



Miller Middle School

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Marshalltown, Iowa 50158

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[Miller Middle School Website](#)

[Miller Middle School Twitter Page](#)

[Miller Middle School Facebook Page](#)

[Marshalltown Community School District Website](#)

[2021-2022 School District Calendar](#)

Dear Miller Middle School Parents/Guardians and Students:

Welcome to Miller Middle School! At MMS we are dedicated to your personal and academic success. With an intensive focus on being Bobcat Ready (High School Ready) and exploring options for College and Career Readiness, our MMS staff are dedicated to preparing students for life after middle school. Students will experience rigorous coursework as connections between academic work and careers are emphasized. Our partnership in creating a school environment that respects each learner is built through relationships between students and teachers where every student is able to identify at least one teacher with whom they have a trusting relationship!

Students, this handbook has been prepared by the Staff and Administration of Miller Middle School. It is for your guidance in understanding the basic policies and procedures of your school. Please read this manual carefully and strive to meet Miller's expectations, which will help ensure your success at MMS. If you have any questions, please do not hesitate to contact us. Everyone at MMS is here to help and mentor you.

Parents, We are committed to working collaboratively with you as we strive to help your child find success at Miller. Please make every effort to encourage your child to attend school regularly and promptly. Gaps in learning and skill deficits are often attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes in life and responsibilities. The purpose of this handbook is to provide you and your child with information about Miller Middle School. Frequent reference to this handbook will acquaint you with the functions of your school. Please feel free to confer with administration when you deem it necessary. The cooperation of school patrons, based on the knowledge of the functions of the school, will result in a more efficient and successful school program.

Welcome to the Miller Family,

Dave Glenn and Kristyn Kell
Miller Middle School, Co-Principals

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MISSION STATEMENT

“We develop learners who have the knowledge, skills, and positive mindset to successfully pursue a meaningful future through personalized learning experiences.”

VISION STATEMENT

“Preparing ALL learners, through an unparalleled culture of excellence, to be productive and engaged citizens in a diverse world.”

BELIEFS

We believe:

- That all students are capable of learning at high levels.
- That we share a collective responsibility for the learning and behavior of all of our students.
- That it is our responsibility to help all students become successful, even if the cause of challenges originates outside of school.

STUDENT EXPECTATIONS

At Miller, we follow the expectations outlined in Miller CATS, where we want all students to be Cononnected, Accountable, Tolerant, and Safe. Students will demonstrate these expectations by:

- Being on time and attending all classes every day with necessary materials
- Treating others as I want to be treated, with respect and fairness
- Following all school rules and expectations
- Writing down assignments, doing my homework with pride, and turning it in when it's due
- Being responsible for my actions at all times
- Making safe and healthy choices at school, at home, and in the community
- Asking for help from my family and my teachers when I don't understand something or when I have a problem
- Using the time given in class to work on assignments

MMS STAFF EXPECTATIONS

- Provide high quality instruction
- Provide a safe, caring, and respectful environment that encourages positive communication among staff, parents, and students
- Work to meet the needs of each student
- Ensure students understand assignments and expectations
- Teach students how to study and monitor their own learning
- Listen and be responsive to student and family concerns
- Encourage students to be responsible for themselves in making safe and healthy choices at home, at school, and in the community
- Provide opportunities for families to be involved in their children's academic achievements
- Contact parents/guardians if there's a concern with a student

PARENT/GUARDIAN EXPECTATIONS

- Bring your child to school on time everyday and notify the school if he/she will be gone
- Create a place in your home for your child to work on his/her homework
- Continue to keep school informed of current student and family information as needed
- Communicate with the school about your child's academic progress
- Access Infinite Campus or Google Classroom to be informed about his/her school day, homework, and activities
- Support and encourage your child to participate in at least one extracurricular activity
- Encourage your child to be responsible for himself/herself in making safe and healthy choices at home, at school, and in the community
- Help your child see the connection between his/her classes and future goals

NON-DISCRIMINATION POLICY

It is the policy of the Marshalltown Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Dr. Nora Ryan, Director of Human Resources, 1002 S 3rd Ave, Marshalltown, IA 50158. Telephone 641-754-1000. nryan@marshalltown.k12.ia.us.

Es la política del Distrito Escolar de la Comunidad de Marshalltown no discriminar ilegalmente sobre la base de raza, color, origen nacional, sexo, discapacidad, religión, creencias, edad (para el empleo), estado civil (para programas), la orientación sexual, la identidad de género y el estatus socioeconómico (para programas) en sus programas educativos y sus procedimientos de empleo. Hay un procedimiento de reivindicación para procesar quejas de discriminación. Si tiene alguna pregunta o una queja relacionada con esta política por favor, póngase en contacto con Coordinador de Equidad del distrito Dr. Nora Ryan, Director de Recursos Humanos, 1002 S 3rd Avenida, Marshalltown, IA 50158. Teléfono 641-754-1000. nryan@marshalltown.k12.ia.us

DISTRICT OPERATIONS DURING A PUBLIC HEALTH EMERGENCY

During a public health emergency, the district will seek guidance and recommendations from federal, state and local agencies that monitor and respond to the emergency. The district will follow any mandatory closures or other mandatory measures imposed by such agencies. The District, in conjunction with relevant government agencies and/or athletic and activity associations, will determine under what circumstances the district will restrict or cancel in-person learning, student events or activities including sporting events, extracurricular clubs or meetings for students, and the use of district facilities by outside organizations.

Among the things we may require of students and employees, include, but are not limited to:

- Health screening upon entry to the building
- Additional handwashing
- More frequent cleaning and sanitizing at student workspaces
- Wearing of personal protective equipment as required or recommended by proper authority
- Grouping students into a pod that stays together all day with their core teacher (and any aide or student teacher who is present), including for lunch or other breaks
- Staggering the use of communal spaces and reconfiguring bell schedules to minimize foot traffic.

- Staggering the start time and end time of the school day
- For transportation to school, limiting seating to one student per row and assigning each bus rider to a designated seat that is the same every day.
- Requiring “social distancing” or other measures as required or recommended by proper authority
- Reducing or eliminating in-person attendance, shortening the school day, or rescheduling days of school

Employees, volunteers and students are encouraged to monitor their temperatures each morning prior to traveling to any school building or event.

Students who refuse to follow health and safety protocols during these times will be reminded and encouraged to follow health and safety protocols by staff.

