



Francis Marion Intermediate School

2026-2027

Family-Student Handbook

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

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Melissa Cannon, Instructional Coach

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PRINCIPAL'S MESSAGE

Welcome to Francis Marion Intermediate School!

At FMI, we strive to create a nurturing learning environment in which all students belong. Our efforts to establish lasting relationships extend beyond our walls and into the community. We are committed to partnering with FMI's families and community members to create meaningful learning experiences for our students. Together, we can fulfill our school's goal to ensure "all students learn, achieve, and succeed at high levels." We look forward to working with you and anticipate your positive contributions to the Francis Marion Team.

MISD VISION STATEMENT

Own Your Future

MISD MISSION STATEMENT

Foster a community of learners in developing the knowledge and skills to be Future Ready

FRANCIS MARION TEAMWORK

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

FRANCIS MARION GOAL

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

FMI's MARION WAY PLEDGE

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

MARION CORE VALUES

Academic Excellence
Collaborative Relationships
Student Engagement
Marion Way

FRANCIS MARION STAFF

Principal

Tara Tolly

Secretary

Jilia Sharp-Dooley

Instructional Coach

Melissa Cannon

Counselor

Jamie Shields

Behavior Strategist

Maggie Arnold

Third Grade

Annie Brophy
Nicki Burlage
Nicole Green
Janet Moeller
Amber Tatum
Taylor Weber

Fourth Grade

Erin Barker
Melissa Cahalan
Paul Collins
Emily Everett
Cathy Miller
Kelly Wilkinson

Special Education Teachers

Taelor Avery
Sara Farham
Cassie Rounds
Michelle Lodwig
Kristina Wilson

Reading Improvement Teacher

Renee Meth

Math Improvement Teacher

Sarah Hoke

TAG

Amanda Freese

Art

Katrina Martin

Music

Eric Tabaka

Physical Education

Joe Fontenot

Technology

Heath Mueller

Media Specialists

Stephanie Hoppenworth
Elizabeth Pearson

Library Associate

Rebecca Kramer

Nurse

Lindsey Eagle

Health Associate

Cindy Johnson

Food Director

Molly Pierson

Custodians

Michael Dittmar
Tommy Schultz

Special Education Associates

OPEN
Aarika Case
Natasha Cole
Madison Dains
Megan Dillon
Cassie Dohmen
Tonya Fitch
Mattea Holmes
Shan'Tarian Kneeland
Laura Metz
Abigail Schlueter
Elizabeth Shepherd
Monica Stevens
Sadie Viner

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SCHOOL DAY SCHEDULE

Starting time	8:30 a.m.
Breakfast served	8:10 a.m. to 8:25 a.m.
1st Bell rings	8:10 a.m. to allow students to arrive
Tardy bell rings	8:30 a.m. (students not in their classroom are considered tardy)
3rd-Grade Lunch	Times will be sent home by homeroom teacher at the beginning of year
4th-Grade Lunch	Times will be sent home by homeroom teacher at the beginning of year
Dismissal	3:30 p.m.

Students should not arrive at school before 8:10 a.m. as this is when adult supervision begins. Parents should not drop off students early or enter the driveway before 8:10 AM. Please have students stay in the vehicle until staff members arrive to supervise the students being dropped off.

Early-Out days dismiss at 1:30 p.m. This is different from Parkview and Longfellow.

ABSENCES & ATTENDANCE

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

Student remains home if he/she:

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

If it is necessary for your child to be absent, please call 373-4766 between 7:30 a.m. and 8:30 a.m. or email the office staff at fmiattendance@marion-isd.org. When time permits, the school will attempt to call the home of each absent student unless we receive notification from the parent. In order for an absence to be exempt by Iowa code (Senate File 2435), a note must be provided to the school by a health care provider. This can be emailed to fmiattendance@marion-isd.org, or you can provide a paper copy to the office. See the attached board policies below for more information on MISD's attendance protocol.

MISD BOARD APPROVED ATTENDANCE POLICIES

501.3 Compulsory Attendance	501.9 Chronic Absenteeism and Truancy	Regulation 501.9 R1
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TARDIES

Students who arrive late for class (after 8:30 a.m.) are considered tardy and must check in at the office. The classroom teacher and office will determine whether to excuse the tardy or assign an unexcused tardy. Medical appointments are exempt with documentation from a health care provider.

