

Annual Notice

of the

Marion Independent School District

Updated July 2026

Marion Independent School District
777 S. 15th Street, Marion, Iowa 52302
Telephone: (319)377-4691 Fax: (319) 377-4692

BOARD OF EDUCATION
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Carl Lantermans, Vice-President
Denise Allison, Director
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SUPERINTENDENT
Janelle Brouwer

Dear Marion Independent School District Families,

Welcome to the start of the 2026-2027 school year. The mission at MISD is to '*Foster a community of learners in developing the knowledge and skills to be Future Ready*'. At MISD, we believe that being Future Ready means that one is prepared for the 'next steps'. For a preschool child this includes building skills in appropriate peer interaction, patience and turn-taking, and pre-academic readiness in preparation for kindergarten. For a 4th grade student this includes expanding the skills of reading to learn, citing evidence to support a claim, and identifying multiple solutions to tackle a problem in preparation for the skills expected of a 5th grade student. For a Senior preparing to graduate, this includes applying deductive reasoning to grapple with multiple sources of data, considering opportunities to contribute in one's community, and solidifying a plan for post-secondary learning and career preferences. We recognize that preparing students to be Future Ready requires effective partnerships to include the student, parents/guardians, and school as well as the larger Marion community. Thank you for your partnership in supporting student success!

Please review the attached MISD Annual Notices, as it includes important district policies and procedures. In addition, all MISD Board policies are available on our district website. You are also encouraged to stay connected through district and school websites as well as social media sites to include FaceBook and Instagram.

Parent and family involvement is essential in supporting positive academic, social, emotional, and behavioral learning outcomes for students. We invite you to join us as an active and essential partner in the education of your child(ren). Each child's academic and personal success rests with all of us. On behalf of the Board of Education, administration, and staff, we welcome all of our MISD students and families. We look forward to beginning another year, supporting each student in their endeavors to Own their Future!

Sincerely,

Janelle Brouwer, Superintendent
Marion Independent School District

Contact Numbers
General Information:

MISD District Office…….. 319-377-4691
Business Office……..…….319-377-4691 x 1102
Fax ……...319-377-4692
District Nurse Lindsey Eagle……..319-377-4691 x 1137
Director of Technology Peggy Murphy……319-377-4691 x 4477
Director of Operations Robert Scott .....…..319-377-4691 x7912
Assistant Director of Operations (Transportation) Henry Martinson ……..…319-377-4691 x 7910

Building Information:

Parkview Elementary School……. 319-377-4698
Principal Chad Zrudsky Ext 2204
Longfellow Elementary School..... 319-377-0183
Principal Nicole Harmer Ext 3301
Francis Marion Intermediate ...319-373-4766
Principal Tara Tolly Ext 5115
Vernon Middle School.....319-377-9401
Principal Phil Cochran Ext 4401
Marion High School.....319-377-9891
Principal Greg Semler Ext 1125
Marion Home School…….319-373-9209
Director Trent Jeffrey Ext 8801

STAFF DIRECTORY

Staff member contact information can be located on our Staff Directory**.**

District Website www.marion-isd.org

If you wish to call about any situation regarding your child, the classroom, or his/her teacher, please call the school and ask to speak with the teacher; if additional help is needed, please call the school office and discuss your concerns with your child's principal.

Emergency Closing of Schools

MISD will notify the general public whenever the school is to be closed because of inclement weather conditions or evacuation situations. If our schools are to be closed, the announcement will be made through our text/email communication system, which is connected to the emergency contact information you provide in Powerschool. Additionally, information will be posted on the district and building websites.

Additionally, the announcement of an emergency closing will be broadcast over the following stations between 6 and 8 a.m.
KCRG-TV 9 KGAN TV 2 KWWL TV 7
Whenever you are in doubt about school being open, you are urged to tune into one of these stations.

Parents, guardians, and community members who have concerns about the public school district or the governing Board may access the Iowa Department of Education's website for guidance regarding next steps using the following url: https://educate.iowa.gov/pk-12/parent-guardian-community-concerns

Preschool and Kindergarten Eligibility

To be eligible to enter Preschool, a child must be four years old on or before Sept 15th of that school year. To be eligible to enter kindergarten, a child must be five years old on or before Sept. 15th of that school year. Parents with children of kindergarten age who have recently moved into the community are requested to contact the school immediately for registration.

Absences

Parents/guardians are asked to notify the school if your child is absent. Parent messages may be left 24 hours a day. Because of safety concerns, phone calls will be made to parents of all absent students not called in by a parent. Contact the school office to report your child's absence and related symptoms and contact your medical provider.

Fee Waiver

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), or who are in foster care are eligible to have their student fees waived or partially waived. Contact your school secretary for a waiver form. This waiver does not carry over from year to year and must be **COMPLETED ANNUALLY.** View FAQ

HealthScreenings and Requirements

The Iowa Dept. of Public Health (IDPH) and The Dept. of Human Services (DHS) are in the process of merging to form Iowa Health and Human Services (Iowa HHS), for more information visit: Student Health Requirements for Schools | Department of Education

Schools serve as a critical partner in ensuring students are healthy and ready to learn. When students are identified who may have barriers to learning, it is important to link students and their parents or guardians with available services to provide the best opportunity for the student to succeed.