STUDENTS IN TRANSITIONAL HOUSING OR HOMELESSNESS

The McKinney-Vento Act is federal legislation to support children and youth experiencing homelessness. The McKinney-Vento Act defines children and youth who are homeless as "individuals who lack a fixed, regular, and adequate nighttime residence." The Act ensures homeless children and youth enroll and succeed in school. Students in the following situation(s) may be entitled to additional supports and services:

- Living in hotels, motels, cars, parks, public spaces, abandoned buildings, bus or train stations.
- Living in transitional housing, emergency or domestic violence shelters.
- Doubled up with other families or relatives due to loss of housing or affordable housing.
- Living without the support or in the physical custody of parents/guardians.

To access services, please speak with the school counselor or school resource specialist. If they are unavailable, please contact the McKinney-Vento Family Support Liaison Eric Goslinga at 641-752-0039.

LENGTH OF THE MIDDLE SCHOOL DAY

- The building opens the doors at 8:00 a.m. for students to get breakfast and report to their first block class. Students are asked not to arrive prior to 8:00 a.m. unless they have a pass from a staff member.
- 7th grade students are asked to enter the building at the north-east doors. 8th grade students are to enter the building at the south-east doors of the building at the start of the school day.
- School ends at 3:25 p.m. except for those who are asked by a teacher to stay for “help-sessions” or voluntarily choose to stay with approval from a staff member. Help-sessions last until 4:00 p.m. on Monday, Tuesday and Thursday. Students who are involved in athletics and/or activities will be allowed to stay, if they are accompanied by a coach or sponsor.

DAILY SCHOOL SCHEDULE

- Students will be assigned one shift for lunch during our four block day between the hours of 11:00 a.m. and 1:00 p.m.
- During the lunch shifts, students will be in a WIN class (What I Need). This is a building wide intervention period where all teachers are available to assist students with intervention and extension opportunities.

8:00 a.m. Front doors open for breakfast and reporting to first block class.

8:25 a.m. School Begins.

11:00 a.m.-1:00p.m. WIN and Lunch periods.

3:25 p.m. End of regular day of school.

3:25-4:00 p.m. Supervised study, special help and activities.

SCHOOL SUPPLIES FOR MILLER

- Books and Chromebooks are furnished in middle school and an annual rental fee is charged. Students are responsible for supplying their own pencils and paper. It is recommended that students wait until they meet their teachers and receive specific instructions before buying notebooks, paper, etc.
- **Waiver of Student Fees** – Students whose families meet the income guidelines for free or reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees.
 - If a fee waiver application is filed and approved 30 school days or more after the first day of school, all fees assessed after that date will be treated as either free or reduced, depending on the qualifications met in the application. All fees assessed prior to that date will not be applicable to a reduction and payment in full is expected.
 - Fines assessed for damage or loss to school property are not fees and fee waivers do not apply.
- Parents or students who believe they may qualify for temporary financial hardship should complete a fee waiver form during registration. If not filed then, contact the building principal or secretary for a waiver form. ***This waiver does not carry over from year to year and must be completed annually.***

HIGH SCHOOL ACTIVITY TICKETS

- Senior High School activity tickets will be sold at the Middle School for \$35.00. This ticket is good for all Senior High School activities. Single admission for these events range up to \$3.00 per event. This is a considerable savings to all who purchase the activity ticket. Furthermore, the sale of these activity tickets supports the Miller Middle School activities program. This ticket may be purchased at registration or during the first week of school.

7TH GRADE SUBJECTS

Students are required to take:

- **ELA** (English Language Arts)
Students will analyze, define, compare and evaluate ideas when reading, writing, speaking and listening. They will continue to analyze how themes in fiction and nonfiction develop over the course of a book or article. Readings will include classic and contemporary pieces with diverse perspectives. Students' ability to cite specific evidence when interpreting a text matures. Students will use relevant evidence to support their own points in writing and speaking, make their reasoning clear to readers or listeners, and constructively evaluate others' use of evidence. A compacted ELA course covering both 7th and 8th grade standards is available for qualifying students. Qualifying students need to be at the 90thile or above in the ISASP and 90thile and above on aReading OR a combination score of 180 or higher.
- **Math**
Students will continue work in proportional relationships, equations, and positive and negative numbers. These topics will remain a major emphasis throughout the middle school years and into high school. A good command of rates and proportional relationships, including percentages, is an important life skill. Students will begin to understand how a random sample can be used to make inferences about a population. A compacted Math course covering both 7th and 8th grade standards is available for qualifying students. Qualifying students need to be at the 90thile or above in the ISASP and 90thile and above on aMath OR a combination score of 180 or higher.
- **Science**
Students engage in Science and Engineering Practices and apply Crosscutting Concepts to deepen their understanding of science. Core ideas included in 7th grade are Motion and Stability: Forces and Interactions, Energy, Earth's Place in the Universe, Organisms and Heredity, Ecosystems, and Engineering Design. Students will have multiple opportunities to demonstrate science learning including using models, providing evidence to support arguments, obtaining and analyzing data about relationships and interactions among observable components of different systems.

- **Social Studies**
Students will learn various perspectives on contemporary global issues. As a global and interconnected world, students need to be well educated about worldwide issues to cultivate democracy, effective citizenship, and global competitiveness. These topics could include issues such as world hunger, population, poverty, conflict, human rights, global trade, etc.
- **Art**
Students will explore a variety of media to create art. Students can also create art using online resources.
- **Physical Education**
In PE we are teaching the 3 components of fitness (strength, cardio, and flexibility). The list of exercises cover all 3 components. Please choose 4-5 of these exercises daily to help you stay active. Each week we will add new exercises to help you stay in shape.
- **Project Lead the Way**
Automation and Robotics-Through the exploration of mechanical systems, students engage in hands-on, collaborative problem solving focused on real-world challenges. Students will generate, create, and build structures powered by mechanisms/gears to solve these real-world challenges.
Medical Detectives-Students solve medical mysteries through hands-on projects and labs, measure and interpret vital signs, examine nervous system structure and function, and investigate disease outbreaks.
- **Modular-Technology**
Modular technology is a hands-on career exploration class. There is the opportunity to learn about 17 different careers in an engaging and interactive classroom setting. Students are placed into groups of 2 and will experience different activities for each of their assigned modules.
- Additionally, the following elective courses are available: Instrumental music (band), vocal music, and orchestra.
*Students who master academic standards at a high degree in instrumental music (Band), may have school and parent approval to participate in the second semester in 8th grade band.