ARRIVAL & DISMISSAL PROCEDURES

ARRIVAL

When dropping off your student before school, vehicles should slowly enter the FMI parking lot from 3rd Avenue heading eastbound. Students should exit their vehicles from the passenger side when directed by an adult to do so. Cars will exit the parking lot through 2nd Avenue. (Please don't go back through the parking lot to 3rd Avenue.) Students who will be eating breakfast will enter the building at the main entrance and proceed to the gym for breakfast service. Students who will not be eating breakfast will proceed to the playground.

BICYCLES

Students are allowed to ride bicycles (no electric) to school with parental permission. Safety rules should be stressed concerning bicycle usage. Bicycles are to be walked while on the school grounds and not used until dismissal. Bike locks and helmets are highly recommended. The school is not responsible for damaged or stolen property.

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

DISMISSAL

Please wait until a staff member directs you to enter the parking lot (approximately 3:27). Enter lanes 2 and 3 of the parking lot from 3rd Avenue heading eastbound. Cars will not be permitted to enter the parking lot from 3rd Avenue westbound, as directed by the Marion Police Department. Lane 1 is reserved for school vans only. Your family will receive a car line sign with your child's name at Open House. (If you are unable to attend Open House, please stop by the FMI office prior to the first day of school to receive your sign.) Please display this sign every day on your windshield as this speeds up the dismissal process. Stopping to ask a car which student they are picking up slows down the car line. If you would like multiple copies of the car line sign, please notify the office or stop into the office during open house to request copies. Once the car line has stopped your child will be directed to your vehicle and will enter the car from the passenger side.

Students will not be released to walk to parked cars. Cars must join the dismissal car line (as described above), or parents may park and walk to the southeast side of the school to escort their student to a parked car. If a child will be walking home (not to a parked car), please stop by the FMI office at your convenience to fill out a Walker Permission Form. Thank you for helping us keep our students safe.

Students walking to and from school are reminded to respect our neighbors' properties. They should stay on sidewalks and avoid cutting through yards. Please do not block the neighbor's driveways when waiting to drop off or pick up your child.

If your child's typical dismissal plan changes, (ie. not riding the bus that day, parent picking the student up instead of riding the bus, grandparent picking the student up instead of a parent, etc.), please notify the FMI office as soon as you know of the change (ideally prior to 3:00) by calling 319-373-4766 or emailing fmiattendance@marion-isd.org.

EMERGENCY CLOSING OF SCHOOL

School cancellations and early dismissals due to inclement weather can occur throughout the year. This decision is made by the superintendent of schools and is announced on local television, radio stations, and posted on our website. Unexpected cancellations or dismissals are also sent through School Messenger. Children should be made aware of changes to their dismissal routine in case of an unscheduled early dismissal or closing. Students

will be sent to their typical dismissal destinations unless the school receives an alternate directive from the parent. It is very important to inform the school office and update your information on PowerSchool whenever your student emergency information changes. If school is canceled or dismissed early, all after school activities are also canceled.

DISCIPLINE/CONDUCT PROCEDURES & BEHAVIOR PREVENTION

ALTERNATIVE RECESS

Alternative recess will be required for students who habitually break recess rules. The purpose of this recess is to separate disruptive students from the regular recess activity and provide them with a more structured setting where they can practice appropriate ways to play. The length of time a student will remain at Alternative Recess will be determined on a case-by-case basis by administration.

BULLYING & HARASSMENT *(Aligned with MISD Board Policy 104)*

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.

“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.

All reports of bullying or harassment will be taken seriously and investigated promptly. [104.E1 Anti-Bullying/Harassment Complaint Form](#) is available on request for anyone considering further investigation of an incident.

DISCIPLINE DUE PROCESS

Students are expected to follow classroom and school-wide expectations and rules. Parents will be contacted when a serious incident occurs or if a student has repeated incidents. Consequences will be determined based on the facts, the circumstances surrounding the incident, and the student’s discipline record. Students may spend time in the office or lose a privilege. For more serious incidents, such as threatening language or striking an adult, a student may serve an in-school or out-of-school suspension.

