

Francis Marion Intermediate School

2018-2019

Family-Student Handbook

FMI Mission: For all students to learn, achieve and succeed at high levels.

Mike Murphy, Principal

Brenda Clark, School Improvement Coordinator

Tammy Fuller, Secretary

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Principal's Message

Welcome to Francis Marion Intermediate School!

I am glad you are here and hope as you enter this school you will catch the enthusiasm and bring a commitment to make this your best year ever! The Mission of our school is: "For all students to learn, achieve, and succeed at high levels." Our teachers, staff, and parents are dedicated to making this a quality school where all students feel they belong and experience success in their learning.

Please ask your parents to read through the school rules and regulations with you. Parents are also asked to sign their student's planner each school night.

This planner is designed to assist you in having a successful school year. It is something you will want to take care of and use all year long. It will be used to record your assignments, track long-term projects, and communicate with parents about homework. The goal for all students is to learn how to use this planner to keep track of assignments so that your homework is managed successfully. Replacement planners cost \$15.00 if available.

Surprise planner checks will be held throughout the year to see how well students are using their planners.

Best wishes for an enjoyable and successful school year. I look forward to working with you and anticipate your positive contributions to the Francis Marion Team.

MISD Vision Statement

All MISD learners believe in their power to embrace learning, to excel, and to own their future.

MISD Mission Statement

The MISD in partnership with parents and the community will create a safe environment where each learner is nurtured to become successful.

Francis Marion Vision Statement

FMI is characterized by a collaborative culture in which educators work in teams to take collective responsibility for helping all students learn at high levels.

Francis Marion Mission

“For all students to learn, achieve, and succeed at high levels.”

Marion Way Pledge

We pledge to respect one another, be safe and show integrity. We will care about each other and be good citizens. Above all else, we will take responsibility for our actions, in our quest to build a better you... and a better me.

Positive Behavioral Intervention and Supports

The PBiS program will continue to be an integral part of our behavior support plan for FMI students. Students will be learning and practicing what it means to be a person of character. Parent reinforcement at home is a must for this program to be successful. The PBiS traits are:

1. Respect
2. Responsibility
3. Safety
4. Integrity

Stop, Walk and Talk is our key phrase to help with initial conflicts. Most of our conflicts begin as play at the 3-4 level and using the word “Stop” is one strategy that all of our students will be taught to use and respect.

Francis Marion Staff

Principal

Mike Murphy

Secretary

Tammy Fuller

Counselor

Jamie Shields

Fourth Grade

Melissa Cannon
Paul Collins
Melanie Donohue
Jennifer Fairbanks
Katlyn Svare
Ann Wicke
Kelly Wilkinson

Art

Katrina Martin

Custodian

Tim Bowser
Michael Dittmar

Lunch Attendant

Diane Bowen

Health Associate

Linda Vermeersch

ELP

Jennifer Flieder

Reading Teacher

Renee Meth

Special Education Associates

Jamie Dunn
Traci Holland
Deb Grulkey
Leann Hill
Mattea Holmes

Library Associate

Rebecca Kramer

School Improvement Coordinator

Brenda Clark

Math Teacher

Sara Hoke

Third Grade

Nicki Burlage
Jason Dabroski
Cindy Gatrost
Becky Knudson
Cathy Miller
Janet Moeller
Lori Rogers

Media Specialist

Elizabeth Pearson

Technology

Stephanie Roberts

Music

Amanda Freese

Nurse

Nancy Alderdyce

Physical Education

Joe Fontenot

Special Education

Virginia Utsinger
Denise Holmes
Tyler Denton

Jeri Thompson
Cindy Johnson
Alyssa Kupka
Angel Chizek
Monica Stevens

The School Day

Starting time	8:25 a.m. (all students should be in building)
Breakfast served	8:00 a.m. to 8:25 a.m.
1st Bell rings	8:15 a.m.
Tardy bell rings	8:30 a.m. (all students should be in classroom)
3rd Grade Lunch	11:15 a.m. - 11:35 a.m.
4th Grade Lunch	11:40 a.m. - 12:00 p.m.
Dismissed	3:15 p.m.

