness in our classrooms down.

HEARING/VISION TESTING

Grant Wood Area Education Agency provides our school annual hearing and vision testing. The dates of the testing will be posted in our school's newsletters and calendars. Parents who do not wish to have their child tested need to notify the school in writing prior to the testing. Only parents of children with specific hearing/vision concerns will be notified in writing of the results of the testing.

DENTAL HYGIENIST

Students in Kindergarten will be screened by a dental hygienist following a new state law. St. Luke's Dental Health Center will be providing free dental screenings at school. If you do not want your child to receive the dental screening, you must provide proof of a recent dental screening (within the past calendar year) or you must complete an exemption form (available from the school's health office).



PEDICULOSIS (HEAD LICE)

The Marion Independent School District has a written strategy on dealing with head lice. As a 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 communicable childhood condition, an acknowledged “problem” with raising and caring for children. 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 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 communities.

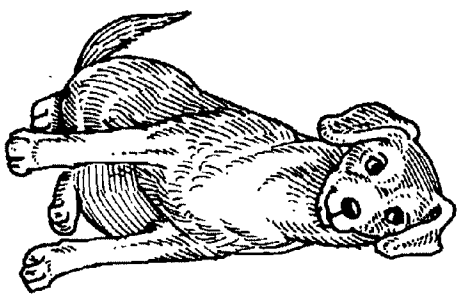
This plan was developed after reviewing the recommendations of the Linn County Public Health Department, Iowa Department of Public Health, National Association of School Nurses, American Academy of Pediatrics and the Harvard School of Public Health.

HAWK -1 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-1) 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 to name a few. Parents are urged to call 1-800-257 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

PETS

Permission must be obtained from the teacher and principal before any pet is brought to school. 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 be properly contained. Due to the number of students with allergies, children will not be touching or petting any animal 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 leashed dog to an outside doorway for sharing. It must be kept a safe distance from the students.



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 our health instruction.

BREAKFAST/LUNCH

SCHOOL BREAKFAST AND LUNCH PROGRAMS

The breakfast and lunch programs are for all students who wish to participate. Children eating at school are expected to conform to the established lunch room rules that are necessary for an orderly meal time. All meals are to be purchased before school each morning. Milk is included with all meals.

Breakfast - Our breakfast program will be serving between 8:30 - 8:45 a.m. Students may be in the breakfast area at 8:30 a.m.

Lunch - Students may select an alternate sandwich in place of the main entree. Serving time begins at 11:20 a.m.

Meal prices are as follows:

Breakfast	\$1.20	Lunch	\$1.90
Reduced Breakfast	\$.30	Reduced Lunch	\$.40
Adult Breakfast	\$1.40	Adult Lunch	\$2.80
Milk	\$.35		



Parents are welcome to visit and eat with the students. Since all food is brought into Emerson, we ask that you let us know by the day before if you plan to eat breakfast and by 9:15 a.m. on the day you plan to eat lunch. Children are not allowed to have pop with cold lunches or lunches brought in.

The cost of an adult meal is \$2.80. You must bring exact change. **Just a reminder... you are not allowed to bring in McDonalds, Subway, or any other outside vendor food for yourself or your student. This is a state regulation.**

Our District uses the School Dining System as our program for school meals. The lunch accounts are pooled together into "Family" accounts between other family members. This means when one student's account is in the negative, the "Family" account is in the negative. You only have to send one check per "Family" account and the funds are accessible from any

or multiple buildings. We now offer online payments. Parent have access to their student's accounts 24 hours a day, 7 days a week through the District Web site at <http://www.marion.k12.ia.us>. The link is located under the Community menu item. You are assigned a Family ID number and a Password.

FREE AND REDUCED PRICES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact Cheryl Toppin, principal or Joyce Folkman, school secretary at school registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

LUNCHROOM RULES

Students are expected to observe the following rules in the gym during breakfast and lunch:

1. Enter and leave the cafeteria quietly and in an orderly manner.
2. Be courteous to all adults and children.
3. Keep hands, feet and body to self.
4. Talk in an inside voice while in the gym for breakfast, lunch and recess.
5. Before leaving the table, check the floor around you, picking up food, napkins, or dropped utensils.