8TH GRADE SUBJECTS

- **ELA** (English Language Arts)
To prepare for bigger challenges in high school, students must grapple with major works of fiction and nonfiction that extend across cultures and centuries. As they work to understand precisely what an author or speaker is saying, students also must learn to question an author's or speaker's assumptions and assess the accuracy of his or her

claims. They also must be able to report findings from their own research and analysis of sources in a clear manner.

- **Mathematics**

Students will continue to learn how to write and reason with algebraic expressions. They also will make a thorough study of linear equations with one and two variables. By building on previous work with relationships between quantities, students will be introduced to the idea of a mathematical function. Students will prepare for high school geometry by learning about congruence (same shape and size) and similarity of geometric figures.

- **Science**

Students engage in Science and Engineering Practices and apply Crosscutting Concepts to deepen their understanding of science. Core ideas included are: Matter and Interactions, Motion and Stability: Forces and Interactions, Energy and Waves, Ecosystems, Biological Evolution: Unity and Diversity, Earth's systems/Earth and Human Activity, and Engineering Design. Students will have multiple opportunities to demonstrate science learning including using models, providing evidence to support arguments, obtaining and analyzing data about relationships and interactions among observable components of different systems.

- **Social Studies**

Students will focus on the history of the United States, especially early American history. Students will analyze the powers and civic responsibilities of citizens and examine the origins, functions and structures of the U.S. government.

- **Project Lead the Way**

This course is about creative problem solving involving design. It uses engineering principles to solve problems. This course also explores creating simple apps using block coding.

- **Art**

Students will explore a variety of Portraits, comparing, contrasting, describing, critiquing and creating them. Students will create Bellringer drawing prompts, at least one a week (up to five a week), so they can practice and develop their drawing skills

- **Health**

Health Education and Life Skills is a semester (1/2 year) class. We have several conversations about dating, relationships and sex, ultimately moving towards what it looks like to live in a healthy sexual culture. We supplement with other health topics like nutrition, drugs awareness, and mental/emotional health via homework and online resources.

- **Physical Education**

In PE we are teaching the 3 components of fitness (strength, cardio, and flexibility). The list of exercises cover all 3 components. Please choose 4-5 of these exercises daily to help you stay active. Each week we will add new exercises to help you stay in shape.

- Additionally, the following elective courses are available: Instrumental music (band), vocal music, and orchestra.

- Algebra I and English 9 are available to qualifying students to earn high school credit in 8th grade. Qualifying students need to be at the 90% or above on the ISASP and achieve a qualifying score of 90% or higher on the aMath or aReading assessment.

* Students who master academic standards at a high degree in instrumental music (Band), may have school and parent approval to be transported (school bus) to MHS during the second semester to participate in the high school band. During this time students will not earn high school credit, but will continue earning 8th grade credit.

Throughout the middle school years, students will be exposed to many topics. To make these topics more meaningful, different guests and groups will be invited to present information to the students. Some of the topics may include sex education, healthy choices, pregnancy prevention. An example of a group who works with our students includes the Teen Outreach Program (TOP) in partnership with MICA. Students may be excused from these presentations if parents request it in writing

DISTRIBUTION OF MATERIALS

- MCSD recognizes that students, employees, parents or members of the community may want to distribute materials that are not affiliated with the school district. Non-curricular materials to be distributed to students and/or posted on the MCSD Digital Backpack must be approved by the Superintendent or designee and meet certain standards prior to their distribution. Please see board policy 903.5 and its accompanying regulation, 903.5-R1, for more information.

AVAILABLE ACADEMIC SERVICES

- Miller Middle School is very interested in helping you achieve at your highest level possible. Therefore, additional assistance can be obtained through a combination of services provided by the Counseling Office, Help Sessions, and several community agencies that will be providing on site support in a variety of ways. We also provide an opportunity for students to come to Miller on Saturday mornings for academic support from teachers.

ABSENCES

- Regular attendance is one of the best predictors of school success. When a parent decides that their student should not attend school, we ask that you please call 641 754-1110 prior to 8:30 a.m. and ask for the attendance office or email our attendance secretary, Krystal Randall at krandall@marshalltown.k12.ia.us These communications are very important to us. We appreciate parental cooperation with this important detail.

Since we consider student attendance to be important, we will call parents at work if other attempts to confirm multiple absences are unsuccessful.

- Homework during an absence may be accessed through Google Classroom for all classes. Paper copies may be requested by calling the school. Homework assignments may be picked up at the end of the day at 3:30 pm. For extended absences, the school district might supply a homebound instructor. Mrs. Malcom, our school nurse, will assist in this type of absence. Our goal is for all students to grow both socially and academically and keeping up on classwork, even during an absence, will help your student meet that goal. **Parents/guardians are encouraged to contact teachers directly at any time to ask about a student assignment in a specific class.**

Teachers' email addresses can be obtained at www.marshalltown.k12.ia.us. Most often a teacher's email is the first initial and last name @ the Marshalltown address such as dglenn@marshalltown.k12.ia.us.

- In the case of an unexcused absence, the student will be required to make up the lost instruction time away from school.
- In cases of truancy (**excessive unexcused absences**), attendance will be discussed with the student's parent or guardian. Since truancy is a violation of state law, we work with representatives of our legal and judicial systems in an effort to prevent recurrence of this problem behavior.

ABSENCES FOR REASONS OTHER THAN ILLNESS

- Extended family trips are discouraged during the school year. There are times when students need to be absent. Students should bring a note from their parents, to the attendance office, two or three days ahead of such absences. Teachers will be notified and the student informed of assignments, make-up work, etc. In many cases, assignments can be completed in advance or during the absence. MCSD Board Policy [501.9](#), [501.10](#).