Students should not arrive at school before 8:10 a.m. as this is when adult supervision begins on the playground. Students must remain outside until the 8:15 a.m. bell signals them to enter the building. When arriving before the first bell, students are to congregate on the south playground area instead of the front of the school.

Students eating breakfast at school should arrive at 8:00 a.m. and enter the building using the North gym door. Breakfast will not be served after 8:25 a.m. Students should not go outside to play if eating breakfast.

Early-Out days dismiss at 1:15 p.m. This is different from Starry and Longfellow.

Student Drop-Off and Pick-Up

When dropping off your student before school, vehicles should enter from 3rd Avenue and proceed slowly. Students should exit the vehicle by the playground blacktop area. Vehicles should not drive on the playground area in the morning. Vehicles then exit through the gate to School Street.

When picking up students after school, vehicles may park on the south side of 3rd Avenue. Additional parking is allowed on the playground blacktop after school beginning no earlier than 2:45 p.m. Please keep the bus lane open for our bus traffic. Do not load students in the street or driveway.

Students walking to school are reminded to respect our neighbors' property. Please do not cut through yards and always use the sidewalks.

Emergency Closing of School

There is the possibility of canceling school for the day or dismissing school early due to inclement weather throughout the year. This decision is made by the superintendent of schools and is announced on local television, radio stations, and posted on our website. Parents have the option of signing up for an email alert also. Children should be made aware of what they are to do in case of an unscheduled early dismissal or closing. Please make these arrangements with your child prior to the beginning of the school year and inform your child's teacher and the office.

Monthly Calendar

Please check the website for announcements. Our website also has a lunch schedule posted.

Absences & Attendance

Each day many parents are faced with a decision: should they 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 sometime difficult decision-

Student remains home if he/she:

- 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 it is necessary for your child to be absent please call 373-4766 between 7:30 a.m. and 8:30 a.m. The school will call the home of each absent student unless we receive a call. Whether the absence is excused or unexcused will be determined by office personnel. When a student needs to leave the building during school hours, parents are asked to report to the office to sign their student out. When students return, they just report back to the office and sign in.

Behavior Plan

The aim of the Francis Marion's behavior plan is to create and maintain a safe learning environment. We will assist students in developing personal pride in being responsible school citizens. The role of the Francis Marion community is to teach and model responsible decision-making. For maximum learning to take place all individuals shall have a right to a non-disruptive learning environment.

Philosophy

Appropriate behavior can and should be taught. All adults will be involved in teaching responsible behavior. Parents are responsible for their child's behavior.

Tardy

Students who are late arriving for class are considered tardy and must check-in at the office. The classroom teacher and office will determine whether to excuse the tardy or assign an unexcused tardy. Doctor's appointments are excused.

Common Goal Areas

1. During assemblies there will be a respectful atmosphere for visiting guests, performers, and speakers.
2. The Bus Zone is a place of safety and organization where everyone feels comfortable.
3. Restrooms are clean sanitary places where people practice good hygiene in a quiet and private atmosphere.
4. The Play Areas are safe, supervised places to play and socialize during school hours.
5. The Hallway is for safe, efficient travel using courteous behavior.
6. The Computer Lab is a place where helpful and respectful users care for technology equipment.
7. The Areas used before and after school will have a safe and respectful atmosphere.
8. The Lunchroom is a respectful place where people enjoy a healthy meal while participating in friendly conversation.

Specific rules for the Common Goal Areas are displayed throughout the building on posters and taught by staff.

Flag Salute

Each first period class will start the day with the salute to the flag. Religious requests will be honored.

Discipline Procedures

Generally speaking, the classroom teacher handles the discipline within his/her classroom. Discipline can take on many forms, but the key when dealing with young people requires having consistent and clearly described expectations with the understanding that consequences follow inappropriate behavior.

When teachers require a student to stay after school for longer than ten minutes for academic or disciplinary reasons, parents will be notified. If a student is unable to stay that day, the student is expected to stay the following day.

If any staff member desires or requires additional assistance with any disciplinary problem, he/she is to bring the student to the principal's attention, or call the Crisis Prevention Intervention (CPI) Team.