In Iowa, there are four health screening programs regulated by the state and implemented by the schools: immunization, dental, vision and blood lead. The 2018 legislative session considered action in response to concerns raised by schools regarding the burden experienced in carrying out various student health screening requirements. After considering input from various interest groups, the legislature passed Senate File (SF) 475. SF475 directed the Iowa Departments of Public Health (IDPH) and Education (IDOE) to convene a work group to study the student health screening programs.

As a result of this work group, the IDPH released guidelines for schools to use in regards to follow-up for required student health screenings. These guidelines specify the most reasonable number of attempts school staff should make when communicating with parents or guardians regarding the collection of results for the required four health screenings.

Immunizations: On the first day of school a Certificate of Immunization, Certification of Immunization Exemption or Provisional Certificate of Immunization must be on file with the school the child will attend. Students not meeting immunization requirements shall be excluded from school until a completed certificate of immunization is submitted. It is the duty of the school's admitting official to deny enrollment to any student without proper evidence to meet immunization requirements. (See 641 IAC – Chapter 7) Further information is available at: Immunization | Health & Human Services or if you have questions regarding this change contact the Immunization Program at 1-800-831-6293.

Meningococcal Requirements: Per the Iowa Immunization Law, the Meningococcal (A,C,W,Y) vaccine is required for all students enrolling in 7th and 12th grades in addition to previous vaccination requirements. *Students entering 7th grade (born after Sept. 15, 2004), are required to have one dose of meningococcal vaccine (after the age of 10) to enter school *Students entering 12th grade (born after Sept. 15, 1999), are required to have two doses of meningococcal vaccine to enter school, or one dose if received when the student was 16 years of age or older. There is no grace/extension period for this requirement for students in 7th grade; the law requires 7th grade students to be excluded from school if they have not received the immunization by the first day of school. 12th grade students have a 90 day provisional period of time to receive their vaccine. Please contact your healthcare provider as soon as possible to schedule these vaccinations.

Pertussis "whooping cough" Requirements: Iowa HHS requires a one-time ADDITIONAL booster dose of Tdap vaccine for ALL students entering 7th grade and above, if born on or after September 15, 2000; regardless of the interval since the last tetanus/diphtheria containing vaccine. The vaccine can be given after the age of 10. Students who do not receive the Tdap booster vaccine may be held from school in August unless there is a religious or medical exemption form completed as required. If your child has not received this vaccination, contact your healthcare provider as soon as possible to schedule an appointment.

Lead Screenings Requirments Parents must show children entering kindergarten have been tested for dangerous levels of lead in their blood. High levels can cause learning disabilities. To learn more about childhood lead poisoning prevention & testing, visit: Blood Lead Testing - Schools/Providers | Health & Human Services.

Dental Screenings Requirments: Parents of children entering kindergarten and the 9th grade must show their children have received a screening for dental disease. For those who do not return dental forms, a dental screening may be done by a licensed dentist, dental hygienist, physician, physician assistant, RN or ARNP. Parents will be informed ahead of time and given a chance to refuse to have their child screened or "opt out." Active written consent is not required for the dental screen. No child will be prevented from attending

school without proof of this testing and screening. If families have difficulty meeting the requirements, the local public health will provide assistance to ensure the screenings are obtained. Iowa HHS encourages parents to contact their health provider to check their child's records and make appointments if necessary. For more information on dental screenings, visit: School Dental Screening Requirement | Health & Human Services.

Vision Screening Requirements: It is a requirement that every student entering kindergarten and 3rd grade has a certificate of vision screening. The child must have a vision screening performed no earlier than one year prior to the date of enrollment and no later than six months after the date of the child's enrollment. The screening may be conducted by a physician, advanced nurse practitioner, physician assistant, local public health department, public or accredited nonpublic school, community based organization, free clinic, or child care center. A comprehensive eye exam by an ophthalmologist or optometrist also meets the requirement of a vision screening; it is not a requirement to have a full comprehensive exam. Please have the Certificate of Vision Screening form completed and a copy returned to school by the start of the year. For more information contact your school nurse directly.

REQUIRED PUBLIC NOTICE
DEDICATED TO GIVING PUBLIC NOTICE OF SEVERAL
LEGAL RIGHTS AVAILABLE TO STUDENTS & PUBLIC

If you have questions concerning any of this information, please contact the Office of the Superintendent at 319-377-4691. All Board Policies, in their entirety, are available on our website: www.marion-isd.org.

Protection of Pupil Rights

The Protection of Pupil Rights Amendment [PPRA] affords parents certain rights regarding a school district's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following eight protected areas:
    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or parents; or
    8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
    1. Any other protected information survey;
    2. Certain physical exams except for those permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing purposes or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
    1. Protected information student surveys;
    2. Instruments used to collect personal information for any of the above purposes; and
    3. Instructional material used as part of the educational curriculum.

Any parent objecting to student participation in district-approved surveys must ANNUALLY file a written objection with the office of the principal of the school. Any parent wishing to review any protected information may submit a written request to the Superintendent's Office. Surveys, questionnaires, and study proposals submitted to the District from outside organizations or individuals must be referred to the superintendent for review, recommendation, and coordination.
Read the full amendment at https://studentprivacy.ed.gov/sites/default/files/resource_document/file/20-0379.PPRA_508.pdf

Parent/Guardian Rights

Every Student Succeeds Act (ESSA) Parents/guardians of students receiving Title One services in the Marion IndependentSchool District have the right to learn about the following qualifications of their child's teacher including: state licensure requirements for the grade level and content areas taught; the current licensing status; and baccalaureate or graduate certification/degree; and whether the child is provided services by a paraprofessional and, if so, his/her qualifications. Parents/guardians may request this information by contacting the Superintendent's Office. Notification to parents with Title One students will automatically occur should a child be taught for four or more consecutive weeks by a teacher who is not highly qualified.