The following behaviors may receive disciplinary action. (Note—this list is not all inclusive and may include other behaviors that violate School Board policy and/or the safety or learning environment for students at Francis Marion Intermediate School):

1. Possession or use of weapons (No guns, knives, weapons, or facsimiles are allowed on school grounds. This includes items like pocket knives, squirt guns, multi-purpose pliers, etc.)
2. Profanity or obscenity
3. Fighting/physical aggression
4. Deliberate and open defiance of authority (verbal or physical)
5. Inciting others toward violence or disobedience
6. Vandalism
7. Theft
8. Drugs, nicotine products, or alcohol

The members of FMI's Crisis Prevention and Response are trained in CPI (Non-violent Crisis Prevention and Intervention) and will use every available strategy to calm a disruptive child. Restraint or confinement is used only when the child's personal safety or the safety of those around him/her is in jeopardy and all other strategies are not working. Parents will be contacted to discuss the situation if restraint or confinement is used.

*For more information about the Marion Independent School District Board Policy regarding progressive discipline and due process procedures, please refer to [Board Policy 503.8](#).

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

At FMI, we are committed to supporting the whole child by creating a safe, supportive, and inclusive learning environment. Through our Multi-Tiered System of Supports (MTSS), we provide social, emotional, and behavioral support at varying levels based on student needs. All students receive schoolwide instruction and support that promotes positive relationships, self-regulation, and responsible decision-making. Some students may receive additional targeted or individualized support to help them be successful at school. Families are valued partners throughout the MTSS process, and communication and collaboration are important components of supporting student growth and well-being. The MTSS process is just part of our comprehensive PBIS plan (see below).

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

At FMI, we believe achieving social, emotional, and behavioral health for all is dependent upon collaboration across school, home, and community. It is important to clearly communicate and teach behavioral expectations to students with a focus on preventing unexpected behavior before it occurs. Positive behavior is taught, acknowledged, and modeled by school staff with an emphasis on Respect, Responsibility, Safety, and Integrity (The Marion Way). This promotes a safe and predictable learning environment and fosters healthy relationships in the school community.

Students will practice conflict resolution through the use of the Stop, Walk and Talk strategy. Most conflicts begin as play at this level, and using the word STOP empowers students to resolve conflict.

The Second Step curriculum is used in both 3rd and 4th grades as a universal resource to design weekly lessons that represent the Marion Way.

PROCEDURE FOR PARENT CONCERNS

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

1. Contact your child's teacher to discuss the problem and possible solutions.
2. If the concern is not resolved, request a conference with the principal.
3. If the concern is not resolved, request a conference with the superintendent.

RESPECT OF SCHOOL PROPERTY

Destruction or disfiguration of school property is unlawful and will be followed with an appropriate penalty, including repairing or paying for damages. This includes the playground.

GENERAL INFORMATION

BIRTHDAY TREATS & SNACKS

Students may bring treats for their birthday. We request that treats be sent in sealed, store-bought packaging with ingredients listed on the packaging. We do this for the safety of all children. Healthy snacks are encouraged.

CELL PHONES/ELECTRONIC DEVICES

Students may not use cell phones during school hours without staff permission. This includes the use of smart watches that can be used as a cell phone. Cell phones are to be powered off and kept in the student's backpack or on the teacher's desk throughout the day and are not to be used until the student leaves the school grounds. MISD is not responsible for broken or stolen cell phones or other electronic devices.

DRESS CODE

The primary responsibility for appearance rests with the students and their parents. The guide as to what to wear to school is in the form of a question: Will what I am wearing disrupt the learning environment? If the answer to this question is "yes", then the attire is inappropriate. Clothing or other apparel promoting products which are illegal for minors such as alcohol, nicotine, drugs, or clothing displaying obscene material, profanity, or reference to subversion are not appropriate. Other items that are considered inappropriate at the elementary level include: hats, revealing or see-through tops, ribbed undershirts, tops that expose the midriff, and short shorts. The administration reserves the right to judge what is proper and what is not.

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

Cold weather and PE

- If a student wants to play in the snow, boots and snow pants are required.
- Tennis shoes are required for physical education class.

INTERNET/TECHNOLOGY PLAN

Students have access to the internet through MISD. Information concerning the usage policy is given when registering a student and can also be found by following this link: [Marion Independent School District Student Technology Handbook](#).

iPads are provided for each student by the school district and will be kept at school. Fines are charged for lost or damaged items.