Alternative recess will be required for students who habitually break recess rules. The purpose of this recess is to separate disruptive students from the regular recess activity and replace it with a more structured setting where these students can practice appropriate ways to play. Students referred will be required to attend alternative recess a minimum of three days for their first offense.

Discipline Due Process

Some offenses for which a staff member may refer a student to the office are:

1. Possession or use of weapons (No guns, knives, weapons, or facsimiles are allowed on school grounds!)
2. Profanity or obscenity
3. Fighting
4. Deliberate and open defiance of authority (verbal or physical)
5. Inciting others towards violence or disobedience
6. Vandalism
7. Theft
8. Drugs or alcohol

Offenses can result in either in-school or out-of-school suspensions. In such a case, all regular class work will be required to be completed. The principal will follow the due process procedures in related situations as directed by board policies.

Ultimately, it is the responsibility of the student to demonstrate appropriate behavior.

Courtesy at Performances

We are looking forward to excellent special events and performances at Francis Marion. We share the responsibility with parents to teach children appropriate behavior at these activities. Inappropriate behaviors include: fighting, wrestling, arguing, and playing in hallways or restrooms.

At concerts, plays, or with special guest speakers:

1. Sit quietly so all can hear and see the performance.
2. Applaud in an appropriate manner.
3. Please do not whistle or call out loudly.
4. We ask that all parents help by setting good examples for our students.
- 5.

Dress Code

The primary responsibility for appearance rests with the students and their parents. The guide as to what to wear to school is in the form of a question: Will what I am wearing disrupt the learning environment? If the answer to this question is, “yes”, then the attire is inappropriate. Clothing or other apparel promoting products which are illegal for minors such as alcohol, tobacco, drugs, or clothing displaying obscene material, profanity, or reference to subversion are not appropriate. The administration reserves the right to judge what is proper and what is not.

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.

During cold weather, students will remain outside until 8:15 a.m. daily. Encourage your child to dress accordingly (rain or chill factors below zero are exceptions).

- Boots should be worn in wet, muddy, and/or snowy weather.
- If a student wants to play in the snow, boots and snow pants are required.
- Tennis shoes are required for physical education class.

Bicycles

Students are allowed to ride bicycles to school with parental permission. Safety rules should be stressed concerning bicycle usage. Bicycles are to be walked while on the school grounds and not used until dismissal. Bike locks and helmets are highly recommended. The school is not responsible for damaged or stolen property.

Skateboards, scooters, heelies, and roller blades are **NOT** allowed on school grounds due to the lack of storage space and safety reasons. If any such item is brought to school, it will be confiscated, and a parent will be asked to retrieve it.

Cell Phones

Students may not use cell phones during school hours without staff permission. MISD is not responsible for broken or stolen cell phones.

Electronic Devices

Electronic devices should not be brought to school unless it's for a school project and has been cleared with the teacher.

Respect of School Property

Textbooks are provided by the school district. Fines are charged for lost or damaged books.

Destruction or disfiguration of school property is unlawful and will be followed with an appropriate penalty. Students found marking on walls or desks will be expected to repair the damage or pay for replacement.

Church Night

Church activities represent an important part of a student's educational growth and development. Wednesday night of every week during the school year has been set aside as church night. Every attempt will be made to have all school related activities end no later than 6:00 p.m. on Wednesday evening.

Conferences & Evaluations

Parent/Teacher Conferences are scheduled for all parents twice during the school year. Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a child's progress. See school calendar for conference dates.

Parents will receive a report card covering their child's progress. Parents are asked to sign the back of the envelope and return the envelope to be used again.

Policy: Human Growth and Development

MISD 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 school nurse if they wish to review the curriculum. Contact the principal if you wish to excuse your child from human growth and development instruction.

Insurance

Specific information will be available on registration day. After that, please contact the office.

Lockers

Students are assigned a locker to keep personal property. Unannounced locker searches may take place and students may be present, when possible, during these inspections. There are no locks on the lockers.

Students are not authorized to open other students' lockers.

Students are to keep all books and supplies off the floor of the lockers. Keep your locker neat and orderly. No markings or stickers are to be placed on the lockers.

