



# WEST MARSHALL NEWSLETTER



## Registration

**Tuesday, August 6th, 2019**

8:00 am to 11:00 am & 1:00 pm to 3:00 pm

Middle School Library

We accept **cash or checks** only for payment at the checkout counter. You are welcome to log into your JMC account to make a credit card payment. Computers will be available in the Middle School computer lab.

Please plan to attend West Marshall registration on Tuesday, August 6- from 8:00 a.m. to 8:00 p.m. Registration will be located at West Marshall Middle School at 605 3<sup>rd</sup>-Street NW in State Center. Staff from all three buildings will be available to assist with the registration process. We will also have representatives from transportation, food service, and health services to answer all of your questions for the 2019-2020 school year. The athletic boosters will also be selling West Marshall apparel. We look forward to seeing you there!!

For currently enrolled students, if you would like to update your student/parent data ahead of time, please follow the directions below. **Online updating will open August 1st.**

Go to the West Marshall homepage <https://wmcsd.org/>

- Click JMC under the Quick Links on the right hand side of the page
- This will take you to JMC. Choose the parent icon
- You will enter your username and password, click login. If you do not have this information, please contact your building secretary via e-mail or phone and they will be happy to assist you.
- Now click on Student Registration. Update each page by using the NEXT button to advance the page. This process will take you through each one of your students enrolled at West Marshall. Click FINISH when complete.
- After you have verified all the information, click LOG OUT.

West Marshall Community School  
P. O. Box 670  
State Center, IA 50247

NON-PROFIT  
ORGANIZATION  
U.S. POSTAGE  
PAID  
STATE CENTER  
IOWA 50247  
PERMIT NO. 14



# TROJAN TIMES

SCHOOL PHONE NUMBERS:	Elementary	483-2671	Principal Nanette Smith
	Middle School	483-2165	Principal – Jake Randall
	High School	483-2136	Principal - Kristian Einsweiler
	Superintendent	483-2660	Superintendent - Jacy Large
	Transportation	483-2684	Transportation Director – Cory Sawyer

Visit our website at [www.wmcsd.org](http://www.wmcsd.org)

## MISSION STATEMENT

*PREPARING students today for the challenges of tomorrow.*

EOE/AA



# Superintendent's Updates

Welcome to the 2019-20 school year. It's my pleasure to welcome you all after our short summer break (thank you snow!). I hope you and your child(ren) had time to enjoy a few weeks with family/friends and were able to do something exciting you've never done before, and liked it! This summer has been important for teacher leaders and principals to work on learning opportunities by developing creative tasks and real-world activities for your child(ren) to experience in the classroom.

As an educator we pride ourselves on helping students grow both socially and academically, but we can't do it alone. Without hesitation our job requires the support of parents and families who are willing to be an active partner! As you begin preparing for the new school year I've been asked by many, "what should I do as a parent?" Below I've noted some supporting tips:

- **Allowing your child to choose:** A child no matter their age should learn how to advocate for themselves. If students advocate for something they want, it ultimately has a direct correlation to decision-making and reaping the outcome of their decision. Without advocacy skills students may miss opportunities whether in class or being out for an activity
- **Spend time:** Yes, life is busy and I fall into the trap as much as the next person. Find 30 minutes. In 30 minutes both you and your child will be amazed at the topics and conversation that can be had (even if your child is 6 or 16). Believe it or not, these conversations can help your child organize, plan and prioritize...
- **Show and tell:** As simple as it sounds...take a few minutes, schedule it if you want, but engage in a task that either you assist your child or they assist you. Even when their assistance may get you no further in your accomplishing goal, you have established ownership and responsibility allowing your child to see the impact of their involvement.
- **Screen Time:** Yep, call their bluff. Not every kid is going to be a video-game designer...it is still recommended by the Mayo Clinic no more than 2 hours a day.
- **Help your child face adversity:** Attendance is Key! If a child makes it to school, they have faced 50% of the adversity for the day, by just showing up. The other 50% is how they chose to respond to learning!
- **SLEEP:** Kids need sleep. Enough said.

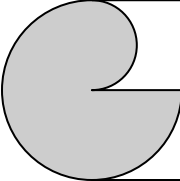
*Lastly,*

- **Encourage your child:** Even when you know they did their best and their best was not good enough, encourage them again! Don't decide your child's fate for them, they will take your support and guidance and determine that all on their own.

We all face hardships and we all experience excitement. It's all about our choice in how our children respond to both, and keep moving forward with a positive mindset.

Always remember, "You don't need talent to work-hard!" So here's to minimal snow days looking ahead! Thank you for allowing me to work and learn with the West Marshall family.

We Are West Marshall!  
Jacy Large



**New Staff:**

Elementary:

Brilee McWilliams – Special Education  
Robin Bishop – 1<sup>st</sup> Grade Teacher

Custodial Staff:

Shannon Norman – Elementary

Middle School:

Jennifer Boeding – M.S. & H.S. Choir

High School:

Megan Toyne – Secretary  
Tiffany Speake - FCS  
Colleen Davis – Social Studies

Food Service:

Stacey Ray – Worker

District Office:

Jodi Girard – Superintendent Secretary

***Updates for the 2018-19 School Year:***

**Facilities Updates:**

**District Long-Range Facilities Planning is a Continual Undertaking:**

Per our board policy (103 and 103.R1) all schools must continually plan annually for the years ahead. Stay tuned to the following information as we hold open-meeting discussions and designing plans to stay current for today and “Our Next 50 Years at WEST MARSHALL!”

