



# MFL MARMAC SCHOOL INFORMATION

## SCHOOL REGISTRATION WILL BE OPEN ONLINE AUGUST 6-13

**THROUGH THE JMC PARENT PORTAL FOUND ON THE SCHOOL WEBSITE** *New families to the District will need to contact the school first.*

**AUGUST 19-22:**  
**Inservice Individual Staff & Curriculum Development**

**FRIDAY, AUGUST 23:**  
**School Starts**

**MONDAY, SEPT 2:**  
**Labor Day, No School**

### BOARD OF EDUCATION STATEMENT OF SUPPORT

The Board of Education supports the District's student discipline policies including the rights and responsibilities of students, parents, teachers and administrators. We support the staff in enforcing these policies and hold the staff accountable for the implementation of these policies.

### WEBSITE

Much of the information that district parents will need is on the District Website at [mflmarmac.com](http://mflmarmac.com). We also place many updates on the District Website and on the MFL MarMac District Facebook page.

### OPEN ENROLLMENT INFORMATION

Parents wanting to exercise the open enrollment option need to get the application from the school district or from the Iowa Department of Education Web Site, A-Z Index under letter "O", and then scroll down to Open Enrollment. Open enrollment deadline for the 25- 26 school year is March 1st 2025. In most cases, a high school student who open enrolls will be ineligible for varsity interscholastic competition during the first 90 consecutive school days of enrollment into the receiving district. This ineligibility may be waived if consented by both school districts. A student open enrolling in or out of the district may qualify for transportation assistance, depending on income.

### POST-SECONDARY OPTION

MFL MarMac participates in the Community College Credit program for juniors and seniors and the Graduate Equivalency Diploma (GED) program. Contact the high school guidance counselor.

### LEGAL NOTICE: THE FAMILY EDUCATION RIGHT AND PRIVACY ACT OF 1974

The School District maintains records of (1) birthday, birth date, phone, home address and names of parents; (2) education 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.

The school may release directory and athletic program information in the form of lists: Including names, grade levels, home addresses, parents' names and phone numbers. Parents or students may deny the school the right to release this information by contacting the school principal's office. The School District will mail, on request, education records to another school district in which the student seeks or intends to enroll. Bus and classroom activities may be video taped for instructional purposes.

**RIGHT TO KNOW:** The School District maintains this policy.

**DRUG & SMOKE-FREE WORKPLACE:** The School District maintains this policy.

### BREAKFAST PROGRAM

Breakfast shall be served between the hours of 8 a.m. and 8:30 a.m. Families eligible for free or reduced lunch are also eligible for free or reduced breakfast.

### SCHOOL LUNCH INFORMATION

The school participates in the National School Lunch Program for free and reduced lunches/ breakfasts. For an application or information contact Pat Echard at the Monona Center, 539-6400. A la Carte items are an additional cost regardless of lunch status.

### WEATHER CLOSINGS, DELAYS, OTHER EMERGENCIES

School may be delayed or canceled if conditions require. Notification will be given to: KCTN, KGAN, KCRG and KWWL. We will also utilize our district Facebook page, and the text messaging system. The principal, activities director, or head coach of the activity may cancel an individual athletic trip in the interest of weather safety.

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### EARLY GRADUATION

Parents of junior students wishing early graduation information should contact the high school principal prior to pre-enrollment for the senior year.

**BLOODBORNE PATHOGENS:** The School District maintains this policy.

### ACTIVITIES SHUTTLE BUS & PRACTICES

Middle School: Practice starts at 3:20 p.m.  
Off the field or floor at 4:50 p.m.  
Shuttle Bus leaves at 5:30 p.m.  
These times will be adhered to except in cases of practices for special occasions or tournaments, in which case the coach involved will have obtained prior approval of the respective middle school or high school principal. The middle school shall not practice on Wednesday nights.

### BULLYING

MFL MarMac schools prohibit any acts of bullying against students, teachers and support staff. All students are protected by policy 501.9 of the school code. Policy 501.9 protects all students from all forms of harassment including, but not limited to race, color, age, national origin, sex, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, creed or any other reason.