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 website.

Healthy Kids Act

The purpose of the Healthy Kids Act is to establish physical activity requirements for students and to establish nutritional content standards for food and beverages sold on school grounds during the school day. School districts must ensure that every kindergarten through fifth-grade student has 30 minutes a day of physical activity and every 6th-12th grade student has 120 minutes per week of physical activity. Physical activity will be defined in department rules and can include physical education classes, recess, interscholastic activities, school activities, and non-school activities. The law requires that we monitor how students fulfill this requirement. This law also requires every student, by the end of 12th grade, to complete a course that leads to cardiopulmonary resuscitation (CPR) certification. The law exempts students unable to physically manage the course. If you have any questions about the Healthy Kids Act, please contact your building principal.

Human Growth And Development Curriculum

Parents are free to inspect instructional materials prior to their use in the classroom. Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activities or study. (Iowa Code 279.50)

Post Secondary Enrollment
Marion High School Handbook

The Post-Secondary Enrollment Options Act allows 11th and 12th grade students who are in "good standing" to enroll part time in an eligible community college, state university, or private college/university. Students can enroll in one or more classes if they are proficient in math, reading and science on the Iowa Assessments. Marion Independent School District will pay fees up to $250 per course. Permission to take these courses must go through the High School. If a student receives below a C, he/she will be charged $250. The students and families are responsible for transportation. Underclassmen who qualify for the Talented and Gifted Program are allowed to take advantage of Talented and Gifted learning opportunities prior to their 11th grade year. Additional information is available through the High School Counseling Office.

Special Education

Services are available in the Marion Independent School District for students who have special education needs. Special classes, resource rooms, and other services are offered for children with learning disabilities, emotional and mental disabilities, visual impairment, hearing and speech impairments, and/or physical or occupational therapy needs. Parents of children with special educational needs between the ages of 3 through 21 years of age may obtain additional information from the Director of Special Education, Gretchen Kriegel at 377-4691, ext. 1100.

Open Enrollment

Parents/guardians making use of the open enrollment option to request enrollment of their children in another public school district in the state of Iowa should be aware of the following: Iowa open enrollment applications for grades 1–12 are due by March 1 of the preceding school year, while kindergarten applications are due by September 1. Transportation shall NOT be provided to students who enter the District under the Open Enrollment Law of 1989 as amended, unless transportation is required by law. The District has the right to assign an attendance center for an open enrollment student. Parents should be aware that open enrollment will result in a 140 calendar day wait period before participation in varsity athletic eligibility. Forms may be obtained on the district website. Complete information is available on line from the Department of Education; https://educate.iowa.gov/pk-12/educational-choice/open-enrollment

Board Policy 102 Equal Educational Opportunity

It is the goal of the Board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same education opportunity.

It is the policy of the Marion Independent School District to not discriminate in its educational programs, activities and employment practices on the basis of race, color, national origin, sex, disability, religion, creed, sexual orientation, age (for employment), actual or potential parental, family, or marital status (for programs). The belief in equal educational opportunity serves as a guide for the Board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. The District has established grievance procedures for processing complaints of discrimination. If you have questions or a grievance related to this policy or for information about the district's grievance procedures please contact:

- Equity Coordinator (for employment), Janelle Brouwer, Superintendent, 777 South 15th Street, Marion Iowa, 52302, 319-377-4691 jbrouwer@marion-isd.org

- Equity and Title IX Coordinator (for programs), Gretchen Kriegel, Assistant Superintendent, 777 South 15th Street, Marion Iowa, 52302, 319-377-4691 gkriegel@marion-isd.org

The Marion Independent School District is dedicated to supporting equity and the success of each child. We recognize we are a community of different cultures and identities, and we will promote an environment where all feel welcomed and can thrive. The District and its employees will foster a community where everyone belongs, will treat others with dignity and respect, and will encourage our community partners to do the same.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Inquiries by students regarding compliance with equal educational opportunity and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Marion Independent School District, Marion, Iowa 52302; or by telephoning 319-377-4691.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Office of Civil Rights, U.S. Department of Education, Cesar E. Chaves Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, (303)844-5695 FAX: (303) 844-4303, TDD: (800) 877-8339, Email: OCR.Denver@ed.gov, the Iowa Civil Rights Commissioner, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270, https://icrc.iowa.gov, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Revised: July 20, 2026

Exhibit 102.E1 Notice of Nondiscrimination

The Marion Independent School District offers career and technical programs in the following areas of study: Agricultural Science, Business, Finance, Marketing, Health Science, Human Services - Family and Consumer Science, Industrial Technology - Construction Trades.

It is the policy of the Marion Independent School District to not discriminate in its educational programs, activities and employment practices on the basis of race, color, national origin, sex, disability, religion, creed, sexual orientation, age (for employment), actual or potential parental, family, or marital status (for programs). Additionally, the MISD does not discriminate in its education programs and activities, employment opportunities, or accommodations pursuant to Title IX, Section 504, and Title II, and on a continuous basis, reflects this policy in announcements, employment application forms, district policy, registration materials and student handbooks. The District has established grievance procedures for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact: Equity Coordinator (for employment), Janelle Brouwer, Superintendent, 777 South 15th Street, Marion Iowa, 52302, 319-377-4691 jbrouwer@marion-isd.org or Equity and Title IX Coordinator (for programs), Gretchen Kriegel, Assistant Superintendent, 777 South 15th Street, Marion Iowa, 52302, 319-377-4691 gkriegel@marion-isd.org.