Do not bring large sums of money to school. Bring only what is needed for expenses. Also, do not bring valuables such as jewelry, trading cards, electronics, or other items of considerable value. If you find it necessary to bring any of the items mentioned, they should be checked in with your teacher or at the office until you are ready to leave at the end of the day. The school does not assume responsibility for lost or stolen items.

Lost & Found

A lost and found box is located near the main office. Please take all lost and found items to the office. We strongly recommend that student's first and last names be written on items belonging to the student. Items not claimed after two weeks will be donated to a charity.

Lunch Costs

Students use a “lunch card” for their meals. Below are expected prices for next year. Prices could change after this handbook goes to print. **For the safety of all of our students food is not to be shared by students or adults.**

Student Costs

Daily Breakfast	\$2.00	Reduced is \$0.30
Daily Lunch	\$2.80	Reduced is \$0.40
Milk	\$0.60	

Adult Costs

Breakfast	\$2.40
Lunch	\$3.80

Charging is permitted on a limited basis.

Health Services

A Health Associate is on duty from 8:15-3:15 daily. If your child is ill or injured, the following procedure will be followed:

1. Your child will be examined by the school nurse, health associate, or secretary.
2. Minor cuts, scrapes and injuries will be treated with first aid methods.
3. Students with more serious injuries will receive first aid and attempts will be made to contact parents or emergency contacts by phone.

When a student who is ill is sent to the nurse, his/her temperature will be taken and parents phoned if necessary.

If you leave a message on the answering machine between 4:00 p.m. and 8:00 a.m. you must identify your child's name, teacher, and the reason for the absence. The health department tracks illnesses, so please identify the illness when you call or we will return a call to obtain further information.

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 protocol 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 students 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.

Accident & Emergency Information

In the event of a serious accident or illness at school, the parents are called, and if necessary, emergency 911 is called. Please be sure to keep your student's health records and phone numbers updated so you can be reached in an emergency.

It is very important that you inform the school immediately of any change in your phone number, address, or information for your student's emergency contacts. Please notify the office in advance of a planned move from the district.

Please make certain anyone listed on your student's record as an emergency contact is willing to accept that responsibility.

Medication Procedures

For safety reasons, parents should transport all medication to and from school. Prescription medication brought to school with the student is to be given to the office upon arrival. A signed permission form must be included with the medication in order for medication to be administered. These forms can be picked up 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's name
6. Pharmacy's name

ONLY PROPERLY LABELED PRESCRIPTIONS WILL BE ADMINISTERED!

Please remind your child that he/she is responsible for asking for the medication at the appropriate time. Non-prescription medication, such as Tylenol, will be administered following the same procedure.

Communicable Diseases

Students ill with a communicable disease should be kept home until they are not contagious to others. Please inform the school nurse if you think your child has a communicable disease. If the illness is accompanied by a fever, your child should remain home until he/she is fever free for 24 hours.

Throughout the school year, parents may request that their child stay in from recess due to illness, injury, allergies, etc. We are concerned for our students' 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. Parental requests will be acknowledged for a maximum of one day. Anything beyond one day should be requested in writing from a physician.

Vision, Hearing, and Dental Screening

Annual hearing, vision and dental screenings may be provided during the school year. Parents will be notified of screening dates. Parents who do not wish to have their child screened need to notify the school in writing prior to the testing.

Please note, a parent or guardian of a child who is to be enrolled in a public school shall ensure the child is screened for vision impairment at least once before Kindergarten and again before enrollment in grade three. This is the parent or guardian responsibility.

Enrollment Policies

Prior to enrollment, the parent must provide the administration with a completed health and immunization certificate. Certificates may be obtained from the school health office.

Students who transfer to the district must meet the same requirements as those students who initially enroll in the district. In addition, permanent records from the prior school district are needed. A school registration fee will need to be paid when registering your student.

Open Enrollment

Parents/guardians considering the use of the open enrollment option to enroll their child in another public school district in Iowa should be aware of criteria and important dates for open enrollment. Parents/Guardians are responsible for transportation to and from school if their child has open enrolled.