### HONOR ROLL

The high school and the middle school will publish honor rolls during the school year in the local papers. If you, the parent(s)/ guardian, or your child objects to having his/her name published in the list, please notify the appropriate principal's office.

### SCHOOL COST AND RENTALS

The school district charges for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student costs waived or partially waived. Families should contact Lori Vorwald in the superintendent's office for a waiver form.

### STUDENT ATTENDANCE

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

### HAWK-I INSURANCE FOR CHILDREN

Parents can apply for no- or low- cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll free) or go to the web site at [www.hawk-i.org](http://www.hawk-i.org) for more information.

### SPECIAL EDUCATIONAL SERVICES NOTIFICATION

The school district maintains appropriate special educational services with the cooperation of Keystone AEA.

### HOMELESS CHILDREN PROGRAM

In Iowa there are homeless children. This is also true in Clayton County and we are not exempt from this societal problem. Please note the definition of homelessness, as this is much broader than you might think. If you know of any homeless child not attending school please notify us. The board will make reasonable efforts to identify homeless children and youth of school age within the district. Homeless student will not be denied enrollment for lack of normal needed things such as immediate records, immunization records costs and residency. As provided in the Code of Iowa and in our board policy we will also make any waivers to the normal regulations as needed to get these kids to school. This includes transportation barriers, English as a second language and special needs. Homeless defined: A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed regular and adequate nighttime residence and includes a child or youth who is living in the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age. The homeless children contact person is Denise Mueller.

### SEXUAL HARASSMENT POLICY

The school district maintains a sexual harassment policy. Students found to be harassing other students are subject to the disciplinary measures contained in this policy. All students are protected under this policy. No one shall be harassed for reason of race, color, age, national origin, sex, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, creed or any other reason.

### LEVEL ONE SCHOOL OFFICER

The "Level One" investigator for the School District is Tim Dugger. This refers to any abuse of staff to student or staff to staff.

### STUDENT SEARCHES

In order to protect the health and safety of students, employees and visitors to the school district, and for the protection of the school district facilities, students and their belongings and school-owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. The school district may periodically use a drug-sniffing dog for the purpose of locker and parking lot searches.

### HUMAN GROWTH AND DEVELOPMENT

Parents have the right to review the human growth and development curriculum and the right to excuse their child from this instruction.

### ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possession, using and being under the influence of alcohol, drugs or look-a-like substances, and possession or using tobacco, tobacco products or look-a-like substances, including e-cigarettes. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

### PROBLEM SOLVING PROCESS/ACADEMIC AND BEHAVIORAL INTERVENTION

The school district, in its educational program, has a process to assist students experiencing academic and/or behavioral difficulties. The building level problem solving team is responsible for this process. The problem solving team includes staff members from the school and the area education agency. Parents wanting access to this process should contact Larry Meyer at the High School at 563-539-6400, Denise Mueller at Middle School at 563-873-6400 or Tim Dugger at the Elementary School at 563-539-6400.

### IDEA & SECTION 504

The MFL MarMac School District is in compliance with the Individuals With Disabilities Act. The school district makes all reasonable attempts to provide the best education within the least restrictive environment for all special education students.

The district also recognizes section 504 of the Federal Disability Act and makes accommodations to students with 504 plans when necessary and prudent. The 504 coordinator is Larry Meyer.

### NON-DISCRIMINATION IN VOCATIONAL PROGRAMS

The MFLMarMac Community School District offers career and technical programs (CTE): Program offerings and areas of study are defined as the four service areas:

- Agricultural Education
- Business Education
- Health Occupations Education
- Family and Consumer Sciences Education

We also offer courses in Industrial Education and Marketing Education. It is the policy of the MFL MarMac Community 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, 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, Tim Dugger, Superintendent, 700 South Page, Monona, Iowa 52159. Telephone Number (563) 539-6400, Email Address: [tim.dugger@mflmm.k12.ia.us](mailto:tim.dugger@mflmm.k12.ia.us)  
Office of Civil Rights: Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL60661-7204, Telephone: (312) T30-1560 Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)  
Link to Division II CTE Redesign: includes graphic with new Service areas: [www.educateiowa.gov/adult-career-and-community-college/career-and-technical-education/cte-redesign/division-ii-cte](http://www.educateiowa.gov/adult-career-and-community-college/career-and-technical-education/cte-redesign/division-ii-cte)