The Marion Independent School District is dedicated to supporting equity and the success of each child. We recognize we are a community of different cultures and identities, and we will promote an environment where all feel welcomed and can thrive. The District and its employees will foster a community where everyone belongs, will treat others with dignity and respect, and will encourage our community partners to do the same.

Revised: July 20, 2026

Exhibit 102.E3 Section 504 Student and Parental Rights

The Marion Independent School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of The Marion Independent School District to not discriminate in its educational programs, activities and employment practices on the basis of race, color, national origin, sex, disability, religion, creed, sexual orientation, age (for employment), actual or

potential parental, family, or marital status (for programs). There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy or for information about the district's grievance procedures please contact Gretchen Kriegel, 777 S 15th St, Marion, IA 52302, gkriegel@marion-isd.org.

Revised: July 20, 2026

Board Policy 104 Anti-Bullying/Anti-Harassment

The Marion Independent School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student. Formal complaints and informal reports of conduct constituting sexual harassment will be referred to the Title IX Coordinator and will be governed by the provisions of Regulation 102.R2.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Retaliation Prohibited. Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in an investigation is prohibited. Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

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

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions: (1) Places the individual in reasonable fear of harm to the individual's person or property. (2) Has a substantial detrimental effect on the individual's physical or mental health. (3) Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Publication of Policy. The board will annually publish this policy. The policy may be publicized by the following means inclusion in: the student handbook, the employee handbook, the registration materials, the school or school district's website.

Revised: August 11, 2025

Board Policy 402.2 Child Abuse Reporting

In compliance with state law and to provide protection to victims of child abuse, the Board believes incidents of alleged child abuse should be reported to the proper authorities. All licensed school employees, teachers, coaches, Para educators, and all school employees 18 years of age or older are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous three years. Once the training course has been taken, the

certificate will remain valid for three years. Employees who have taken the training course will take the one hour follow up training course every three years and prior to the expiration of their certificate.

Revised: July 15, 2025

Board Policy 403.4 Hazardous Chemical Disclosure

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

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

Employees who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals with which they will be working as part of the instructional program.

Revised: March 20, 2023

Board Policy 500 Objective for Equal Educational Opportunities for Students

This series of the Board policy manual is devoted to the Board's goals and objectives for assisting the students of the school district in obtaining an education. Each student will have an opportunity to obtain an education in compliance with the policies in this series.

It is the goal of the Board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In doing so, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The Board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex, marital status, creed, national origin, religion, sexual orientation, age, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socio-economic status or familial status. This concept of equal educational opportunity serves as a guide for the Board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and setting policy regulations affecting students.

In the delivery of the education program, students will treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district, while on school owned and/or operated school or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual means the legal parents, the legal guardian or custodian of a student, and students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed by writing to the Equity and Title IX Coordinator, the Assistant Superintendent, or the Affirmative Action Coordinator, the Superintendent, 777 S. 15th St, Marion Independent School District, Marion, Iowa 52302 ; or by telephoning 377-4691.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education 601 East 12th St Rm 353, Kansas City, MO. 64106 (800) 268-1019 http://www.state.ia.us/government/crc/index.html or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

Revised: 2/9/2026

Board Policy 501.9 Chronic Absenteeism and Truancy

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

Chronic absenteeism/absences means any absence from school for more than 10% of the days in the grading period as established by the district (5 days in a 45 day grading period or quarter at the 5-12 grade levels, 9 days in a 90 day grading period or semester at the K-4 grade levels), totaled cumulatively for the year at the end of the second, third and fourth quarter/second semester grading periods.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least 20% of the days in the grading period as established by the district (9 days in a 45 day grading period or quarter at the 5-12 grade levels, 18 days in a 90

day grading period or semester at the K-4 grade levels), totaled cumulatively for the year at the end of the second, third and fourth quarter/second semester grading periods.
Truancy does not apply to the following students who:

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving qualifying religious instruction in accordance with relevant laws;
- are unable to attend school due to legitimate medical reasons (absences of five or more consecutive days due to illness require a doctor's note absences in excess of five days during the school year may require a doctor's note or verification from the district nurse);
- has an individualized education program that affects the child's attendance;
- has a plan under Section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending a private college preparatory school accredited or probationally accredited;
- are excused under Iowa Code §299.22; or
- are exempt under Iowa Code §299.24.
- are a military applicant undergoing military entrance processing;
- are engaged in military service; are traveling to attend a funeral; or
- are traveling to attend a wedding.

Evidence may be shown in written or verbal communications with the building level administration. Reasonable travel time will be afforded for engaging in the exceptions listed above. Students are subject to disciplinary action for truancy including but not limited to supervised study hall, detention, suspension, and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to supervised study hall or suspension as a disciplinary action for truancy unless the goals and objectives of the student's Individualized Education Program are capable of being met.

Revised: August 11, 2025

501.15 Open Enrollment Transfers- Procedures as a Receiving District

The school district will participate in open enrollment as a receiving district. As a receiving district, the Board will allow nonresident students, who meet the legal requirements, to open enroll into the school district. The Board will have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

The superintendent will approve all timely filed applications by June 1; incoming kindergarten applications; good cause applications, and continuation of an educational program applications filed by September 1. The Board will take action on all applications where insufficient classroom or program space exists.