TRUANCY

- Students who are absent from school or any class without a valid reason are considered truant. **No student is to leave the school without specific permission from the office.** (MCSD Board Policy [501.10](#))

TARDIES

- If you are tardy, after 8:25 a.m., you must report to the attendance office for an admit. When a student has an unexcused tardy, teachers will follow the behavior matrix for tardies which includes:
 - Redirection: Remind student of expectation
 - Choice consequence from Teacher Response/Consequence List
 - Parent contact made by teacher
 - Morning/After school detention (teacher must make parent contact)
 - Office Referral (Submit Behavior Referral)
- Tardiness during the school day will be handled by each classroom teacher. We will be reasonable concerning tardiness for students new to the building. We do, however, expect all students to try to be prompt to school and to their classes. Generally, students who are tardy after a reasonable orientation period will be held to the list above. **Good attendance habits are very important.**

PHYSICAL EDUCATION

- State law requires physical education for all students unless they are physically unable to take part in this activity. A temporary (one time) excuse from physical education may be obtained from the school nurse upon a written request from the parents. A written excuse from a doctor is required for an extended (more than one time) excuse from physical education. This must be renewed at least yearly. Excuses from physical education are to be presented to the nurse in the morning before school. If students have a mild illness or injury, it may be appropriate to develop a program of modified activity during physical education class. The school nurse will be happy to work with parents to arrive at a reasonable program for the student. Students are permitted no more than three parent excuses for P.E. per nine-week grading period. Any excuse beyond three per nine weeks requires medical verification.

REPORT CARDS

- A report of progress in all courses is made to students and to their parents each nine weeks and report cards are mailed home once each semester. This report shows you and your parents what progress you are making in your schoolwork and areas where you need additional work. During the fall quarter, parents will be invited to a conference session with teachers. If parents have questions concerning your progress at any time during the school year, they are urged to contact us with their questions. Parents may call the school to talk with teachers or to arrange a

conference with a teacher or teachers. Counselors are also available to confer with parents concerning student progress.

SOCIAL BEHAVIOR RECORD:

- In addition to academic grades, students and teachers will measure how consistently students are on time, prepared, and engaged in class and how each student demonstrates respect towards others. This report will be mailed together with report cards.

INFINITE CAMPUS:

- “Infinite Campus” is the student information website where parents and students may check their child’s attendance, discipline, assignments, and academic progress from each class. Please contact Bob Gilbertson, MMS Technology Specialist, to get more information and learn how to register for “Infinite Campus-Parent Portal” to easily access all of this information.
- If you have an activation code and want to create your account, please [click here](#).

STUDENT, PARENT, AND TEACHER CONFERENCES

- Conferences are held with students, parents, and teachers during the first and third nine-week grading periods. Additionally, parents or teachers may schedule conferences on an “as needed” basis at any time throughout the school year.

CLOTHING

- Student Dress – Miller follows the district dress code outlined in Board Policy [502.1-R](#). Students who dress inappropriately will be given the opportunity to change or cover their clothing. Refusal to cooperate and/or repeated offenses may result in being sent home and/or disciplinary action.

LIBRARY FACILITIES

- The library (also known as the HUB) contains books; periodicals, audio-visual materials, and computer equipment that you may need to complete many of your assignments and projects as well as many books for your reading enjoyment. You

should acquaint yourself with the media center and the procedures so that you can make good use of this learning center.

STUDENT CONDUCT RESPONSIBILITIES

- Students are responsible to teachers, administrators, custodians, bus drivers, educational aides, lunchroom personnel, and secretaries, but most of all to themselves. We at Miller expect all students to uphold the ideals for which Miller stands and to maintain the principles and traditions which have been established. We model all expectations on Miller's CATS –connected, accountable, tolerant, and safe.

ASSEMBLY PERIODS

- The assembly period is an opportunity for programs to be presented by departments and other school organizations. Sometimes special entertainment or speakers are invited to Miller. Typical programs which have been presented in assemblies are: plays, band concerts, orchestra or general music classes, movies, and speeches. Award assemblies for citizenship, music, athletics and PBIS are held quarterly.

ASSEMBLY PURPOSE

- In addition to providing education, the purpose of the assembly period is to give as many students as possible experience in appearing before an audience, and to give the student body experience in appropriate audience behavior. Students are taught to respond positively and to refrain from booing, whistling, or reacting in an inappropriate manner. Parents are encouraged to attend any of our assemblies.

STUDENT GOVERNMENT AT MILLER

- Miller also has a student PBIS Leadership team where students meet with PBIS coaches to plan, evaluate, and recommend adjustments to PBIS operations and celebrations at Miller. These representatives discuss the activities and issues of the school and work to improve the student experience at Miller. They present new plans and projects to be considered and plan fundraising and philanthropic assemblies.

VALUABLES AT SCHOOL

- Money or other valuable items including electronics may be checked into the office for safe keeping during the school day. One of our biggest problems arises from loss of

material goods by students when they are left unsecured and unattended. Please identify your things as much as you can with name tags or permanent ink. **This is particularly true of gym clothing.** Unless for a specific purpose, it is a good practice to leave large amounts of money or valuables at home, but if you do bring them to school, please check them into the office. It is a questionable idea in school as it is in any setting, to flash money and valuables around. When possible, bring a check rather than cash to deposit into the student's lunch account or pay online. **Never leave money or valuables in any unlocked locker and do not share your locker combination with anyone.** **The school is NOT responsible for replacing stolen items out of a locker, when the locker is not locked.** Our student body is a reflection on our general community and there are a small percentage of students who lack respect for others' property or rights. The school tries to monitor common areas and to provide locks for everything, however, it is extremely challenging to monitor every student's belongings at all times.

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. [Board Policy 502.8](#)

EMERGENCY DRILLS

- Throughout the year emergency preparedness and safety drills will be conducted in and out of the building. These will include but are not limited to fire drills, tornado drills, and building lockdown and evacuation drills. During the course of these drills the school may work in conjunction with police and other emergency response agencies to conduct training exercises in order to ensure a proper response. These exercises may include the local K-9 unit and other appropriate emergency response units. Students will be in their locked down classroom with instructors in the event a K-9 team or other emergency response unit conducts any exercise.

NOTICE OF SURVEILLANCE

- The Superintendent or designee shall annually notify parents, students, and staff that the District uses video surveillance equipment to record events and the behavior and activity of all persons on school property, including school buildings and transportation. (MCSD Board Policy [804.6-R](#))

NURSING SERVICES AVAILABLE AT THE MIDDLE SCHOOL

- A nurse is assigned to the building on a full-time basis during the hours that students are attending classes. The principal's office is also capable of backup emergency services of some types. If students go to the nurse's office and no one is there, they should report to the principal's office immediately. Students are not to sit in the nurse's office to wait unless they are instructed to do so.
- Parents, who have children with some physical challenges, or special needs due to a physical condition, should contact the school nurse to discuss these challenges. We want to do everything possible to allow each student to access all offerings at school regardless of any physical challenges.