If you need further assistance or have any questions, please call Brian Bartz, Marion Independent Business Manager or Stephanie Viner, Superintendent's Secretary (377-4691).

Parental Involvement and Volunteers

The Marion Independent School District believes that it is essential to have a strong partnership between families and schools, and that effective parental involvement is vital to the success of each student. The Francis Marion Staff welcomes and appreciates the involvement of parents. Parents desiring to volunteer or attend field trips must complete the MISD volunteer form and background check. Arrangement for field trips will be done by the classroom teacher. We may not be able to take all who volunteer and other child are not allowed to go on field trips.

TROOPS Parent Group

The Parent Group at FMI is called TROOPS, which meets once monthly in the FMI Media Center. The purpose of the group is to enhance the educational opportunities of our students. Fundraisers are organized with money earmarked for school projects/activities such as the Fall Fling, skating party for students, special field trips, performances, going to the symphony, etc. Information will be sent home with your student in the fall regarding how to become involved in TROOPS at FMI.

Chaperoning for SODA Activities

SODA (Students O.K. without Drugs and Alcohol) includes both 3rd and 4th graders. Each activity planned helps the students make a commitment to be drug and alcohol free.

Pets

Students are allowed to bring pets to school only with permission from their teacher(s). Pets should be brought to and from school by parents. Any animal brought to school must be housed in a proper cage, container, or restrained in such a way that it cannot harm anyone.

School Pictures

All students will have their pictures taken in the fall. Pictures may be purchased, however, payment must be made in advance. Price lists will be available well in advance of picture day. Spring pictures may also be offered.

Volunteer Opportunities – District Wide

There are various opportunities for involvement in the school district through service on advisory committees. Individual buildings as well as the school district as a whole have organizations and advisory groups. Booster Clubs are another way to volunteer for fine arts and athletics. If you are interested in learning more about the Athletic Boosters contact Corby Laube, Marion High School Activities Director for the Marion. 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 goals. 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 the SIAC please contact the office.

Video Surveillance

Audio and video surveillance is used throughout the school district in various building and grounds.

Visitors

All visitors must stop by the office and sign in. Parents are welcome to visit school and/or your child's classes during the school day. It would be most helpful if the classroom teacher could be notified before you visit at least one day in advance. We ask that you limit your visit to one hour.

Special Services

The following special services are available to students in the Marion Independent School District:

1. Educational Consultants
2. Hearing and Vision Screening (limited)
3. School Counselor
4. Special Education
5. Speech Therapy
6. Social Worker
7. School Psychologist
8. Resource Room
9. ELP (Extended Learning Program)

Support services are available to assist teachers and parents when concerns arise with a student's educational progress.

These services are available for all students through teacher or parent request. Working together, we can provide the best education possible for all of our children. At some time during the year, it may be beneficial for teachers and parents to request the help of these trained staff. Your written permission is needed for some services.

Disaster/Safety Drills

The school will practice tornado (severe weather), fire, and lock down drills throughout the school year. In the event of a Duane Arnold Nuclear Plant Disaster, FMI's relocation center is Mount Vernon Middle School in Mount Vernon, Iowa.

Concerns

If you have a concern 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.

Counseling Service/At-Risk

Counseling services are available to assist all students with personal or social problems. The counselor also provides guidance in educational and vocational planning. Please feel free to talk to the counselor whenever an occasion arises. Appointments may be made by calling or stopping by the office.

Statement Regarding The 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 lack a fixed, regular and adequate nighttime residence and includes a child or youth living on the street, in a car, tent, abandoned building or some other form of shelter not designed as a permanent home; living in a community shelter facility; or living with non-nuclear 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 Records

Student records are to be used to promote the welfare of the student. Access to student records shall be to authorized persons only as stated in the MISD Policy Titled, "Student Record Access," Code No. 506.1.

A student's parents and appropriate school personnel have the right to view student records. Persons other than appropriate school personnel may view or obtain copies of student records only upon written consent, upon court order or legally issued subpoena.

Parents or legal guardians may challenge the content of these records to correct or amend alleged inaccuracies. Please call the counseling office if you have questions or concerns.