The superintendent will notify the sending school district and parents within five days of the school district's action to approve or deny the open enrollment request.

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the Board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met. The district reserves the right to deny continued open enrollment to any students who meet the definition of truant. The district will notify the truant student's parent or guardian and district of residence of the decision to deny enrollment in the future in accordance with applicable laws.

Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. The Board, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts. Other open enrollment requests into the school district are considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

Students in grades nine through twelve open enrolling into the school district will be eligible for participation in interscholastic athletics, at the varsity level, in accordance with applicable law.

Parents of students whose open enrollment requests are approved by the superintendent or the Board are responsible for providing transportation to and from the receiving school district without reimbursement. The Board will not approve transportation into the sending district.

An open enrollment request into the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district will determine whether the program is appropriate. The special education student will remain in the sending district until the final determination is made. For children requiring special education, the receiving district will complete and provide to the resident district the documentation needed to seek Medicaid reimbursement for eligible services.

The policies of the school district will apply to students attending the school district under open enrollment.

Revised: July 8, 2024

Board Policy 501.16 Homeless Children and Youth

The Marion Independent School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term homeless “children and youth” is defined as an individual who lacks a fixed, regular and adequate nighttime residence. The term includes:

- Children and youth who are:
    - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled up”);
    - Living in motels, hotels, or camping grounds due to lack of alternative adequate accommodations;
    - Living in emergency or transitional shelters; or
    - Abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall:

- Designate MISD Social Worker as the local homeless children and youth liaison 319-377-4691;
- Provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
- Remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
- Ensure collaboration and coordination with other service providers;
- Ensure transportation is provided in accordance with legal requirements;
- Provide school stability in school assignment according to the child’s best interests;
- Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth’s living situation;
- Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
- Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

Revised: November 11, 2024

Board Policy 502.6 Weapons in School

The Board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or look-alikes will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the Board are exempt from this policy. Students and individuals approved in writing by the Superintendent who are actively engaging in a school district approved firearms safety course, hunter education course or shooting sports activity are exempt from this policy. The superintendent will communicate with law enforcement relevant exemptions to this policy as appropriate.

Revised: July 8, 2024

Board Policy 502.8 Search and Seizure

School district property is held in public trust by the Board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used

for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials.
The Board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.
It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

Reviewed: November 11, 2024

Board Policy 503.3 Fees, Fines, Charges
The Board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.
The Superintendent shall inform the board of the dollar amount to be charged to students or others for fines, charges or fees annually.
Parents of students meeting specific financial eligibility standards shall be eligible for a waiver of student fees or a reduction of student fees. Parents must complete the necessary form to request the waiver of fees or the reduction of fees.

Reviewed: November 11, 2024

Board Policy 503.4 Good Conduct Rule
Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.
Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year whether at or away from school. Students who wish to have the privilege of participating in school extracurricular activities and other school-sponsored activities, must conduct themselves in accordance with Board policy and must refrain from activities which are illegal, immoral or unhealthy.
Students disciplined under the good conduct rule shall receive appropriate due process in concert with the nature of the misconduct. It shall be the responsibility of the principal to maintain a record of violations of the good conduct policy and supporting administrative regulations.
Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Reviewed: November 11, 2024

Board Policy 503.5 Use of Physical Force
The use of corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools. Corporal punishment is defined as the intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from any of the following which are not considered corporal punishment:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
    - Quelling a disturbance or preventing an act that threatens physical harm to any person.
    - Obtaining possession of a weapon or other dangerous object within a pupil's student's control.
    - Self-defense or defense of others as provided for in Iowa Code section 704.3.
    - Protection of property as provided for in Iowa Code section 704.4 or 704.5.
    - Removing a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
    - Protecting a student from the self-infliction of harm.
    - Protecting the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

Mechanical restraint means the use of a device as a means of restricting a student's freedom of movement. Mechanical restraint does not mean a device used by a trained individual for specific approved therapeutic or safety purposes for which the device was designed and, if applicable, prescribed, including restraints for medical immobilization, adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without use of such devices or mechanical supports; and vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.
Prone restraint means any restraint in which the student is held face down on the floor.
Reasonable physical force used should be commensurate with the circumstances of the situation. The following factors should be considered in determining what is reasonable physical force for the reasons stated in this policy:

- The size and physical, mental and psychological condition of the student.
- The nature of the student's behavior or misconduct provoking the use of physical force.
- The instrumentality used in applying the physical force.

- The extent and nature of resulting injury to the student, if any.
- The motivation of the school employee using physical force.

Upon request, the student's parents shall be given an explanation of the reasonable physical force.