Students who do not follow the designated cafeteria rules may have the following consequences:

- a. Specific assigned seating in the cafeteria;
- b. Go to the end of the line, and/or;
- c. Eat in the office.

PROCEDURES/RULES

REPORTS TO PARENTS/GUARDIANS AND PARENT/TEACHER CONFERENCES

Report cards for grades K-3 will be issued at the end of each trimester period. Contacts to parents will be made during mid-term, to inform them regarding those children who are having problems.

Parent conferences will be held twice during the school year. These conferences will be conducted during or at the end of the first and second trimester period. Parents will be notified of the date and time. If you would like more frequent communication about your child's progress, please contact you child's teacher.

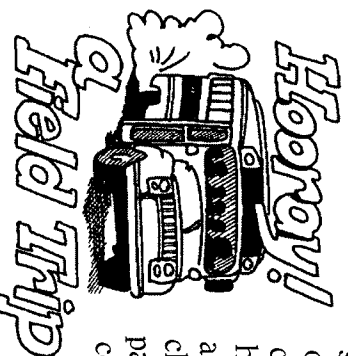
STUDENT ASSISTANCE AND GRADE LEVEL TEAM

Emerson is committed to meeting the educational, social, and emotional needs of all children. At times children may experience challenges in any one of these areas. To meet those needs, Emerson partners with Grant Wood Area Educational Agency (GWAEA) in using the Instructional Decision Making model (IDM). Teachers meet in grade level teams to discuss strategies that will help students who struggle. Each team has at least one of the GWAEA support staff, which includes psychologist, social worker, educational consultant, speech-language pathologist, occupational and physical therapist, and others. A supplemental or intensive plan is written for each student in need. Goals are established, specific strategies are identified, and data is collected to monitor progress. The parent/guardian is an integral part of this problem solving process. If for any reason your child is experiencing challenges in school, please feel free to contact, Kathy McVeigh, school counselor, or Cheryl Toppin, principal, to set up a time to meet with the grade level team.

Federal Section 504: Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Marion Independent School District has the obligation, under Section 504 to identify, evaluate, and, if the student is determined to be eligible, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. A 504 plan is a possible accommodation for a struggling student. The guidance counselor works closely with the grade level team and parents to determine eligibility for a 504 plan.

FIELD TRIPS

Periodically groups of students will leave the school grounds to go on school sponsored trips. It is usually an extension or enrichment of areas of interest previously covered in the classroom. At these times we must have parental permission. Parent permission for all such trips was given when you registered your child. If you are interested in volunteering to be part of these field trips, please do not hesitate to contact your child's teacher.



HOMEWORK

Homework assignments will be minimal. School work may be sent home if a student has been absent from school or for some reason has fallen behind in his/her work. This type of school work does not, however, replace the actual in-school attendance and classroom work that is vitally important for total pupil development.

At times, parents/guardians may request homework for their child/children. The teaching staff will always attempt to comply with these requests, however please be aware of the following guidelines:

1. Homework will be organized for the parent to pick up or to send home with a sister, brother, or neighborhood child. Requests for homework should be made prior to 10:00 a.m. in order for it to be ready to be sent home at dismissal time that day.
2. If leaving for a family trip, please attempt to inform the office and teacher a week in advance in order for teachers to have materials ready prior to the trip.



SCHOOL APPEARANCE

Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity, religious pictures or messages or reference to subversion are not appropriate. While the primary responsibility for appearance rests with the students and their parents/guardians, the administration reserves the right to judge what is proper and what is not.

Inappropriate clothing that should **not** be worn includes, but is not limited to: short shorts, halters, strapless garments, spaghetti strap shirts, ribbed undershirts, see through clothing, and clothes that expose the midriff. Some recommendations for dress are as follows:

1. Gym shoes to be worn for physical education classes.
2. Boots are to be worn in wet, muddy and/or snowy weather.
3. Light, appropriate clothing is encouraged for early fall and late spring school attendance when our weather is often hot and humid.
4. Facial tattoos are not allowed in school.

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

WINTER CLOTHING

During the school year, unless the windchill is zero degrees or below, students are given time to play outside daily. It is very important that they dress appropriately for recess periods. During the fall and winter season, all students should have boots to wear outside. In cold weather students should have the following items to wear: snowpants, gloves or mittens, hats and boots. If students are not dressed appropriately for the weather, they may have restricted play during recess.