SCHOOL HEALTH POLICY ON ADMINISTRATION OF MEDICATION

- Services provided by the school nurse include primary health care such as first aid, screening procedures, immunizations, illness and injury treatment, preventative health care through health assessment, health education and counseling.
- When a student is ill or injured, they should go to the Nurse's Office. If it is necessary for the student to be excused from school, the nurse will contact the parents or guardian to make arrangements for a student to go home. Students are not to contact parents to come get them without the nurse's authorization. If a student's parents are planning to be OUT OF TOWN, please notify the school nurse so that arrangements can be made if the student becomes ill or is injured. **No student will be sent home ill or injured without notification of parent or guardian**. Parental contact is needed to be sure that an adult will be responsible for your care after leaving school.
- The school nurse needs to be aware of students with **special health needs**. Parents, please notify the school nurse at the beginning of the school year and at any time during the school year of any student who has special health needs. It is imperative that the school nurse, parent, student and teachers work together to provide the best educational environment for student success.
- MCSD is an "allergy aware" district. Due to significant food allergies that some students possess we discourage items with nuts and tree nuts in our school. If you wish to request a diet modification for your child, please contact the Food Service Office. A Diet Modification Request Form, to be completed by a physician, can be

found on the District's website and this form needs to be submitted once and updated if changes occur.

- **Prescription Medications:** All medication prescribed by a physician that will be given at school must be in a proper prescription container from the pharmacist. **All medication must be kept in the nurse's office.** A medication form, obtained from your doctor, with the parent and physician's signature must accompany this prescription medication. The medication card must include the medication name, dosage, and time the medication is to be given at school. An exception to the policy is inhalers for students with asthma. The student may carry their inhaler if the physician writes a specific order or notes this on the medication card. Students must be reminded not to share their inhaler with any other student no matter what the situation.
- **Non-prescription Medications:** Non-prescription medications such as acetaminophen, ibuprofen, cold medications, or cough drops will **not** be given unless the parent or guardian has electronically signed during the on-line registration process. Students are not permitted to carry or take over the counter medications unless given to the student by the school nurse. Specific OTC medication not supplied by the school nurse must be supplied by the student and kept in the nurse's office.
- Teachers, coaches, trainers or other staff are **not allowed** to dispense either prescription or non-prescription medications during the school day or at any school sponsored activity such as an athletic event, field trip or extracurricular activity unless certified by the state to dispense medication.
- Students are **not allowed** to take prescription or non-prescription medication at any school sponsored activity such as an athletic event, field trip or extracurricular activity unless authorized by the school nurse or the parent of the student. If the student is taking a prescription medication at a school sponsored activity, the teacher or coach should be notified in case there is a side effect to the medication.
- At the end of the school year, parents will be notified if the student has a prescription medication remaining at school. **At the end of the school year, any medications left in the nurse's office will be sent home with the student or parent at the nurse's discretion. Any medication left for one week after the end of the school year will be properly disposed of.**

Policy for Students with Pediculosis (Head Lice)

- Pediculosis capitis, commonly known as head lice, is an infestation of the hair and scalp with lice and nits (eggs). The goal of this policy is not to eradicate pediculosis, which is impossible, but to keep it at a manageable level. The Center for Disease Control (CDC), the Iowa Department of Public Health (IDPH) and the American Academy of Pediatrics (AAP) recommend that no healthy child should be excluded from or allowed to miss school because of head lice. The "no-nit" policy will no longer be in effect. Students with only nits will remain in school.
- Any student found to have lice on the hair or scalp during the school day will remain in school until the end of the day. Parent/guardian will be notified if the student has head lice or nits. Oral and/or written instructions regarding the treatment of head lice or nits

will be given to the parent/guardian. During the two-week treatment period, the student is expected to be in school on a daily basis.

- The Marshalltown Community School District will follow the recommendations as outlined in the Pediculosis School Manual found in each school building. This manual will be reviewed and updated using the recommendations from the Iowa Department of Public Health and the American Academy of Pediatrics as guidelines for the treatment of pediculosis. (MCSD Board Policy [507.11](#))

WITHDRAWAL FROM SCHOOL

- If a student is moving out of the Marshalltown district, you should notify the attendance office as soon as the information is available. On your last day at Miller, go to the attendance office and the secretary will give you a check out sheet to present to each of your teachers. The teachers will indicate if you have been cleared for transfer. This sheet should then be checked in at the office to receive any refunds, report cards, etc. The student's records will be transferred to his/her next school when the parent signs a permission form for release of records at the new school. Student Chromebook and charger are required to be turned in prior to leaving school.

CHANGE OF ADDRESS, TELEPHONE OR EMAIL ADDRESS:

- If your address or telephone number is changed during the school year, this change should be reported to the office secretary. **It is important that the school records are kept up-to-date.** We also appreciate having up to date email addresses for communication purposes.

SCHOOL WORK DONE ON HOME COMPUTERS AND CHROMEBOOKS

- *Students will be issued a Chromebook to enhance their educational experience at Miller. The Chromebook that a student is issued when they arrive at Miller will be the same device that they will have for the duration of their time at Miller. Because of this, there are certain expectations that accompany this privilege. All students and a parent or guardian will need to consent to and sign a Responsible Use Procedures (RUP) form and agree any fees that are associated with repairs to the device caused by misuse of the device. A copy of the RUP can be found [here](#)*

CONDUCT

- Certain rules and regulations are necessary to ensure a positive school environment. In general, behavior is not acceptable if there is the possibility that it might result in a disruption to the learning environment, personal injury, destruction of property, or injury to the spirit or the reputation of the school. **Our goal is to maintain a positive learning environment.** Conduct that detracts from that atmosphere will not be tolerated. School Board Policy [503.1](#) governs our disciplinary practices and procedures.

STUDENT ACTIVITIES

- There are a variety of activities available to meet the needs and interests of all who wish to participate. Announcements will be made concerning the various activities. The Activity Director coordinates all activities.

ATHLETICS

- We have an interscholastic athletic program that is available to all of our 7th & 8th grade students. A current physical form is required for participation in athletic activities. Current sports teams at Miller include Cross Country, Volleyball, Football, Wrestling, Basketball, Swimming and Track.