**Facility Card Access is Complete!**

Thank you to all who have supported and adjusted to the installation of our electronically controlled exterior doors. Being able to program and allow access with a key-card and fob, has allow students, staff, renters and all stakeholders ease of access. For further information or programing in how to access our schools after hours contact district office at: 641-483-2660. *(The following locations have controlled doors; HS, MS Elementary and Annex)*

**High School**

Can we say the word routine? Yes, after the new install of our Gym Remodel Project we are back to routine maintenance, floor prep/wax and cleaning.

**Middle School**

Continues to have routine cleaning and maintenance updates with no major changes.

**Elementary**

Where do we begin? Elementary is undergoing the Restroom-Remodel Project (full-gutting), with the entire bathrooms on both floors, full replacement of the sanitary lines, electrical wiring and installing air-conditioning and heat. A BIG-mess now, but we look forward to seeing the final product once the year starts as *(we are currently on schedule)!*

*Fun Fact...did you know the first floor at the Elementary was built 4 years before the second*

**Annex**

A special thank you goes out to our elementary PTO group for raising the funds, dedicating their time money and efforts to update our playground that will be installed the first part of August. If you see a member of PTO, make sure to say thanks!

***Welcome to the West Marshall PTO 2019-2020 school year!***

We have a lot of great things happening at West Marshall Elementary and look forward to the upcoming school year! Our organization meets the 1<sup>st</sup>Monday nigh at 6:00p.m. at the Elementary Library, bi-monthly in the months of; September, November, January, March, and May. If you would like to be involved, please contact Annie Kemmerer at [akemm06@gmail.com](mailto:akemm06@gmail.com).

# WEST MARSHALL

## PARENT TEACHER

## ORGANIZATION

The West Marshall Parent Teacher Organization (PTO) is an organization that strives for excellence in education. We are here to support our staff and most importantly the young children in our district.

We work to provide a strong, safe, and excellent educational environment to insure the success of our students and district.

We are currently fundraising for new playground equipment as well as keeping up with our yearly commitments to our students which include; one-to-one computers, books, field trips, and strong curriculum needs.

**Helping Hands: \$1.00-24.99**

**Helping Hearts: \$25.00-49.99**

**Helping Kids: \$50.00 +**

**Mail Donations to:**

**Attention: WM PTO**

**PO Box 548**

**State Center, Iowa 50247**

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

# West Marshall 2019-2020 Athletic Boosters Sponsor

West Marshall Community Schools has a long tradition of successful athletic programs; we have a lot to be proud of. The Athletic Boosters are a non-profit organization with the objective to promote and foster interest in good will toward all athletic related activities at the West Marshall Community Schools. We do this with the continued support from individual and corporate sponsors. Please show your support by making a financial donation for the 2019-2020 seasons.

## Levels of sponsorship:

- \_\_\_\_\_ \$10-\$24.99 Friend
- \_\_\_\_\_ \$25-\$49.99 Spirit Club
- \_\_\_\_\_ \$50-\$99.99 Trojan Club
- \_\_\_\_\_ \$100-\$199.99 Black Club
- \_\_\_\_\_ \$200-\$499.99 Gold Club
- \_\_\_\_\_ \$500.00+ Captains Club

**Make checks payable to:  
West Marshall Athletic Boosters  
P.O. Box 482  
State Center, Iowa 50247**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

# Elementary News

Hello, West Marshall!

As summer winds down, I hope that everyone has found some time to be with family and friends to relax and recharge for another school year. As I write this, the bathrooms at the elementary are down to the bones, so let's hope they are ready to go when our students arrive!

It is truly an honor continue to have the opportunity to lead the staff at WMES. The staff at the elementary amaze me with their dedication and hard work year to year. We will continue to grow as professionals to ensure that each and every child that enters our building experiences success. I vow to push myself professionally, as well as those around me, to continue to honor the pride of West Marshall.

Your input and feedback is valuable and appreciated. Please contact me at any time- my door is always open!

Proud to be a Trojan!  
Nanette Smith

## Back to School Night!!!

Tuesday, August 20<sup>th</sup>, 2019  
5:00 pm to 6:30 pm

Meet the Principal  
Meet your Teacher  
Find your Classroom  
Bring/Pickup your supplies

### 2018-2019 Instructional Resource Fees

Preschool	\$125.00
3-year-old Transportation	\$20.00
Elementary	\$50.00
Middle School	\$50.00
High School	\$70.00
Instrument Rental (Grades 5th— 12)	\$60.00
Band Uniform Cleaning (H.S. Band Students)	\$10.00
Vocal Robe Cleaning Fee (H.S. Vocal Students)	\$10.00

### Activity Passes

K-12	\$60.00
Adult 10 Punch	\$40.00
Adult All Pass	\$85.00
Family	\$250.00
Replacement pass	\$10.00

### "Gold Pass"

Activity cards for senior citizens (age 65 & older) is FREE to anyone that lives in the WM district. Show ID & proof of physical address. Good for all drama & athletic events.