INDOOR RECESS

In the event of inclement weather, students will remain in their home-rooms or go to the gym for recess. Inside play activities could include: playing quiet games at desks, tables, or chalkboards, talking quietly, reading, listening to tapes or records and working on puzzles.

SCHOOL PICTURES

All children will have pictures taken in the early fall. Parents may purchase pictures if they so desire. Picture packages must be paid for the day the pictures are taken. Make checks payable to Life-Touch. If you are not satisfied with your pictures, you may return all or part of them for a total or partial refund. Each child will receive a class composite free of charge.

PARTIES AT SCHOOL/PARTY INVITATIONS

There will be three organized class parties each year. These will be Halloween, a winter party and a Valentine's party. Parents are welcome to volunteer and/or attend their child's room party. Please contact your child's room parent for more information. We request treats be simple and nutritious and in a sealed store bought package. Treat examples include: fruit rolls, sealed cupcakes/donuts, cheese & cracker packages.

We ask that students do not bring party invitations to school to pass out to classmates unless the entire class will be involved. Parents are encouraged to send invitations through the mail instead of having the child bring them to school.

LOST ITEMS

Please mark all personal belongings with your child's full name (boots, mittens, hats, and coats) so articles can be returned to the proper owner. If an item is lost or found, please check with the office. All items that are not claimed at the end of the school year are distributed to an agency for the needy. The lost and found items will be located either in the school office or in the lower level hallway.

CARE OF SCHOOL PROPERTY/WANDALISM

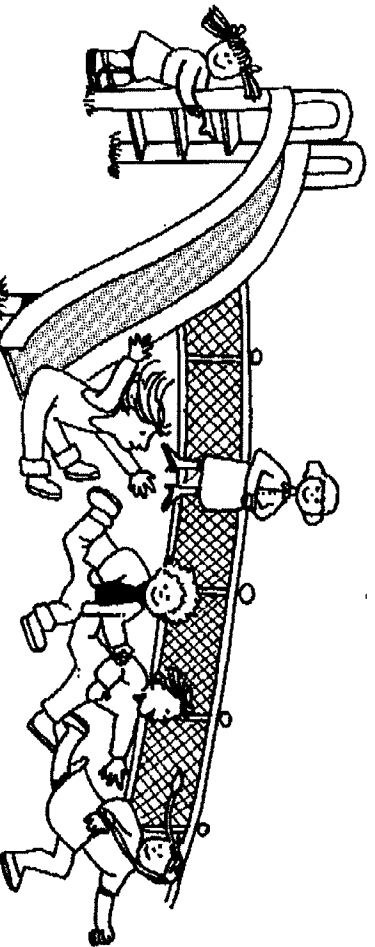
We at Emerson have the utmost respect for our school and the property around the school. Students are expected to treat the school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. Other measures with the local law enforcement agency could occur as well.

PLAYGROUND RULES

Emerson students are responsible for following the school-wide rules in school, out in the community on field trips, and on the playground. The following is a list of some of the specific playground rules:

1. Students are to stay in the designated playground area. Students must receive permission from the teacher on duty to leave the school grounds to retrieve a ball.
2. Students must stay a safe distance from the school building while playing such games as football, kickball, or soccer.
3. Only rubber or nerf type balls are allowed on the playground.
4. All students are expected to use appropriate "school language" on the playground.
5. All playground equipment should be used or played on properly.
 - a. Jump ropes are to be used for jump rope only.
 - b. The slide is for sliding. Use ladders and slide in a sitting position.
 - c. The monkey bars are to be used for hanging from by hands.
6. When playing team sports students must play according to game rules.
7. During the winter months, students may play in the snow but not on icy areas on the ground or the blacktop.

Students who do not follow these playground rules may temporarily lose their playground privileges.



ITEMS NOT ALLOWED AT SCHOOL

It is important that all students feel safe within our school. There are certain items that are dangerous or hazardous and may not be brought to school. Such things include roller blades, roller shoes, skateboards, toy or any facsimily of a gun, pocket knives, slingshots, matches, lighters, darts, and razors. If such items show up at school, they will immediately be taken from the child and parents will receive a telephone call from the building principal reporting the incident. In some cases, further disciplinary action could be taken. Parents may claim items personally from the principal's office. The bringing of items to school that could be considered a weapon, will be taken seriously and further district action could be taken based on the district weapon's policy. Electronic games, CD players, and trading cards should stay at home or be kept in school bag during school time. Cell phones must be turned off during the school day.