LOCKERS

Students are assigned a locker to store personal property. Unannounced locker searches may take place and students may be present, when possible, during these inspections.

Students are not authorized to open other students' lockers (even with permission).

Students are to keep all books and supplies off the floor of the lockers. Lockers are to be kept neat and orderly. No markings, glass items, or stickers are to be placed on the lockers.

There are no locks on the lockers. Students should not bring money or other valuables to school, such as jewelry, trading cards, electronics, or any other possession of significant monetary or sentimental value. If you find it necessary to send any of the mentioned items to school with your child, the items should be checked in with the classroom teacher or the office until dismissal. The school does not assume responsibility for lost or stolen items.

LOST & FOUND

A lost and found box is located near the main office. Please bring all lost and found items to the office. We strongly recommend that student's first and last names be written on items belonging to the student, such as coats, boots, backpacks, water bottles, etc. Items not claimed after two weeks will be donated to charity.

MEAL SERVICE

Hot lunch and breakfast service are available for all students. If a child has a food allergy or a religious reason for not eating certain foods, please notify the school office, nurse, and food service. Every effort will be made to ensure the child can participate in the hot lunch program as often as possible. Checks for lunch accounts are to be made to the Marion Independent School District or you can pay online through the district website. For your convenience, lunch accounts are pooled together into a family account. You only need to send one check per family account and the funds are accessible from multiple buildings. Any money left in the account at the end of the year will carry over to the next school year. School personnel may need to contact parents through written reminders and/or phone calls if the account does not have a positive balance. The family may be informed to send a cold lunch until the account is paid. If you would like assistance with lunch fees, you can fill out an application form for free and reduced lunches [here](#). Students may also bring a sack lunch in lieu of school lunch. Milk may be purchased with cash or through the student's hot lunch account. All students (including free or reduced) must pay for milk if they bring a cold lunch or ask for additional milk with their meal. Pop or candy should not be sent with sack lunches. **For the safety of all of our students, food is not to be shared by students or adults.**

PETS

Pets are not allowed on school grounds. Any exceptions to this rule must be approved by the building principal. Therapy dogs are only allowed on school property with proper certification documented by the school office.

PLEDGE OF ALLEGIANCE/MARION WAY PLEDGE

Each day will begin with the Pledge of Allegiance and Marion Way Pledge. Requests will be honored if a student does not wish to participate in the Pledge of Allegiance.

RECESS

Please dress your child appropriately for recess. All students are expected to go outside to play unless they have a doctor's excuse (see Health for further explanation). In the event of inclement weather, students will remain in their classrooms or go to the gym for indoor recess. Students stay indoors in the winter if the temperature or wind chill factor is below zero. During cold weather, students need to wear warm coats, snow pants, gloves or mittens, and something warm for their heads. Boots may be required depending upon the condition of the playground areas. Please take a moment in the morning to check your child's attire and to label outerwear items with his/her name. Contact the school counselor if your family would like assistance accessing seasonal clothing for your child.

Play equipment such as basketballs or footballs should not be brought to school from home. The school will provide outdoor equipment. Students may not bring trading or collector cards to school.

SAFETY DRILLS

Fire, tornado and ALICE lockdown/evacuation drills are conducted throughout the year to assure the students and staff understand the procedures.

SCHOOL PICTURES

All students will have their pictures taken in the fall. Information on purchasing picture packages will be distributed to families prior to picture day. Students will receive a class composite picture free of charge if they had their picture taken on picture day or retake day. Pictures will be offered again in the spring.

VIDEO SURVEILLANCE

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

HEALTH SERVICES

A Health Associate is on duty from 8:00-3:30 daily. If your child is ill or injured, the following procedure will be followed:

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

When a student who is ill is sent to the nurse, his/her temperature will be taken and parents phoned if necessary. Students being sent home should be picked up within the hour of being notified.

If you leave a message on the answering machine between 4:00 p.m. and 8:00 a.m. you must identify your child's name, teacher, and the reason for the absence. The health department tracks illnesses, so please identify the illness when you call or we will return a call to obtain further information. Students with a communicable disease should be kept home until they are no longer contagious to others. If the illness is accompanied by a fever, your child should remain home until he/she is fever-free for 24 hours.