“Student Directory Information” may be released without the consent of parents. Parents have an opportunity to deny the release of directory information. Call the school office at 373-4766 if you would like more information.

Testing

A state assessment will be given every year. Currently, this is called Iowa Assessments.

Internet

Students have access to the MISD server, which includes Internet access. Only closely supervised Internet sites are to be used by students. Each student must have a signed parental consent form to be allowed to use the internet. These forms are available at registration along with a copy of the district’s Acceptable Use Policy.

Multicultural and Non-Sexist Equity Education Opportunity: Board Policy

Enrolled children in the school district community shall have an equal opportunity for a quality public education without discrimination regardless of their race, color, gender, national origin, religion, creed, marital status, 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 contributions of diverse cultural groups as well as men and women to 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 the Multicultural and Non-Sexist Equity Education Opportunity shall be directed to Janelle Brouwer, Title IX Compliance Officer, MISD Administrative Offices, 777 S. 15th Street, Marion, IA 52302.

Affirmative Action: Board Policy

The Marion Independent School District extends equal opportunities in employment practices, educational programs and services and does not discriminate on the basis of color, gender, race, national origin, religion, creed, age, sexual orientation, gender identity, disability or as otherwise prohibited by law. For more information about this policy or to learn about the complaint procedure, please contact Brian Bartz, EEO/AA Coordinator at (319) 377-4691; Marion Independent School District, Administrative Offices, 777 S. 15th Street, Marion, IA 52302.

Parents Right to Know

Parents have the right to know the qualifications of their child’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 highly qualified.

Equity Statement

It is the policy of the Marion Independent School District not to discriminate on the basis of race, creed, color, gender identity, national origin, religion, marital status, sexual orientation, gender, socioeconomic 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 Brian Bartz, (319) 377-4691; Marion Independent School District, Administrative Offices, 777 S. 15th Street, Marion, IA 52302.

Discrimination Prohibited: 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.

Compliance with Current Asbestos Regulations

In order to remain in compliance with current asbestos regulations governing schools, MISD is required to give an annual notification to staff, parents, and legal guardians of students in the Marion Independent School District of the presence of and the availability of the management plan for each particular building. Plans are located in the Administrative Offices at 777 S. 15th Street, Marion, IA. 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 previous 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 asbestos is maintained in a non-hazardous condition. In addition, we have undergone E.P.A. audits and inspections in the last ten years, which have found that the district is in full compliance with the program. Activities that have occurred in the past, in addition to our re-inspection, have been abatement of floor tile and thermal pipe insulation at Marion High School, Starry Elementary, and Francis Marion Intermediate in preparation of construction activities that have previously occurred. Should you have any questions please contact Ken Cook, Director of Operations, at 377-4974.

Notice to Parents: Chapter 103

Notice: Corporal Punishment, Restraint, 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 website: www.iowa.gov/educate.

Abuse of Students by School District Employees: Board Policy

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

An individual who has knowledge that an employee has physically or sexually abused a student must immediately report to the district Level I investigator or Alternate Level I Investigator. Reports are directed to Nicole Harmer, Level I Investigator, at 777 South 15th St., Marion, IA 52302 at (319) 377-9401 and Alternate Level I Investigator, Mike Murphy, at 2301 3rd Avenue, Marion, IA 52302 at (319) 373-4766.

Bullying Definition

Bullying is intentionally aggressive behavior that 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 repeated over a period of time.

Harassment: Board Policy

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 in 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 being banned 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 means 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 to effect or substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational 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, 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 evaluating 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 website.

A copy shall be made to any requesting person at the MISD Central Administrative Office, 777 S. 15th Street, Marion, IA 52302.

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

[104.E1](#) Anti-Bullying/Harassment Complaint Form

[104.E2](#) Anti-Bullying/Harassment Witness Disclosure Form

[104.E3](#) Disposition of Anti-Bullying/Harassment Complaint Form

****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***

Latex Balloons

Latex (rubber) is a substance that can have an immediate or life-threatening impact when a person is exposed. For the safety of our students, staff and the general public who use our buildings, the district is not 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. No balloons or flowers will be delivered until the end of the day. No balloons or flowers will be allowed on the bus.