### TITLE IX

The District recognizes and complies with all revisions of Title IX final regulations of 2021. Larry Meyer, Principal, is the district Title IX Coordinator. The district prohibits all categories of sexual harassment and all types of sexual violence against students and staff. It is the policy of MFL MarMac CSD to not discriminate on the basis of race, color, age, national origin, gender (sex), sexual orientation, gender-identity, marital status, socio-economic status, disability, religion or creed in its educational programs, activities or employment policies as required by Title VI, VII, of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and the May 20th, 2021 revision, and Section 504. Inquiries regarding compliance with Title IV, Title VI, or Section 504 may be directed to Larry Meyer, MFL MarMac Schools, Monona, IA 52159 (563-539-6400). Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI 53203-2292, or the Iowa Department of

### EQUITY PROGRAM

The equity coordinator for the school district is Tim Dugger. The MFL MarMac Community School District has adopted a multicultural/ nonsexist program. The MFL MarMac School District shall make every attempt to encourage gender equity and race equity in course offerings. The district encourages female students to take courses traditionally taken by male students, and male students to take courses traditionally taken by female students. The district will ensure equality in all areas of race, color, age, national origin, sex, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, creed or any other reason.

### PPRA NOTIFICATION OF RIGHTS

Protection of Pupil Rights Amendment affords parents and students 18 years old the right to give consent, an opportunity to opt their student out of and inspect the following:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening.

### STUDENT PUBLICATIONS

Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech.

### RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993

As required by the FMLA, the School District provides up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for the district for at least one year and for 1,250 hours over the previous 12 months. EQUAL EMPLOYMENT & AFFIRMATIVE ACTION The School District is an Equal/Affirmative Action employer and does not discriminate on the basis of race, color, age, national origin, sex, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, creed or any other reason in its employment or personnel practices. Inquires or grievances related to this policy may be directed to Tim Dugger, Supt.

### ASBESTOS MANAGEMENT PLAN

The School maintains a "Management Plan" for public asbestos information in the district

Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515-281-5294).

### MFL MARMAC SAFETY PROCEDURES

Drills for fire shall be performed routinely throughout the school year. During these drills we will work towards fast and non-emotional evacuation of the building. Drills for tornado shall be performed in the spring, and as needed. During these drills students and staff will practice going to specific pre-determined spaces. Depending on the nature of the situation, these pre-determined spaces could change. For drills the intercom system, phone, the JMC Message Center system will all be utilized. Other modes of communication will be used as possible. In a lockdown, whether a drill or real, students will be accounted for, all doors will be locked, students will remain in the room until all clear. In an evacuation students will get out of the building quickly and calmly. If it is not possible students will barricade, hide and lock doors. Drills for intruders in the building shall be conducted annually at a minimum. These drills may consist of a table talk drill, which presents various scenarios about a possible crisis, and what to do. These drills may also consist of performing an actual mock evacuation, or lockdown – or both. The curriculum shall consist of awareness and discussion about safety procedures, possible crisis situations, and drills. The book "Be Prepared not Scared" shall be read to elementary students. Students in all grades shall be informed of our safety procedures, which is an on-going process. In a significant emergency the JMC Message Center system will be used to communicate to the public. Students, employees, local and county police, and those who regularly use the school shall be included in this communication. Parents can sign up for these communications, and are encouraged to do so. Other media, including the MFL MarMac District Facebook page, shall be used as time and the situation permits. Citizens in the school can report threats to the school district by calling the Clayton County Police (563) 245-2422 or local law enforcement. If it is found that a fraudulent or prank threat has been reported, criminal action will be taken against the reporter. In the event of an evacuation drill or crisis a reunification plan shall be in place. Parents may pick up their child at designated areas. (The areas of evacuation are part of our safety plan, but they are subject to change, and shall be announced at the time of the crisis). Parents will have a check-in location and your child will be delivered to you. You may need to fill out a reunification card to determine who you are. All students will need to sign out, and we expect parents to understand and work with us in this process.