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

ACCIDENT & EMERGENCY INFORMATION

In the event of a serious accident or illness at school, the parents are called, and if necessary, emergency 911 is called. Please be sure to keep your student's health records and phone numbers updated so you can be reached in an emergency. FMI is certified as a Project Adam Heart Safe School. The Project Adam team is trained to respond to students, staff and visitors in the event of a cardiac emergency.

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

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

INSURANCE

HAWK-I INSURANCE FOR CHILDREN - Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to age 19, who meet certain

criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, hospital services, etc. Parents are urged to call 1-800-257-8563 (toll-free) or go to the website at <http://www.hawk-i-.org/> for more information.

LATEX BALLOONS

Latex (rubber) is a substance that can have an immediate or life-threatening impact when a person is exposed. For the safety of our students, staff and the general public who use our buildings, the district does not allow the use of latex balloons in any capacity, in any school building, at any time of the day. However, Mylar (foil) balloons are still allowed. No balloons or flowers will be delivered until the end of the day. No balloons or flowers will be allowed on the bus.

MEDICATION PROCEDURES

When students are required to take prescription medication during the school day, it shall be administered only by the school nurse/health associate or a staff member who has successfully completed an approved medication administration course. If medication is to be administered by school personnel, a completed Medication Authorization Form signed by the parent/guardian is required.

In addition, the following information must be clearly labeled on the original pharmacy container:

- Name of medication
- Strength, dosage, and frequency prescribed
- Student's name
- Physician's name
- Date of prescription

The most current prescription bottle should be kept at school. Any time a dosage change occurs, a new signed parent/guardian authorization form is required. A separate authorization form must be completed for each medication administered at school.

Per Iowa law, students may carry and self-administer their inhaler at school only with written permission from both the student's physician and parent/guardian. Please contact the Nurse's Office to obtain the required form and return the completed form to the Health Office.

For student safety, all medications must be brought to and picked up from school by a parent/guardian or designated responsible adult. Students are not permitted to transport medications to or from school. If a student brings medication to school, the parent/guardian will be contacted and required to come to the school to sign the medication in with the Health Office.

PEDICULOSIS (HEAD LICE)

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

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

Students with signs and symptoms of head lice will be referred to the school health office for evaluation and recommendations for treatment.

This plan emphasizes comprehensive education and community involvement. Enhanced support will be offered to families. Working together, we can minimize the impact of head lice in our schools and communities. This plan was developed after reviewing the recommendations of the Linn County Public Health Department, Iowa Department of Public Health, National Association of School Nurses, American Academy of Pediatrics, and the Harvard School of Public Health.

VISION & HEARING SCREENING

Hearing Screening: Grant Wood Area Education Agency (GWAEA) screens all students in PreSchool, Alternative Kindergarten (AK), Kindergarten, and grades 1, 2, and 5. Students in grades 3, 4, middle, and high school, who are new to the school, don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow-up testing may occur periodically if previous hearing test results were not within normal limits. Parents/guardians who would like to opt out of hearing tests should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing may contact their school nurse or Grant Wood Area Education Agency at (319)399-6700 to schedule a hearing test at any time.

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

PARENTAL INVOLVEMENT & VOLUNTEER OPPORTUNITIES

The Marion Independent School District believes that it is essential to have a strong partnership between families and schools, and that effective parental involvement is vital to the success of each student. The Francis Marion staff welcomes and appreciates the involvement of family members. Parents who would like to volunteer at FMI or attend field trips must complete the MISD volunteer form and background check each year. The volunteer application form and additional information on volunteering can be found [here](#).

DISTRICT VOLUNTEER OPPORTUNITIES

There are other various opportunities for involvement at the district level. Booster Clubs are another way to volunteer for fine arts and athletics. If you are interested in learning more about the Athletic Boosters contact the Marion High School Activities Director. The Superintendent's Improvement Advisory Committee (SIAC) meets a couple times a year in the evening to discuss student achievement, learn about district initiatives, receive updates on state requirements and make recommendations on district goals. If you would like to be considered to serve on the SIAC please contact the district office.