REQUIRED STUDENT/PARENT RESPONSIBILITIES FOR ATHLETIC PARTICIPATION

- Athletes must turn in all required forms before they will be allowed to participate. These include completed and signed physicals, insurance waivers, concussion form, other required forms as necessary, and medical cards.
- Students must be in good standing in all classes to participate in contests and performances. If a student is not in good standing they will need to meet a teacher's recommendation to participate in contests and performances. Making significant progress towards passing is required.
- In order to participate in a contest or performance the student must be in attendance the entire school day of the day of the event.
- If a student receives a major referral the student will be held out of 1 contest before returning. We believe being a good student and citizen is vital to participate in extra-curricular activities.

STANDARDS OF THE STUDENT CONDUCT CODE:

- Participation in student activities is viewed by the school as a worthwhile endeavor which enhances the education process. Participation is considered an extension of, but separate from, the regular secondary school program. Participants in extracurricular activities occupy leadership positions, represent the school and the community and depict its character, all of which brings additional expectations and responsibilities. While the regular curricular program is a right afforded to each student, participation in the extracurricular program is a privilege and, as such, carries certain expectations beyond those found in the normal classroom situation. Extra-curricular involvement offers students opportunities to develop healthy living habits, self-discipline, leadership, teamwork, citizenship skills, and respect for structure, rules, and responsibilities. It is with those goals in mind the Good Conduct Code is established for those choosing to take part in the extracurricular program.
- All students, whether participating or spectating for an MMS event must have been in attendance all day to attend the contest or have approval from an administrator.
- One cannot ignore the fact that some adolescents choose to involve themselves in social situations where conduct that is unhealthy or improper and that, in many cases, is also illegal occurs. The school district shares the concern of lawmakers that use of alcohol and other controlled substances is detrimental to one's physical health and emotional well-being. The purpose of the Good Conduct Code is proactive; to deter behaviors that violate the law. School officials encourage the observer to call the police when students are observed in violation of Iowa law.

GOOD CONDUCT CODE:

1. The student shall at all times be in compliance with the criminal statutes of the state and nation and the ordinance of local communities, except for minor traffic violations, and shall not engage in conduct that subjects the student to the jurisdiction authorities because of antisocial behavior.
 2. The student shall at all times abstain from the consumption, possession, control, acquisition, delivery or transportation of beer, alcoholic beverages, or any controlled substances as defined in the Iowa Code, or on school property as well as school sponsored activities.
 3. Students shall not be in association with, or at gatherings where, others not of legal drinking age are in possession of beer, alcohol or controlled substances.
- Extra-curricular activities include all activities for which the school provides a coach or sponsor specifically including, but not limited to, interscholastic athletics, drama, and music. Squad training rules will be published and made available to all participants. Rules and intra-squad problems will be administered by the individual coach or

sponsor. The [Good Conduct policy shall \(503.4, 503.4 R-1, 503.4 R-2\)](#) be in effect all year, including summers.

DETENTION

- Students may be assigned detention because of a discipline problem or some other infraction that may occur such as tardiness or truancy. A student is always informed when he/she has detention time to serve and parents are notified by the teacher, student, and/or principal. Bus students are allowed one day to arrange for transportation since detention time is made up at the end of the school day. Students are to bring sufficient materials and books to keep busy for the period of time they are to make up. A student cannot be excused from detention unless satisfactory arrangements are made with the staff member who assigned the detention time.

SUSPENSION OR EXPULSION

- A suspension means that a student is removed from the regular school environment and all school sponsored activities for a temporary period of time. Suspension may be either in-school or at home. If a student is suspended at home, the student is not allowed on any district owned property for the duration of the suspension. The principal of the school may suspend a student as a disciplinary measure. Students may be reinstated only after a satisfactory conference with the parents, the student and the school officials. The suspended student must display a positive attitude toward school policies and a desire to return to school. Expulsion means that a student is removed up to one year from the school. This action is taken only by the board of education, and the student must appear before the board of education and receive their permission before he/she will be permitted to return to any school in the district. Participation/affiliation in gang activity, carrying drugs or alcohol, or bringing any type of gun/weapon on school property could lead to expulsion. (MCSD Board Policy [503.1-R2](#), [503.2](#), [503.2R](#))

WEAPONS: Board Policy [502.6](#)

- The Marshalltown community will allow a “zero tolerance” concept toward weapons and violence in our schools.
- The possession of dangerous weapons on school premises and at school related activities is a serious violation of the discipline policies of the Marshalltown Community Schools. This can cause 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.

- Parents or guardians of students found to possess a dangerous weapon on school property shall be notified of the incident. Weapons will be confiscated and a report will be made to the police department.
- Any object which could be used to injure another person and which has no school related purpose for being on school property or at school related activities will be considered a dangerous weapon for the purposes of this policy. Without limiting the examples or definition, the following instruments or objects generally are considered weapons within the jurisdiction of this policy: knives of all types, guns, replicas of weapons, squirt guns, ammunition with a primer capable of ignition, lead pipes, chains, and nunchucks, throwing stars, metal knuckles, blackjacks, fireworks, explosives or dangerous chemicals.
- Any student while on school property or at a school related activity found to be in possession or purporting to be in possession of a weapon, displaying a weapon, or utilizing a weapon in a threatening manner including the infliction of harm or injury to another person shall be subject to suspension or expulsion. Each case will be handled individually considering age, the evidence and circumstances. The District will continue to enforce a safe learning environment for students, parents, visitors and faculty.
- Weapons under the control of law enforcement employees shall be exempt from this policy. The principal must approve any display of dangerous weapons for educational purposes.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE: Board Policy [104](#)

General Statement of Policy

- It is the policy of the Marshalltown Community School District to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence. It shall be a violation of this policy for any student or employee of the Marshalltown Community School District to sexually harass or abuse a student or employee. The School District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District. Please contact Nora Ryan, Human Relations Director, if you have a claim or concern.
nryan@marshalltown.k12.ia.us (641) 754-1000 ext. 7253

GANGS: Board Policy [502.11](#)

- The school board believes that the presence of gangs and gang activities may cause a substantial disruption of or material interference with school and school activities. A

“gang” as defined in this policy and under Iowa Code 723A means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which as the identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. The “pattern or gang activity” means the commission, attempting to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal street gang. By this policy, the Board acts to prohibit the existence of gangs and gang activities as follows: No student on or about school property or at any school activity:

- Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership in or affiliation with any gang.
- Shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership or affiliation in a gang. This includes writing on notebooks, papers, etc.
- Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity including but not limited to:
 - Soliciting others for membership in any gangs;
 - Requesting any person to pay for “protection” or otherwise intimidating or threatening any person;
 - Committing any illegal act or violation of school district policies;
 - Inciting another student to act with physical violence upon any other person.
- Gang membership and the demonstration of gang membership, may be shown to be a disruptive influence to the educational environment of the Marshalltown Community School District and the safety of its students/staff/guests. Gang membership, as defined in Code Number 502.11, is a behavior that will not be tolerated as it is contrary to a safe, orderly, and respectful school community. It is the intent of the Marshalltown Community School District to provide a safe and orderly environment.