Revised: November 11, 2024

Board Policy 505.8 Family Engagement Districtwide Policy

Parent and family engagement is an important component in a student's success in school. The Board encourages parents and families to become involved in their child's education to ensure the child's academic success. In order to facilitate parent and family involvement, it is the goal of the district to conduct outreach and implement programs, activities and procedures to further involve parents and families with the academic success of their students. The Board will:

1. Involve parents and families in the development of the Title I plan, the process for school review of the plan and the process for improvement by: The parent policy is available during the fall parent-teacher conferences and provided to all Title 1 parents by mail along with the personalized learning plan and parent compact at the time of eligibility determination.
2. Provide the coordination, technical assistance and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance by: Providing ongoing communication and resources to encourage support for parent and family involvement in various aspects of programming throughout the buildings in the district.
3. To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant Federal, State, and local laws and programs by: The parent involvement policy will be reviewed as part of the overall annual evaluation at the buildings. Parental input may be solicited through phone calls, through a survey or conferences. This information will be gathered by school personnel; prior to the end of the school year. The information gathered will be considered as buildings develop site plans for the next school year.
4. Conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the school served including identifying: barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, parents of any racial or ethnic minority, parents with disabilities and parents with limited literacy); needs of parents and families to assist their children's learning; and strategies to support successful school and family interactions by: The district will ensure the removal of specific communication barriers with families. Barriers will be identified and addressed by utilizing staff and/or community resources as needed. As parental concerns or questions arise staff respond through phone calls, meetings or sending home written information. All information will be provided in the language spoken in the home. The type of communication tool is in large part dictated by parental need.
5. Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parent and family involvement policies by: The parent involvement policy will be reviewed as part of the overall annual evaluation at the buildings. Parental input may be solicited through phone calls, through a survey or conferences. This information will be gathered by school personnel; prior to the end of the school year. The information gathered will be considered as buildings develop site plans for the next school year.
6. Involve parents and families in Title I activities by: Materials are available for parental use in the home. In addition staff can review strategies parents can use at home during conferences, in a written communication or through phone calls if that is necessary. The parents are also encouraged to volunteer at the building.

The district shall involve parents in determining how to allocate reserved Title I funds in accordance with applicable laws.

The Board will review this policy annually. The superintendent is responsible for notifying parents and families of this policy annually or within a reasonable time after it has been amended during the school year. The superintendent may develop an administrative process or procedures to implement this policy.

Revised: July 20, 2026

Board Policy 506.1 Education Records Access

The Board recognizes the importance of maintaining education records and preserving their confidentiality as provided by law. Education records are kept confidential at collection, storage, disclosure and destruction stages. Education records may be maintained in the central administration office or administrative office of the student's attendance center. Education records requests should be directed to the board secretary as custodian of district records, or their designee.

<u>Definitions</u>

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

- "Education Record" means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- "Eligible Student" means a student who has reached eighteen years or attends a postsecondary institution. Parents of an eligible student are provided access to education records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the internal revenue Code. In that case, the parents may be provided access without the written permission of the student.

An education record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves, or be informed of the information.

Parents, eligible students, and other individuals authorized in accordance with law will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made.
Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records.
Parents and eligible students or an authorized representative of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.
Copies of education records will be provided if failure to do so would effectively prevent the parent or student from exercising the right to access the education records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from education records.
Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the education records and a list of the types and locations of education records collected, maintained or used by the school district.
If the parents or an eligible student believes the information in the education records is inaccurate, misleading or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education records.
Education records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the education record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be:

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, Board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the education records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to a new school districts;
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with a student's application for or receipt of financial aid
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted. To accrediting organizations;
- To parents of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- Consistent with an interagency agreement between the school district and juvenile justice agencies;
- In connection with a health or safety emergency; or,
- As directory information.
- In additional instances as provided by law.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's education records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.
The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's education records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's education records. This list for an education record may be accessed by the parents, the eligible student and the custodian of education records.
Permanent education records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent education records will be kept in a fire-safe vault or they may be maintained electronically with a secure backup file.
When personally identifiable information, other than permanent education records, is no longer needed to provide educational services to a special education student, the parents or eligible students are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records, except for permanent records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. For purposes of policy, "no longer needed to provide educational services" means that a record is no longer relevant to the provision of instruction, support or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five years after completion of the activity for which funds were used.
The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved.
The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions

which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education. The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 10 business days of the request.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It is the responsibility of the superintendent to annually notify parents and eligible students of their right to:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and
4. File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the law.

The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202 8520.

Revised: July 20, 2026

Board Policy 506.1E8 Annual Notice

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal (or appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school district to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, a or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment of transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

Board Policy 506.2 Student Directory Information

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The district has designated the following as "directory information": student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, the most recent educational agency or institution attended, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)
Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.
Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children home schooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

Reviewed: July 14, 2025

Board Policy 507.2 Administration of Medication to Students

The Board is committed to the inclusion of all students in the education program and recognizes that some students may need prescription and nonprescription medication to participate in their educational program. Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container. Administration of medication may also occur consistent with board policy
804.05 – Stock Prescription Medication Supply. When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by licensed health personnel working under the auspice of the school with collaboration from the parent or guardian, individual's health care provider or education team pursuant to 281.14.2(256). Students who have demonstrated competence administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law; students with asthma, airway constricting diseases, or respiratory distress who use medication; or students at risk of anaphylaxis who use epinephrine auto-injectors, may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency.
Herbal remedies, natural supplements, and essential oils not approved by the Federal Drug Administration will not be administered by school personnel. Persons administering medication shall include authorized practitioners, such as licensed registered nurses and physicians, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course conducted by a registered nurse or pharmacist that is provided by the department of education). The medication administration course is completed every five years with an annual procedural skills check completed with a registered nurse or a pharmacist. A record of course completion shall be maintained by the school. A written medication administration record shall be on file including: date, student's name, prescriber or person authorizing administration, medication, medication dosage, administration time, administration method, signature and title of the person administering medication; and any unusual circumstances, actions, or omissions.
Medication shall be stored in a secured area unless an alternate provision is documented. The development of emergency protocols for medication-related reactions is required. Medication information shall be confidential information as provided by law. Disposal of unused, discontinued/recalled, or expired abandoned medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications need to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