SCHOOL VISITATION

Parents are encouraged to visit school. It is suggested that you contact the office if you plan on visiting your child's classroom or eat lunch with your child. **It is extremely important that you sign in at the office and receive a visitor's badge to be worn while you are in the building.**

Children will not be allowed to visit school unless accompanied by a parent and with prior approval from the principal.



NOTICE TO PARENTS : CHAPTER 103

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: www.iowa.gov/educate.

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. 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.

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 further action may occur based upon the Marion Independent School District Weapon Policy.

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)

Please be aware that audio and video surveillance is in use at Emerson Elementary.

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

SUPPORT PROGRAMS AND SERVICES

Emerson Elementary School offers 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 10 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, General Music, Library, and Health:

A variety of programs are provided to enrich the student learning experience. Students meet with the instructors on scheduled days. An additional physical fitness opportunity, Alternative P.E., is offered for students who may need specific attention for a physical need. .

Elementary Guidance:

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

ELL (English Language Learners):

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

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 Plan:

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

HARASSMENT

Board Policy Number 407.04

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socio-economic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

Places the student in unreasonable 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; 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.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

Repeated remarks of a demeaning nature;

Implied or explicit threats concerning one's grades, achievements, property, etc.;

Demeaning jokes, stories, or activities directed at the student; and/or Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;

Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or

The conduct has the purpose of effect or substantially interfering with

the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to and including suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to and including termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to and including exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The immediate supervisor or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent in conjunction with the director of teaching & learning are responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluation the effectiveness of the policy in reducing bullying and harassment in the school district.

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

Inclusion in the student handbook;

Inclusion in the employee handbooks;

Inclusion in the registration materials; and/or

Inclusion on the school or school district's web site.

A copy shall be made to any person at the central administration office, 777 S. 15th Street, Marion, IA.

Exhibits:

104.E1 Anti-Bullying/Harassment Complaint Form

104.E2 Anti-Bullying/Harassment Witness Disclosure Form

104.E3 Disposition of Anti-Bullying/Harassment Complaint Form

ABUSE OF STUDENTS BY DISTRICT EMPLOYEES

An individual who has knowledge an employee has physically or sexually abused a student may immediately report it to the school district's Level I Investigator or alternate Level I Investigator.

Reports are directed to Cheryl Toppin, Level I Investigator at 1400 10th Ave. Marion, IA, or telephoning 377-0183, or Mike Murphy; at 2301 3rd Ave, Marion, IA, or telephoning 373-4766.

AFFIRMATIVE ACTION

The Marion Independent School district provides equal educational and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status or disability. Marion Independent School district shall take affirmative action in recruitment, appointment, assignment, and advancement of women and men, minorities and disabled. Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to Brian Bartz, 777 South 15th Street, Marion, Iowa, 52302. Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission in Des Moines, the director of Region VII office of the United States Equal Employment Opportunities Commission, or the director of the Region VII office of Civil Rights, United States Department of Education in Kansas City, Missouri.

**MULTICULTURAL AND NONGENDER EQUITY
EDUCATION OPPORTUNITY**

Enrolled children in the school district community shall have an equal opportunity for quality public education without discrimination regardless of their race, creed, sex, marital status, national origin, ability or disability.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, respect and appreciation for, the historical and contemporary society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to Cindy Cdiouf, Title IX Compliance Officer, 777 South 15th Street, Marion, Iowa, 377-1585.

HOMELESS

The Board of Directors of the Marion Independent School District is responsible for locating and identifying homeless children and youth who are "found" within the district. A "homeless child or youth of school age" is defined as one between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; living in a community shelter facility; or living with nonnuclear family members or friends who may not have legal guardianship over the child or youth of school age. The district shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services, and food and nutrition programs, on the same basis as those services and assistance are provided to resident pupils.