**All passes cannot be used for state-sponsored activities. Students & adult passes also work for drama events and all summer sports.**

# Middle School

## Welcome Back!

I hope you are enjoying a wonderful summer. I also hope you are relaxed, recharged and ready to start a new school year. I am so delighted that you are part of our amazing learning community. I welcome and value your positive energy and dedication to excellence, and I look forward to working with you and your children as the 4th-8th grade principal for the 2019-2020 school year!

All signs are pointing to another incredible and productive set of learning opportunities for all. Our skilled and devoted staff are ready to take on a new set of students as we continue to provide engaging and unique experiences for your child(ren). Our hard working support staff have spent the summer thoroughly cleaning the facility and preparing classrooms for collaborative learning spaces focused on continuing to prepare students today for the challenges of tomorrow. As we reflect on the past school year and our initial May (June) term experiences, we are excited to work toward a continued partnership with staff, students, and area businesses to provide a unique opportunity for career exploration and hands-on learning.

I eagerly look forward to greeting students and families again. It remains an honor and privilege to serve this community with great pride as we help our students navigate through these adolescent and teen years! Please stop by and say hello as my door is always open and I appreciate the opportunity to work together to meet our student and family needs. Together, I know we will make this school year one of growth and achievement for all!

Here's to a wonderful school year ahead!

Jake Randall

4-8 Principal

Welcome to the 2019-2020 school year! I am thrilled to return to West Marshall for my second year with the district! A little about myself... I was born and raised in Marshalltown IA. This is where my education journey began. I earned my Master's Degree in School Counseling from the University of Northern Iowa. Before furthering my degree, I received my Bachelor of Arts Degree in Psychology and Family Services. I have worked as a school counselor for the past 5 years; four years as a high school counselor and one year as a middle school counselor. I have discovered through this work the passion I have for this particular age group. WMMS is where I was meant to be! Last year I taught three guidance courses, became an advisor for Student Council, and started two clubs: Girls Group and Youth Tobacco Prevention. I plan to continue with these extra-curricular activities as I continue to move forward in this journey with my students.

I am beyond grateful to work with such an amazing staff, students, and community members. I am looking forward to seeing some familiar faces in the fall, as well as some new ones! Each year the counseling department provides individual/small group services, and guidance courses for all students. We will also be implementing some new initiatives based off our current PBIS matrix. All of these services align with personal and social growth, which in turn can help raise academic standards. This year we will be introducing the Second Step Curriculum which promotes social-emotional learning which will help build a strong foundation for lifelong learning.

Our Second Step themes will allow students to think about ways to make healthy life choices. Some of the material that will be covered includes: mindset/goals, value/friendships, thoughts/emotions/decisions, and serious peer conflicts.

Finally, we will look at how to prepare all students for the real world, which will include preparation for high school, future jobs/careers, and post-secondary education. Career exploration is an ongoing program that will be continued throughout each year. When approaching high school, I feel it is important to provide opportunities which will allow a jump start before deciding on elective courses and what possible job shadows students may want to explore. Another way of introducing students to the responsibilities of careers will be through our annual Career Day which will be held in the spring of 2020. I am looking forward to a successful year with new and exciting adventures along the way. Please note that I will be absent the first 8 weeks of school. We have some amazing individuals who will be stepping up to help during this time. I can assure families that students needs will be met during this time. I value open communication between students and parent's year round. Although I will not physically be in the building during this time, please feel free to contact me with any questions or concerns that arise. I think the more we communicate and share triumphs and concerns, the better we grow socially and academically.

**Connect with Ms. Kriegel at [mkriegel@wmcsd.org](mailto:mkriegel@wmcsd.org) or 641-483-2165**



# High School Happenings

Students, Families, and Community Members –

Hello, and welcome to a new school year! With a few weeks still left of summer, I hope everyone had the opportunity to get some much deserved rest and relaxation this summer. As is the case with each summer, the high school custodial and maintenance staff has been busy preparing for the upcoming school year.

Throughout spring, and again this summer, our staff have been invested in trying to make the 2019-2020 school year the best it possibly can be for your students. This year we will be working on some grading practices behind the scenes, continuing to find tune and tweak our May-Term offerings, and continuously looking for new and better ways to educate the students of West Marshall.

## 1 to 1 Technology -

This year we will again utilize Google Forms to complete the computer check out process. Parents will be able to use an online form to answer a series of questions **for each child**. Computers will be kept at the school until the first day, where students will receive their devices for the school year.

Parents can use the link below to fill out the form **for each child** at their leisure. For those without a device or internet at home, computers will be available at registration and during back to school night.

[https://docs.google.com/forms/d/e/1FAIpQLSexLOKKLrViCJfHaOR8y\\_3XR0oo8xKLhe9nA9wpp5kd7YhUYQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSexLOKKLrViCJfHaOR8y_3XR0oo8xKLhe9nA9wpp5kd7YhUYQ/viewform)

## Lockers & Planners–

This year we continued the practice of working with our student body to better utilize our resources and space in the school. In the spring, students indicated whether or not they wanted a locker for the school year, and also whether or not they wished to have a school planner. Again, we asked students to think critically about their use of both the locker and planner to help determine whether they were needed or not. For students in the sophomore through senior class the roughly 50% chose to have their own locker, and we received similar numbers for those who indicated they wanted to continue to receive a school issued planner. All freshmen were issued a locker and a planner for the upcoming year.