Reviewed: April 28, 2025

Board Policy 507.4 Student Injury or Illness at School

When a student becomes ill or is injured at school, the student's parents or guardian shall be notified by the school nurse, principal, or designated staff member as soon as possible after these individuals are aware of the incident.
The school district, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel administer emergency or minor first aid when needed. An ill or injured child will be turned over to the care of the parents or qualified medical personnel as quickly as possible.
In cases of emergency, the pupil shall be transported to a hospital or a doctor's office by ambulance or other convenient types of transportation. If possible, the family physician listed on the office records shall be contacted.
It is the responsibility of the principal or designee to file an accident report with the superintendent within twenty-four hours after the student is injured.
Annually, parents are required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness.

Revised: April 14, 2025

Board Policy 600 Goals and Objectives of the Education Program

This series of the board policy manual is devoted to the goals and objectives for the delivery of the education program. The board's objective in the design, contents and the delivery of the education program is to provide an equal opportunity for students to pursue an education free of discrimination on the basis of race, creed, color, sex, national origin, marital status, religion, sexual orientation or disability.

In providing the education program of the school district, the board will strive to meet its overall goal of providing the students an opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance and encourages critical thinking in students.

In striving to meet this overall goal, the objectives of the education program are to provide students with an opportunity to:

- Acquire basic skills in obtaining information, solving problems, thinking critically and communicating effectively;
- Become effective and responsible contributors to the decision-making processes of the social and political institutions of the community, state and nation;
- Acquire entry-level job skills and knowledge necessary for further education;
- Acquire the capacities for satisfying and responsible roles as family members;
- Acquire knowledge, habits and attitudes that promote personal and public health, both physical and mental;
- Acquire an understanding of ethical principles and values and the ability to apply them to their own lives;
- Develop an understanding of their own worth, abilities, potential and limitations; and,
- Learn and enjoy the process of learning and acquire the skills necessary for a lifetime of continuous learning and adaptation to change.

An advisory committee of representatives of the school district community and the school district is appointed to make recommendations for the goals and objectives of the education program. Annually, the board will report to the committee regarding progress toward achievement of the goals and objectives of the education program.

Revised: July 14, 2025

Board Policy 603.4 Multicultural/Gender Fair Education

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, color, sex, marital status, national origin, sexual orientation, or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It will 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 in writing to the Central Administrative Office, Title IX Compliance Officer, 777 S. 15th Street, Marion, Iowa, or telephoning 319-377-4691.

Revised: July 14, 2025

Board Policy 604.1 Private Instruction

The Marion Independent School District recognizes that families with students of compulsory attendance age may select alternative forms of education outside the traditional school setting, including private instruction. The applicable legal requirements for private instruction, including, but not limited to those relating to reporting and evaluations for progress, shall be followed.

Except as otherwise exempted, in the event a child of compulsory attendance age as defined by law does not attend public school or an accredited nonpublic school, the child must receive private instruction. Private instruction means instruction using a plan and a course of study in a setting other than a public or organized accredited nonpublic school. Private instruction can take the form of competent private instruction and independent private instruction. The Iowa Department of Education recognizes three options for delivery of this form of instruction: two options for delivery of competent private instruction and one option for independent private instruction.

Competent private instruction means either private instruction provided on a daily basis for at least one hundred forty-eight days during a school year, to be met by attendance for at least thirty-seven days each school quarter, by or under the supervision of a licensed practitioner which results in the student making adequate progress; or private instruction provided by a parent, guardian, or legal custodian.

Independent private instruction means private instruction that meets the following criteria: (i) is not accredited, (ii) enrolls not more than four unrelated students, (iii) does not charge tuition, fees, or other remuneration for instruction, (iv) provides private or religious-based instruction as its primary purpose, (v) provides enrolled students with instruction in mathematics, reading and language arts, science, and social studies, (vi) provides, upon written request from the superintendent of the school district in which the independent private instruction is provided, or from the director of the department of education, a report identifying the primary instructor, location, name of the authority responsible for the independent private instruction, and the names of the students enrolled, (vii) is not a nonpublic school and does not provide competent private instruction as defined herein, and (viii) is exempt from all state statutes and administrative rules applicable to a school, a school Board, or a school district, except as otherwise provided by law.

Reviewed: March 25, 2024

Board Policy 605.2 Instructional and Library Materials Inspection and Display

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

The instructional and library materials may be viewed on school district premises.

The district will publish on the district's website a comprehensive list of all books available to students in libraries operated by the school district.

Revised: April 8, 2024

Board Policy 605.6 Internet- Appropriate Use

The district recognizes the importance of developing students into agile learners who are capable of addressing the complex needs of our future workforce. For this reason, the district has prioritized making available technology and programs that teach students to embrace modern technology and tools while fostering a secure learning environment for students to the extent reasonable. Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

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

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to: the standards and acceptable use of Internet services as set forth in this policy and; student safety with regard to: safety on the Internet, appropriate behavior while on online, on social networking web sites, and in chat rooms, and cyberbullying awareness and response; compliance with the E-rate requirements of the Children's Internet Protection Act.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulationsIn compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Revised: April 8, 2024

Board Policy 606.1 Class Size - Class Grouping

It shall be within the sole discretion of the Board to determine the size of classes and to determine whether class grouping will take place. The Board shall review the class sizes annually.