STUDENT DIRECTORY INFORMATION

Authorization for releasing student directory information is addressed in MISD Board Policy 505.E1. Parents have an opportunity to deny the release of directory information without their consent in a notice stating their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). This notice will be available annually during registration. Directory information includes, but is not limited to, the student's name and address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Marion Independent School District not to discriminate on the basis of race, creed, color, gender identity, sex, national origin, religion, age, marital status, sexual orientation, veteran status, 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 Cindy Cidouf, Director of Curriculum and Instruction, at 377-1585 Ext. 1106.

RELEASE OF PHOTOGRAPHS

During the school year there may be opportunities for your student's photograph to be used in various school-related ways. A limited release form is available during registration to indicate your permission or denial of this activity.

COMPLIANCE WITH CURRENT ASBESTOS REGULATIONS

In order to remain in compliance with current asbestos regulations governing schools, the district is required to give an annual notification to the staff, parents, and legal guardians of students in the Marion Independent School District of the presence of and the availability of the management plans for the district's asbestos program. Each building has an individual management plan for that particular building located in the central office at each facility for your review in addition to a master set for all district facilities located in the administration offices at 777 S. 15th Street. Should you want to know the locations and or the volume of asbestos in our buildings, this information is located in the management plans. Also included in these are past activities the district has taken to remove and or encapsulate the asbestos to maintain safety to all occupants. Regulations require that the district have a full inspection of our facilities every three years and periodic surveillance inspections every 6 months to insure that it is maintained in a non-hazardous condition. In addition to this, we have undergone two EPA audits and inspections in the last 10 years which have found that the district is in full compliance on its program. Activities that have occurred in the past year, in addition to our reinspections, gave been abatement of floor tile and thermal pipe insulation at the Marion High School, Starr Elementary, and Francis Marion Intermediate in preparation of construction activities that occurred over the last year. Should you have any questions, please call 377-4974.

EMERSON STAFF

Mrs. Cheryl ToppinPrincipal
 Mrs. Ann Oglesby Jr. Kindergarten
 Mr. Eric Hauschildt..... Kindergarten
 Mrs. Andie Paasch Kindergarten
 Mrs. Ann Godar 1st Grade
 TBA..... 1st Grade
 Mrs. Joyce Kuethe 2nd Grade
 Mrs. Ania Reisner 2nd Grade
 Mrs. Tracy Slaughter 3rd Grade
 Mrs. Brenda Clark..... 3rd Grade
 Mrs. Marcy Shie..... Learning Strategist
 Mrs. Amy Feeney..... Level II Special Ed
 Mrs. Jen O'Brien..... Level I Special Ed
 Mr. Corey Meth..... P.E.
 Mrs. Renee Meth..... Math Improvement
 TBA..... Reading Improvement
 Mrs. Michelle Walker Librarian
 Mrs. Michele Weisinger Art
 Mr. Larry Munson..... ELP
 TBA..... Vocal Music
 Mrs. Kathy McVeigh..... Counselor
 Mrs. Nancy Alderdyce Nurse
 Mrs. Joyce Folkman..... Secretary
 Mrs. Cathy Koepfen Media Aide
 Mrs. Teresa Miller..... Health Associate
 Mrs. Mary Brandhorst..... Sp. Ed Associate
 Ms. Jeanne Dennis Sp. Ed Associate
 Mrs. Shelly Fowler..... Sp. Ed Associate
 Mrs. Gerita Glade..... Sp. Ed Associate
 Mrs. Sheri Graewe Sp. Ed Associate
 Mrs. Pam Melick Sp. Ed Associate
 TBA..... Sp. Ed Associate
 Mrs. Lorrie Timmerman..... Sp. Ed Associate
 Mrs. Linda Garthwaite..... Custodian
 Mrs. Sheryl Young Food Service

HANDY PHONE NUMBERS

MARION INDEPENDENT SCHOOL DISTRICT

ADMINISTRATIVE OFFICE.....	377-1585
FRANCIS MARION INTERMEDIATE.....	373-4766
STARRY ELEMENTARY.....	377-4698
NURSE	377-7084
EMERSON ELEMENTARY.....	377-0183
VERNON MIDDLE SCHOOL.....	377-9401
MARION HIGH SCHOOL.....	377-9891
TRANSPORTATION SERVICES.....	377-0123

SCHOOL CLOSINGS WILL BE ANNOUNCED ON ALL LOCAL RADIO AND TELEVISION STATIONS.