## New Staff and New Course Offerings –

We would like to welcome three new staff members to our staff this coming year: Ms. Colleen Davis will replace Mr. Brett Williamson as our new Social Studies teacher; Mrs. Tiffany Speake who will replace Mrs. Julie Gray in the FCS department; and Ms. Jennifer Boeding will be our new Choir teacher taking over for Mr. Michael Sauer. At the current time we believe that we will be able to offer the same or similar class offerings to our student body for the 2019-2020 school year.

## Standards Referenced Grading Practices –

The district has worked tirelessly over the past several years to better instruct, assess, and communicate student progress. As we transition practices in reporting student grades, our staff requested they have time to work through the new practice, without impacting students' grades. With that request, half of our high school staff will be implementing practices in their classroom, but all reporting and grades will continue to be completed in a traditional fashion. This work will allow staff to better understand how new changes may affect the classroom in the future and address issues without it impacting student transcripts.

*Commitment to Communication* – As we look to transition grading and reporting practices more fully in coming years we are dedicating ourselves to communicating to parents & students about new practices. This year we will deliver a monthly communication on one or more topics in order to better address concerns and questions as it relates to standards referenced learning. We want both parents and students to be informed of how new practices will impact West Marshall in the future.

We are excited to see what a new school year will bring for our students, school, and community. As a school staff we devote a great deal of energy and effort to create a great environment for kids with well-developed learning experiences.

Enjoy the last weeks of summer, and welcome to the 2019-2020 school year.

Kristian Einsweiler  
WMHS Principal

# High School Guidance Counselor

Welcome back to another exciting year at West Marshall. I am looking forward to the 2019-2020 school year. Great things are happening at West Marshall and I am excited to watch all of the growth and progress of our students. To view our class offerings, schedule, or need some information regarding high school matters, please visit my website. It can also be accessed through the new district website.

Website:

<https://sites.google.com/a/wmcsd.org/patti-edler-wmhs-counselor/>

## QUESTION AND ANSWER CORNER

Here are a few questions and answers that I field for students and parents.

### **What if I do not like my class schedule, can I change it?**

Of course you can, just email me and I will see what I can do. If classes are available, I will do my best to accommodate your needs.

### **I am in sports; I need a study hall at the end of the day.**

Unfortunately, not everyone can have a study hall at the end of the day. We have scheduled classes at the end of the day. Teachers know they will have disruptions, such as students leaving teachers will work with students when they must leave.

### **When can I take college classes?**

Students can begin college course work when they are juniors. Students who are in TAG can start taking classes as freshman.

### **Will college classes transfer?**

If students are going to public universities, college classes taken while attending West Marshall will transfer. Some classes may transfer as elective classes. If one goes to a private college, the private school may not accept college transfer classes. If this is the case, this should weigh in the decision to attend an institution that will not accept your college classes. Taking college classes is like receiving scholarship money.

### **White Cord Hours: Due May 8, 2020**

We have a new form that will be given to students during the first week of school and it will be emailed to students throughout the year with reminders.

*Here are the **new changes** for White Cord Hours.*

Classes of 2020/2021/2022: 60 Hours for White Cord

Class of 2023 and Beyond - 100 Hours for White Cord / 5 hours must be school directed experiences

- Volunteer Hours are not a requirement for Graduation.
- Volunteer hours do not include: Activities such as household chores and family obligations, activities such as Work Experience at the Elementary that is a graded experience, student group activities (NHS/FFA/FCCLA/Student Council/Sports Teams/Music Groups/Cheerleading) held during the school day that is an expectation of the student group.
- You must write down your hours as you are going through the year and have those hours must be approved at the end of each school year at a prescribed deadline.
- Once you are past a year a student cannot claim hours for that year in the future.

### **College Visits: How do I go on one?**

Students will be allowed a total of two college visit days to be used during their junior or senior year. Students are to meet with the guidance counselor and secure the necessary forms and signatures before the visit. A college visit form must be signed by a college representative and returned to the school after the visit. Failure to follow this procedure will result in the student earning an absence that **may be unexcused, and will count against the student's ability to opt out of semester tests.**

## What does Mrs. Edler do?

I am here to assist students and parents with the necessary tools to help them plan for the future. Students should use the counseling office for scheduling concerns, career planning, researching colleges, testing, academic support and for assistance in finding scholarships. I meet with students in classroom setting several times during the semester to discuss future planning, course schedules, and to answer questions.

I am a very creative problem solver. I am a great believer in the future and I strive to help my students get to the next step. Most of my students who graduate from West Marshall graduate with college credit, which is the **ONLY** way to hold the cost of college down. As students get to be juniors and seniors, we make the next step a reality. I am very pleased that I get to help students find their way to their next step.

I am happy to meet with students and parents to discuss individual concerns. If you would like to meet with me, you can contact me via email or call the office.