Administration will attempt to maintain average class sizes in grades K and 1 at 25 or smaller, 27 or smaller for grades 2-5, and 32 or smaller for core academic courses for grades 6-12. When space, finances, or other circumstances exist which require that class size exceed these numbers, administration shall examine all options and implement a plan of action.

Elective classes at the secondary level as well as those which are not required by State Standards which have ten (10) students or less enrolled will be offered at the discretion of the building administration.

Class enrollments for Special Education will comply with the special education service delivery plan.

Revised: July 20, 2026

Board Policy 607.2 Student Health Services

Health services are an integral part of assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well being. Student health services ensure continuity and create linkages between school, home, and community service providers. The school district's needs and resources determine the linkages. Except in emergent care situations or child abuse assessments, the district will not administer invasive physical examinations or health screenings of a student that are not required by state or federal law without first obtaining the written consent of the student's parent or guardian.

- Emergent care situation means a sudden or unforeseen occurrence of onset of a medical or behavioral condition that could result in serious injury or harm to a student or others in the event immediate medical attention is not provided. Emergent care

situations includes the need to screen a student or others for symptoms or exposures during an outbreak or public health event of concern as designated by the department of public health.
- Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.
- Student health screening means an intentionally planned, periodic process to identify if students may be at risk for a health concern and to determine if a referral for an in-depth assessment is needed to consider appropriate health services. Student health screening does not include an episodic, individual screening done in accordance with professional licensed practice.

The superintendent will provide a report on the role of health services in the education program to the Board annually.

Reviewed: July 8, 2024

Board Policy 710.2 Eligibility for Free or Reduced Cost Meals

Students enrolled and attending school in the school district who meet USDA eligibility guidelines will be provided the school nutrition program services at no cost or at a reduced price. The school district shall make reasonable efforts to prevent the overt identification of students who are eligible for free and reduced price meals.

The district shall at least twice annually notify all families of the availability, eligibility criteria, and application procedures for free or reduced price meals in accordance with state and federal law.

It is the responsibility of the Director of Food Services to determine the eligibility of students for free or reduced price school nutrition programs, in accordance with criteria established by state and federal law. If school personnel have knowledge of a student who is in need of free or reduced-price meals, school personnel shall contact the Director of Food Services.

If a student owes money for five or more meals, the Director of Food Services or Business Manager may contact the student's parent or guardian to provide information regarding the application for free or reduced price meals. The school is encouraged to provide reimbursable meals to students who request reimbursable meals unless the students' parent or guardian has specifically provided written direction to the school to withhold a meal from the student.

Employees will be required to pay for meals consumed.

Revised: 11/17/2025

Board Policy 804.4 Asbestos Containing Materials

Friable and non-friable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed for any reason. If there is a need to replace asbestos, it will be replaced with non-asbestos containing materials. Each school building will maintain a copy of the asbestos management plan.

The school district will annually notify, appoint and train appropriate employees as necessary.

Reviewed: 2/9/2026

Board Policy 804.6R1 Use of District Owned Recording Devices on District Property

The Board supports the use of recording devices on district property as a means to monitor and maintain a safe environment for students and employees. District property includes district-owned land, buildings, vehicles, buses and any other property as needed. The contents of the recordings may be used as evidence in a student or employee disciplinary proceeding.

<u>Student Records</u>

The content of the recordings may be a student record subject to federal and state law, Board policy and administrative regulations regarding confidential student records. Generally, surveillance video that does not capture any specific incident is not a student record or personnel record and may be disclosed as a public record upon request. Only those persons with a legal basis or legitimate educational purpose may view the recordings. In most instances, individuals with a legitimate educational purpose may be the superintendent, building principal, classroom teacher, transportation director, bus driver, HR director and special education staffing team. A parent may inspect, review or be informed of the content of the recording without consent from any student or parent of a minor student also shown in the recording, whether the student is a bystander to an incident or directly involved. The district may, but is not obligated by law to provide a copy of a recording to a parent or student upon request.

A recording during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the recording becomes the subject of a student disciplinary proceeding, it will be treated like other evidence in the proceeding.

<u>Notice</u>

The school district will annually provide the following notice to students, employees, and parents:

The Marion Independent School District Board of Directors has authorized the use of recording devices on school district owned property. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

The following notice will also be placed on all school buses equipped with recording devices:

This building/bus is equipped with a recording /audio monitoring system.

<u>Review of Recording Devices</u>

The school district will review the recordings when necessary, as a result of an incident reported by an employee or student. The

recordings may be re-circulated for erasure after 14 days.
If not public records, the viewing of the recordings is limited to the individuals having a legitimate educational purpose. A written log, as appropriate, may be kept of those individuals viewing the recordings stating the time, name of individual viewing and the date the recordings was viewed.

Student Conduct

Students are prohibited from tampering with the recording devices on the school property. Students found in violation of this regulation will be disciplined in accordance with the school district discipline policy and Good Conduct Rule and will reimburse the school district for any repairs or replacement necessary as a result of the tampering.

Employee Conduct

District-generated recordings may be used as evidence in employee disciplinary matters, as appropriate. Employees are prohibited from tampering with recording devices on school property. Employees found to be in violation of this regulation will be subject to disciplinary action as outlined in the employee handbook and relevant Board policies.

Reviewed: 2/9/2026