FIELD TRIPS

Arrangements for field trips will be made by the classroom teacher. We may not be able to accommodate all who volunteer on field trips. Siblings and other children are not allowed to attend field trips.

TROOPS PARENT GROUP

The parent group at FMI is called TROOPS, which meets once monthly in the FMI conference room. The purpose of the group is to enhance the educational opportunities of our students and to support staff. Fundraisers are organized with money earmarked for school projects/activities such as classroom and building-level celebrations, staff appreciation, carnival events, field trips, performances, etc. Information will be sent home with your student in the fall regarding how to become involved in TROOPS at FMI.

VISITORS AND SECURITY

All visitors must enter the building through the front door. After being buzzed in, visitors will go directly to the office to sign in. Please bring a picture ID with you, preferably a driver's license, as we use the Raptor system. This is an electronic system that allows us to scan a driver's license to initially screen visitors. Parents are welcome to visit school and/or your child's classroom during the school day. Classroom teachers need to be notified at least one day in advance of your visit. We ask that you limit your visit to one class period, approximately 40 minutes. Visitors are not permitted on the playground or to eat in the lunchroom.

STUDENT LEARNING INFORMATION

CONFERENCES

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

REPORT CARDS

Report cards will be posted through Powerschool twice per year at the end of each semester. Please make arrangements with the office or the classroom teacher if you are not the custodial parent and you wish to receive information or would like a paper copy of the report card.

SPECIAL SERVICES

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

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

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

STATE TESTING

A state assessment will be given every year. Currently, this is called the Iowa State Assessment of Student Progress (ISASP). All dual-enrolled students through our Marion Home School Assistance Program wanting to participate in this testing will take the test through the Home School Assistance Program.

BOARD POLICIES, PROCEDURES, AND REGULATIONS

[MISD Annual Notices](#) is posted on the MISD website. This includes legal rights available to students and the public. A hard copy of this may be obtained by requesting a copy from the building secretary.

The handbook includes:

Preschool and Kindergarten Eligibility
Absences
Fee Waiver
Dental and Lead Screenings Required
Vaccination for Pertussis “Whooping Cough” Requirement
Vision Law Requirement
Protection of Pupil Rights
Parent/Guardian Rights
Corporal Punishment, Restraint, and Physical Confinement and Detention
Healthy Kids Act
Human Growth and Development Curriculum
Post-Secondary Enrollment Special Education
Open Enrollment
Equal Education Opportunity (Board Policy 102)
Notice of Nondiscrimination (Board Policy 102.E1)
Section 504 Student and Parental Rights (Board Policy 102.E3)
Anti-Bullying/Anti-Harassment (Board Policy 104)
Child Abuse Reporting (Board Policy 402.2)
Hazardous Chemical Disclosure (Board Policy 403.4)
Objective for Equal Educational Opportunities for Students (Board Policy 500)
Student Absences- Excused (Board Policy 501.9)
Open Enrollment Transfers- Procedures as a Receiving District (Board Policy 501.15)
Homeless Children and Youth (Board Policy 501.16)
Weapons in School (Board Policy 502.6)
Search and Seizure (Board Policy 502.8)
Fees, Fines, Charges (Board Policy 503.3)
Good Conduct Rule (Board Policy 503.4)
Use of Physical Force (Board Policy 503.5)
Education Records Access (Board Policy 506.1)
Annual Notice (Board Policy 506.1E8)
Student Directory Information (Board Policy 506.2)
Administration of Medication (Board Policy 507.2)
Goals and Objectives of the Education Program (Board Policy 600)
Multicultural/Gender Fair Education (Board Policy 603.4)
Private Instruction (Board Policy 604.1)
Internet- Appropriate Use (Board Policy 605.6)
Instructional Materials Inspection (Board Policy 605.2)
Class Size- Class Grouping (Board Policy 606.1)
Eligibility for Free or Reduced Cost Meals (Board Policy 710.2)
Use of Video Cameras on School Buses Regulation (Board Policy 711.1R2)
Asbestos Containing Materials (Board Policy 804.4)

NONDISCRIMINATION STATEMENT (BOARD POLICY IO2.E2)

It is the policy of the Marion Independent School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and socioeconomic status (for programs) in its educational programs and its employment practices. 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. There is a grievance procedure 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.

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