**Have a terrific school year!**

**Patti Edler, West Marshall High School Counselor**

[pedler@wmcsd.org](mailto:pedler@wmcsd.org)

641-483-2136

## West Marshall Community School District's Food & Nutrition Services Department

### Mission

The Food Service & Nutrition Department is focused on fueling student bodies & minds with well-balanced, nutritious and appetizing meals to enhance learning performance and overall health and well-being. Meals are planned to follow high nutritional standards set by the United States Department of Agriculture. Food served in our cafeterias is prepared and served by well-trained staff who meet all local, state and federal regulations to meet USDA nutritional requirements and ensure food safety. It is also of utmost importance to run an efficient food service operation in which food safety is our culture.


### Lunch Money & Deposits

Money must be deposited in the family lunch account prior to eating and can be done so by several means:

1. Send check or money with the student to school.
2. New for this year, for online lunch money deposits, go to the JMC parent page. **Step-by-Step Online Payment Instructions** can be found at <https://wmcsd.org/> → District Tab → Departments → Food and Nutrition.
3. All meal purchases are to be prepaid before meal service begins. Please refer to our Negative Meal Charge Policy (710.4) to ensure school district employees, families and students have a shared understanding of expectations regarding meal charges. The Food Service Director will, at a minimum, send low balance notifications to accounts that have a balance of \$0.00 or less every Monday, Wednesday and Friday. **Step-by-Step Low Balance Notification Instructions** can be found at <https://wmcsd.org/> → District Tab → Departments → Food and Nutrition.

If you need assistance in registering for a JMC account, please contact an Administrative Assistant at one of the school buildings.

## **School Menus**

Visit our West Marshall Community School District webpage at: <https://wmcsd.org/>. To find the monthly menus, simply scroll down on the main page, and click on this icon: . There are two different menus, one for the Elementary Building and one for the Middle School/High School Buildings. The menu will list the main entrée and sides for lunch and the featured breakfast entrée for that day. There is a salad bar available to students in grades 4<sup>th</sup>-12<sup>th</sup>. Menus may be subject to change for a variety of circumstances. School closings or lack of ability to receive an item in time, are the most common reasons. The School Food Service Director will make efforts to communicate menu changes under these circumstances. Here are different ways to view the menu each month:

1. West Marshall Community School District webpage at: <https://wmcsd.org/>.
2. Email from JMC
3. Facebook Pages: West Marshall Parents & West Marshall CSD
4. Twitter Pages: @8Westmarshall4; @WestMarshallHS; @West MarshallPK#; @WestMarshallCSD
5. Or, simply email [aclark@wmcsd.org](mailto:aclark@wmcsd.org) and Amy Clark will email the menu
6. Mid-Iowa Enterprise: prints the menu a week at a time

At the Elementary level, the Administrative Assistant will be sending paper menus home each month.

## **School Breakfast & Lunch Program**

The National School Lunch and School Breakfast Program are regulated by the United States Department of Agriculture. A complete meal, meeting nutrient content and portion size requirements, allows a school to receive benefits (money and USDA foods) and is referred to as a "a reimbursable meal." School meals offer parents a convenient way to provide nutritious meals for their children at the lowest possible price. We provide reimbursable lunches and breakfast daily to all West Marshall students.

### **The following are school meal components:**

Milk (fat-free, 1%, flavored milk or unflavored), Meat/meat alternate, Bread/grains, Fruit\*, Vegetables\*

*\*Students are required to take ½ cup of a fruit or vegetable to make a meal at breakfast and lunch.*

Any food or drink that is purchased outside the regular reimbursable meal pattern, or, in excess of the meal is considered a la carte and will require money to be purchased. Food service staff will educate students if their meal at point-of-sale does not meet the reimbursable meal parameters. At that time, they will ask the student to go back and get the required item to make their meal complete for reimbursement.

### **School Breakfast Program**

Elementary: 7:45 - 8:10 a.m.

Middle & High School: 7:45 - 8:05 a.m.

*\*Breakfast will not be served on late start days. The school day for all buildings starts at 8:00 a.m.*

What does breakfast consist of?

Grain item: 1-2 ounces (ie. cereal bowl, bagel, donut, or biscuit)

Protein item: occasionally (ie. egg patty, omelet, sausage links)

Fruit item: 1 cup fruit or 4 ounces juice (ie.

Milk Item: 8 ounces milk

*\*Students MUST choose 3 out of 4 **items** daily, with one being a ½ cup fruit for a reimbursable breakfast.*

There is always cold cereal and toast available in place of the featured item at the elementary. Middle and High School students will have a variety of options available to make a breakfast. Regardless of meal benefit status (free, reduced or paid), all students are able to purchase a breakfast (paid - \$1.60; reduced - \$0.30; free - \$0.00).

## **School Lunch Program**

Elementary: 11:00 a.m - 12:30 p.m.

Middle & High School: 11:48 a.m. - 12:48 p.m.

What does lunch consist of?

Grain item: 1-2 ounces

Protein item: 1-2 ounces

Fruit item: ½ c - 1 c

Vegetable item: ¾ c - 1 c

Milk item: 8 ounces milk (we offer skim, 1%, skim chocolate and skim strawberry)

Salad bar: offered every day for grades 4-12.

*\*Students MUST choose 3 out of 5 **components** daily, with one of the components being a ½ cup fruit or vegetable for a reimbursable lunch.*

Salad bar is offered daily at the Elementary for grades 4 & 5, Middle School and High School.