FIGHTING, COOPERATION WITH LAW ENFORCEMENT OFFICIALS

- If students are involved in fighting, police may be called and students may be taken to the police station. There they may be charged with disorderly conduct and referred to juvenile authorities. **Police will be involved in other criminal actions such as possession of alcohol, drugs, tobacco, e-cigarettes/vapes, possession of weapons and theft. In the case of tobacco possession or e-cigarettes/vapes, the student will be cited while at school.** (MCSD Board Policy [502.12](#))

SMOKING

- State Law and School Board Policy prohibit the use and possession of tobacco while on school grounds. Violation of this law will also be subject to prosecution by police authorities. Students involved in extracurricular activities may also be subject to the "Student Conduct" policy. School administration and police may conduct periodic searches of Miller lockers and grounds.
- A student violation of this policy will be subject to disciplinary action and police citation. Continual violations of this policy will result in additional disciplinary action and/or police involvement. Possession of matches, lighters, or other flame producing products is prohibited. (Board policy [502.7](#))

E-CIGARETTES/VAPING

- This e-cigarette policy prohibits the use of electronic nicotine or other drug or juice delivery systems (also known as e-cigarettes, e-cigars, e-hookahs, and e-pipes) anywhere that tobacco smoking is prohibited. No vaping is permitted within the facilities of Miller School at any time. No vaping is permitted on adjacent outdoor district property. This includes, but is not limited to, common work areas, gymnasium, classrooms, conference and meeting rooms, private offices, elevators, hallways, cafeterias, employee lounges, stairs, restrooms, district-owned or leased buses or vehicles, and all other enclosed facilities. This policy is in place and enforced to protect indoor air quality and to protect the health, safety, and comfort of students, employees and visitors of Miller Middle School. (Board policy [502.7](#))

LOST AND FOUND

- You may lose or find something of value sometime during the school year. Students who have lost any article should inquire in the office. Should students find articles, they are requested to turn them into the office immediately. This represents good citizenship. Items of clothing which are not claimed within 3 months will be given to a charitable organization.

COATS, BACKPACKS, AND STRING BAGS

- For safety and issues regarding crowded classroom space, we ask that all students leave their coats in their lockers. Students may carry String-Bags/Backpacks, but teachers may, due to space, designate a spot for students to place them in their classrooms.

TELEPHONE

- There is a phone for students to use at Miller; it is located in the Main Office. Telephone calls should not be made during class time. The office phone needs to be kept open for parental calls and other school business. Student calls are to be kept very short. **The school telephone number is 754-1110 for school business.** Parents are requested not to call the school for students to come to the phone. Messages will be delivered in cases of emergency.

SCHOOL ISSUED TECHNOLOGY AND INTERNET USE

Per School Board Policy, it is especially important to be informed about the definition of Restricted Materials: “No users shall intentionally access, create, transmit, or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words...”

1) Students must always obtain staff permission to use the Internet. (Minor Violation Consequence)

2) Completion of school assignments shall be the first priority of Internet use. School Board

Policy states that students “remain on the system long enough to get needed information, then exit the system.”

3) Due to limited supply of ink cartridges and paper, students are required to get staff permission to print. Students need to read the information before asking permission to print and be prepared to verbally explain how this information will aid their research. We encourage downloading information to a personal disk and editing it before requesting permission to print. (Printing without Permission-Minor Violation Consequence)

4) Students will proceed through the following sequence when minor violations are reported:

- Redirection: Remind student of expectation
- Choice consequence from Teacher Response/Consequence List
- Parent contact made by teacher
- Morning/After school detention (teacher must make parent contact)
- Office Referral (Submit Behavior Referral in Campus)

5) When a student **unintentionally** enters a site containing information in violation of our “Restricted Material” definition, that student needs to IMMEDIATELY contact the supervising staff to report the site. The staff member will guide the student in the process of backing out of the site. (Failure to report site results in Major Violation Consequence.)

6) Other major violations include **intentionally** accessing and/or printing restricted materials, visiting a chat room without staff permission, inappropriate school use of email, and other misuses as determined by the building administration.

Students who abuse the use of the internet and/or Chromebook may lose their internet and/or Chromebook privileges for a period of time as determined by administration.

(MCSD Board Policy [605.6,605.6-R1](#))

PERSONAL TECHNOLOGY

- It is not a requirement for students to bring personal technology devices to school. Students are discouraged from bringing such. Personal Devices **should not** be used for non-academic purposes without prior teacher consent resulting in a disruption to the learning environment. Each classroom is equipped with an organizer where students are expected to place their phones at the beginning of class and pick them back up at the end of class. Students will be allowed to use their personal devices during their lunchtime or during passing time only. If students fail to put phones in the organizer and they interfere with learning, teachers will turn that phone into the office. Administration may also require students to turn in their devices prior to attending class. Students who violate this policy will be subject to school consequences. Teachers may also request a student to turn in a device for the remainder of a class period or the day if the device proves to be the cause of repeated disruptions to a student's learning.

BICYCLES

- Bicycles should be parked in the racks which are located in the front of the building. **All bikes should be locked.** Stolen bikes are generally a police matter, not a school matter.

SKATEBOARDS AND SCOOTERS

- Skateboards and scooters should not be ridden on school property. If a student chooses to ride a skateboard or scooter to school, he/she should carry the skateboard or scooter when entering the school property, and not ride them again until exiting school property after school. In some cases, the student may be required to store the item(s) in a location designated by school personnel until after school.

SCHOOL BUSES

- School busses load in the bus loading area. Students are to stand back from the buses as they come in and conduct themselves with respect and consideration for others while waiting for the bus. Proper conduct while loading or riding is required on the bus to ensure the safety of all. Students can ride a city bus for a fee if they do not live in the free bus area. Information regarding this bus and permission to ride the bus with another student are available in the principal's office. Students eligible to ride school busses to/from home may receive a school bus pass. Almost every student in the Marshalltown District will ride a school bus sometime during the school year, if not as a regular morning and afternoon rider, then as a participant in field trips or athletic events. In order that everyone receives a safe comfortable ride, please read and discuss the following student rules with your child. The Marshalltown School District utilizes video cameras on some of the busses. Since the cameras are not hidden, students should know that they are being recorded. Video surveillance as a preventative measure on school busses has been shown to enhance the management of problem behavior on busses.