Salads and Grab & Go Boxes (ie. deli meat/cheese sandwich, fruit, vegetables, milk; PB & jelly, chips or graham crackers, fruit, vegetable and milk) will be offered at the Elementary, Middle School and High School as an alternative to the traditional lunch option. If your student knows in advance that a Salad or Grab-and-Go Box is preferred, please notify the kitchen by 9:00 a.m. These are reimbursable meals and do include a milk. Regardless of meal benefit status (free, reduced or paid), all students are able to purchase a lunch (paid - \$2.35 elementary, \$2.45 middle school, \$2.50 high school; reduced - \$0.40; free - \$0.00).

## **A la Carte**

Middle School and High School students will be offered a la carte items. These consist of Smart Snack compliant foods and beverages. These items may be purchased in addition to the meal. All items within a la carte are considered extra and do not qualify for reimbursable meals. Pricing is listed on a later page.

## **Monitoring Student Transactions**

Did you know that you can observe your student(s)'s breakfast and lunch transactions? This can be done by logging into the [JMC Parent Portal](#) → Lunch. This is also the place where you can set low balance notifications. We recommend setting low balance notifications at \$10.00 to allow ample time to make a deposit BEFORE the account reaches a negative balance. If you have any question regarding transactions, please contact the Food Service Director at [aclark@wmcsd.org](mailto:aclark@wmcsd.org) or call 641-483-2165. Also, if you have a student at the Middle School or High School and you do not wish to have them purchase extra items or a la carte, please notify the Food Service Director, and, have a conversation with your student(s) about this.

## **Free & Reduced Meal Benefit**

There is an information letter included in the newsletter about free and reduced meal benefits. If your child(ren) qualifies for free or reduced price meals, you may also be eligible for other benefits. One of these benefits is school fees (textbook rental, instrument rental fee, band shoe rental fee, band uniform cleaning fee, vocal robe cleaning fee). Please be sure to locate the waiver on the application, or, you can complete it by going to <https://wmcsd.org/> → District Tab → Departments → Food and Nutrition → ***Application for Waiver of Confidentiality and School Fee Waiver 2019-2020.***

We hope you all had a terrific summer and we look forward to seeing the students back for the first day of school on Friday, August 23. Thank you!

Amy Clark  
Food Service Director  
[aclark@wmcsd.org](mailto:aclark@wmcsd.org)  
641-483-2165

## STUDENT ACCIDENT INSURANCE

The West Marshall School District does not purchase accident insurance to cover injuries incurred by your child at school.

We encourage all families to have accident coverage on their children prior to participation in any sports or school sponsored activity.

Please review the following student insurance program.

If you have a plan with a Deductible, Co-Pay, or Limited Benefits, we encourage you to consider this coverage. If you have a High Deductible or No Other Insurance on your child(ren), we encourage you to consider including the Major Expense Benefit as well.

The options provided are:

<u>Coverage:</u>	<u>Annual Premium</u>
<b>Full time coverage PK—12</b> (with No Interscholastic Sports Coverage)	<b>\$99.00</b>
<b>Full time coverage 7-12</b> (with interscholastic Sports Coverage except Football Gr. 9-12)	<b>\$174.00</b>
<b>School time coverage PK-12</b> (with NO interscholastic sports coverage)	<b>\$16.00</b>
<b>School time coverage 7-12</b> (with interscholastic Sports Coverage except Football 9-12)	<b>\$91.00</b>
<b>Football Coverage Grades 9-12</b>	<b>\$250.00</b>
<b>Extended Dental Coverage PK—12</b>	<b>\$9.00</b>

Enrollment forms will be available at registration on Aug. 6th.  
Visit [www.sas-mn.com](http://www.sas-mn.com) or call 1-800-328-2739 for more information

### SPORT INSURANCE

The insurance brochures can be obtained at registration for those wishing to purchase coverage for a student. you feel you have adequate insurance coverage for your child participating in sports, please sign the waiver and return it as soon as possible. you are unable to attend registration, the form can be returned the first day of camp/practice.

### CONCUSSION LEGISLATION

The Iowa Legislature passed a new law, effective July 1, 2011, regarding students in grades 7-12 who participate in extracurricular interscholastic activities. note the important information from Iowa Code Section 280.13C, Brain Injury Policies on the enclosed fact sheet.

Every student in grades 7-12 and their parent/guardian must annually receive and sign a concussion and brain injury information sheet before the student is able to participate or practice in interscholastic sports, cheerleading, and dance in any way (practice or competition).

# WEST MARSHALL FACT SHEET

## ABUSE OF STUDENTS BY DISTRICT EMPLOYEES

As directed by Chapter 102 of the Iowa Code, the West Marshall Community School District has appointed a designated investigator responsible for the investigation of allegations regarding the abuse of students by school employees. Categories of abuse are:

1. Physical abuse by intentional infliction of injury or excessive force.
2. Sexual abuse by sexual offenses or misconduct or encouraging prostitution.

The designated investigator for the abuse of students by district employees is Nanette Smith, Elementary School Principal, 483-2671. The alternate investigator is State Center Police Officer Jeff Bunn.

## ABESTOS INFORMATION

The Environmental Protection Agency has developed guidelines for schools to use in identifying asbestos within buildings. The Institute for Environmental Assessment has designed a system for determining relative risks and suggesting appropriate safety responses. Some recommendations for the West Marshall Community School District have been established to safeguard all building occupants from low risk levels of asbestos.