SCHOOL TRANSPORTATION RULES AND REGULATIONS

- https://www.marshalltown.k12.ia.us/media/cms/Transportation_Handbook_712_3_F405_C7080582E.pdf (English)
- https://www.marshalltown.k12.ia.us/media/cms/Grades_712_Transportation_Handbook_E1B3835CFBC86.pdf (Spanish)

LOCKERS

- **Students are not to trade or share lockers, and should not share combinations with other students. No food/drinks should be kept in a locker. If students experience a mechanical problem with their locker, they should go to the counselor's office for help.**
- If a student has trouble locking or unlocking their locker, please see a custodian or a staff member. Students should not ask another student to help them if they would have to share their combination. **It is your combination and it should not be revealed to other students.** A great deal of expense and effort goes into providing students with a secure hall locker and gym locker. This money and effort is often wasted because students too often do not take the time to secure their locks, or they give their combination to someone else. Missing padlocks cost **\$5.00 to replace. Combinations to lockers cannot be changed during the school year.**

- The school reserves the right to investigate the contents of any locker if it is deemed necessary. The lockers are school property and the school administration not only has the right but also has the responsibility to safeguard and inspect all school property. (School Board Policy [502.8](#) details the MCSD policy on search and seizure.)

FOOD SERVICE

- A healthy breakfast and lunch are offered at every MCSD school building daily. The menu is available online, published in the paper weekly, and sent home with elementary students monthly. Meal prices will be posted at registration and on the monthly menu. Applications for free meals or reduced price meals are available at registration every year and throughout the year. Qualification is required every school year. Payment can be made in any amount, at registration or any school day or online. Charging of meals is limited to 3 lunches. Once a student owes for more than the limit, the child is served a cheese or soy butter sandwich and milk for lunch. Please call Lynn Large at the Food Service Office, 754-1185, with any questions or problems.
- Marshalltown School Food Service utilizes a computer assisted food service (CAFS) system in secondary schools in Marshalltown. Students are assigned a student number, and they enter this assigned number into a keypad on the serving line. It is very important that this number be treated as a bank PIN number. **YOUR CHILD SHOULD MEMORIZE THIS NUMBER AND SHOULD NEVER SHARE THIS NUMBER WITH OTHER STUDENTS.**
- **PARENTS SHOULD DISCUSS ANY DESIRED LIMITATIONS ON SPENDING WITH THEIR CHILDREN SO AS TO AVOID MISUNDERSTANDINGS REGARDING EXPENDITURES.** If parents wish to have the Food Service Department place limitations on their child's account, they may do so by calling the school to make arrangements.
- Your children will assume responsibility for their lunch code numbers, and with your help they will also assume responsibility for choosing foods carefully and spending their account money wisely. Students have flexibility in choosing meals and food items sold individually.
- If you have questions or wish to have input regarding your child's account, you may call Miller Middle School and ask for the cafeteria manager.

BREAKFAST

- Breakfast is served each school day in our cafeteria and available as a grab n go in the main lobby until the start of 1st period. Students are allowed to eat in their first period class if needed. Guidelines for free or reduced priced meals are the same for breakfast as for lunch. Students wishing to eat breakfast at school should enter the

west cafeteria door between 8:00 a.m. and 8:20 a.m. (Breakfast will NOT be served on late start days)

CLOSED LUNCH HOUR

- All students have a lunch period that is approximately 20 minutes in length. Parents are always welcome to come and eat school lunch with their child. Please check into the office upon arrival. If parents bring food we will reserve a conference room instead of eating in front of the other students IN the lunchroom

CAFETERIA PROCEDURES

- Serving lunch to 900 students in an organized and efficient manner on a daily basis is a big undertaking. Because of this, all students are expected to follow the cafeteria guidelines listed below.
 1. Students should enter the cafeteria in a quiet manner and **sit** at a table of their choice.
 2. Students will remain at their tables until an adult in the cafeteria dismisses that table to the lunch line.
 3. All food should be eaten at the cafeteria tables. The table should be cleaned before you take your tray back. Clean tables are the collective responsibility of those sitting at that table.
 4. After returning lunch trays, students may visit at the same table where they originally ate.
 5. All students are required to leave the cafeteria area clean and organized. This means leaving the cafeteria table clean, and checking the floor around their tables. No food/drink is permitted to leave the cafeteria.
 6. All students are expected to be courteous and cooperative with cafeteria personnel at all times
 7. Students are allowed to use cell phones and electronic devices appropriately.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act of 1974 (Public Laws 93-380, 88 Statute 571-74, August 21, 1974) extends certain rights to parents and/or students of majority age. The purpose of this letter is to inform you of these rights.

The Marshalltown Community School District maintains records of (1) Birthdate, Birthplace, Phone, Home Address, and Name of Parents: (2) Educational Aptitude, Achievement and Grades: (3) School Attendance, and (4) Health Data on every student.

Parents or students of majority age have the right to review these records, prevent them from being disclosed to non-school personnel under certain circumstances,

challenge the records and offer additional information to the records. You may exercise these rights by contacting your school principal.

The school retains the right to release directory information in the form of lists including names, grade, and parents' name. You may deny the school the right to release any or all of this information by contacting your principal by September 15.

The Marshalltown Community School District forwards records on request to a school in which a student seeks or intends to enroll.

It is the policy of the Marshalltown Community School not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title XI of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to Nora Ryan, Equity Coordinator Marshalltown Community School District, 1002 S 3rd Ave, Marshalltown, Iowa 50158, phone (641) 754-1000; or the Director of the Iowa Civil Rights Commission, Des Moines, Iowa; or the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

Complete copies of each of the above policies are available at the School Administration Office, 1002 South 3rd Ave, telephone (641) 754-1000.

ENROLLMENT

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates:

March 1, 2021	Last date for regular open enrollment requests for the 2021-2022 school year.
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Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance.

This is paid out according to the open enrollment handbook found on the Iowa Department of Education website in the form of a cash stipend.

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

For further details, contact the school office or visit the [Iowa Department of Education](#)