A District Asbestos Management Plan is in place to monitor buildings containing low risk levels of asbestos. These areas are identified below. Our plan is located in the superintendent's office, 3<sup>rd</sup> Street, N.W., State Center, Iowa. For additional information detailing a particular person in charge of the management plan, contact Jacy Large at 641-483-2660.

Asbestos is present in West Marshall school buildings as follows:

- Grades PK-3 Building, 207 3<sup>rd</sup> Street, S.W.  
Friable asbestos containing material is present in the elementary building. This does not pose a health risk at this time. This friable asbestos-containing material is encapsulated.
- Grades 4-5 Building, 214 West Main Street  
No friable asbestos present.
- Annex, 109 2<sup>nd</sup> Street, S.W.  
No friable asbestos present.
- High School, 3<sup>rd</sup> Street N.W.  
Friable asbestos containing material is present in the high school building. This material does not pose a health risk at this time. This friable asbestos-containing material is encapsulated.
- Bus Barn, 305 6<sup>th</sup> Street St. S.W.  
No friable asbestos present.

A schedule to abate and remove asbestos is in plan and ongoing through summer projects.

## BOARD SUPPORT OF DISCIPLINE POLICIES

The Board of Education of the West Marshall School District affirms their intent to support the school discipline policy, to support school staff that enforces the discipline policy, and to hold school staff accountable for enforcing the discipline policy.

## EXCLUSION FROM SCHOOL PROGRAMS

The Board recognizes the existence of various religious beliefs and acknowledges the American tradition of separation of church and state. Parents who wish to have their child excluded from a school program because of religious beliefs must inform the principal in writing. The principal will determine an alternative activity or study for the student. Board Policy 603.8

## HAZARDOUS CHEMICAL DISCLOSURE

The Board of Education has adopted a hazardous chemical disclosure policy. It was primarily established for the protection of employees. Community members may request information about chemicals being used in the schools. Generally, students do not have access to hazardous chemicals. However, in certain courses, (for example, chemistry biology, physics) hazardous chemicals may be present. Board Policy 403.4

## HOMELESS STUDENTS

The Board of Education of the West Marshall Community School District is responsible for locating and identifying homeless children and youth who are "found" within the district.

A "homeless child or youth of school age" is defined as one between the ages of 5 and 21 who lacks a fixed, regular and adequate night-time residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; living in a community shelter facility or not living with nuclear family members or friends who may not have legal guardianship over the child or youth of school age.

The District shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, and food and nutrition programs, on the same basis as those services and assistance provided to resident pupils.

West Marshall Homeless Education Coordinator is Patti Edler who can be reached at 641-483-2136.

If you need further assistance or information, please contact the Superintendent of Schools, West Marshall Community School, P. O. Box 670, State Center, IA 50247, phone 641-483-2660.

## HUMAN GROWTH AND DEVELOPMENT

The West Marshall Community School District has identified Human Growth and Development curriculum units that are infused throughout our curriculum or taught in a specific course. Every grade and subject level will provide parents/guardians an outline of these units and their objectives. Parents/guardians may examine curriculum and teaching materials at any time or they may review them during open houses scheduled at each school during the month

of September. Should a parent want their child excused from a class, they must request the excuse, in writing, an alternated assessment for the class.

### **POST-SECONDARY OPTION ACT**

The Postsecondary Enrollment Options Act provides students in grades 11 and 12 the opportunity to enroll part-time in nonsectarian courses in eligible postsecondary institutions of higher learning in Iowa. A 9<sup>th</sup> or 10<sup>th</sup> grade student who is identified as a gifted and talented student, according to the school district's criteria and procedures, may also participate under this Act. Eligible courses will include any that are not taught at West Marshall CSD.

Postsecondary schools include: Marshalltown Community College, 3700 S. Center Street, Marshalltown, IA 50158

### **RELEASE OF DIRECTORY INFORMATION AND PHOTOGRAPHS**

The Family Educational rights and Privacy Act (FERPA), a Federal law, requires that West Marshall CSD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, West Marshall CSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District, in writing, to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the West Marshall CSD to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations included, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If any parents or guardians of students under the age of 18, or students over the age of 18, do not want West Marshall CSD to disclose directory information from education records without prior written consent, The District must be notified, in writing by September 15 (or within ten days of the student's enrollment during the school year), West Marshall CSD has designated the following information as directory information:

- Student's name, address and telephone number
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Electronic mail address

- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade Level
- Most recent previous educational institution attended by the student and other similar information.

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

### **EQUITY STATEMENT**

It is the policy of the West Marshall CSD not to illegally discriminate on the basis of race, creed, color, national origin, religion, sex, age, disability, sexual orientation, gender identity and socioeconomic status or marital status in its educational programs, activities or employment practices as required by Title VI and IX of the Civil Rights Act and Section 504 of the Federal Rehabilitation Act and Iowa Code 216.9.

It is also the policy of this district that the curriculum content and instructional material utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles open to individuals in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

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, or refer to the board policy manual located in each building principal's office. Inquiries regarding compliance with Title IX, Title VI, Section 504, or Iowa Code 216.9, may be directed to Kristian Einsweiler, High School Principal, Box 670, State Center, IA 50247, 641-483-2136, to the Director of the Civil Rights Commission, Des Moines, IA, or to the Direction of Region VI Office of Civil Rights, Department of Education, Chicago, IL (312-886-8434).

### **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents and other members of the school district community may review instructional materials used by students. These materials must be viewed on school premises. Persons who desire to view materials should first contact the building principal where the materials are being used. Board Policy 605.2



## WAIVER OF STUDENT FEES

Students whose families meet the income guidelines for free and reduced price lunches, the Family Investment Program (FIP), Supplemental Income (SSI), transportation assistance under open enrollment, or who are in foster care, are eligible to have their student fees waived or reduced. Students whose families are experiencing temporary financial difficulty may also be eligible for a temporary waiver of student fees. Parents of students who believe they may qualify because of temporary financial hardship may obtain a waiver form at the principals' offices. This waiver does not carry over from year to year and must be completed annually.

## OPEN ENROLLMENT INFORMATION

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

\*March 1, 2020 – Last date for regular open enrollment requests for the 2020-2021 school year.

\*September 1, 2019– Last day for open enrollment requests for students entering Kindergarten and for those students who meet the definition of good clause under 281 Iowa Administrative Code 17.4(1) for the 2018-2019 school year.

Parents/guardians of open enrollment students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

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

For further information, contact the superintendent's office by calling 483-2660.

## STUDENT RECORDS

The West Marshall Community School District maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his or her education and may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plan, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school in which he or she is attending. The person in charge of record maintenance for each school building will note in the student's other records or any exception.

Please refer to the Annual Notice of FERPA in this newsletter for further information about student records.

## DISPENSING OF MEDICINE

The school will administer medication under certain prescribed guidelines. Prerequisites to assure that the specified drug is dispensed to the designated pupil in the prescribed amount at the specified time are listed below:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. The prescribing physician or dentist's signature must be on a request which will include: name of pupil, name of medication, dosage, times to be administered, route of administering, and special instruction. The prescription label will contain the above listed information in order for school officials to administer medication.
3. The signed parent/guardian permission form must be on file before school personnel will administer medication according to written directions of the prescribing physician or dentist.
4. File all medication permission slips in the pupil's cumulative health folder.
5. The medication is brought to school and kept in the prescription container filled by the pharmacist.
6. All medications are appropriately identified for each child, kept in a locked drawer or cabinet and the employee responsible for dispensing the medication has custody of the key. When required, refrigeration will be provided.
7. Record pupil's name and medication(s), the amount given, and the initials of the person dispensing the dose each time the medication is given at school.
8. The amount of medication given at school, and the amount left in the container, if any, should equal the amount of medication received at school.
9. At vacation time, end of school year or end of dispensing time, any remaining medication will be returned to the pupil's parents or destroyed. This action should be noted on the health record.
10. Medication may be dispensed by the school nurse or by the child's teacher or school secretary if they have been trained in nonparental drug administration.
11. Nonprescription medications (over-the-counter) should not be administered by school personnel. Exceptions to this are those approved by the County Medical Society.
12. The school will not be held responsible for monitoring the usage of medications by a child during school hours when the student carries and self-administers his/her own medications.

If at any time the medication storage drawer, cabinet, or refrigerator is broken into, accounting of the medication must be done immediately. The school administration should notify police and parents immediately of any loss.

When parents are unable to bring medication to school, bus drivers may accept and transport medication to school. On these occasions, the bus driver should accept only the prescription containers filled by the pharmacist. A form requiring the signature of parents, bus drivers, and school building employee responsible for accepting medications will be provided.

Parents may be required to administer medication if prior arrangements have not been made with school officials.

## IMMUNIZATIONS/HEALTH CERTIFICATES

West Marshall Board Policy requires a certificate of health from a licensed physician for all students enrolling in kindergarten. This certificate must be on file in the elementary office on or before the starting date of school in the year a student begins kindergarten.

Prior to this initial enrollment in kindergarten, every child shall submit to the principal one of the following statements:

1. A signed valid Iowa Department of Public Health Certificate of Immunization, or;
2. A signed valid Iowa Department of Public Health Certificate of Immunization Exemption (medical/or/religious).

The state also now requires lead screenings and dental screenings for students entering kindergarten and those entering high school.

### New Iowa Vaccine Requirement

The Iowa Department of Public Health (IDPH), Bureau of Immunization requires the tetanus, diphtheria, and pertussis (Tdap) vaccine for students enrolling in 7<sup>th</sup> grade. This requires a one-time booster also.

### ATTN: Parents of Home School Students

Home school students **must** have immunization records! Children who are being home schooled must follow the same immunization requirements as any other school-aged child. A certificate or exemption cards must be filed at the school where the child would normally attend if they were enrolled in a school district. (Refer to the Iowa Administrative Code Education [281] Title V Nontraditional Students, Chapter 31, Competent Private Instruction and Dual Enrollment.) Questions? Contact the school nurse at 641-483-2671.

### NOTIFICATION TO PARENTS

Parents/guardians in the West Marshall Community School District have the right to the following qualifications of their child's teacher; state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program.

Parents/guardians may request this information from the superintendent's office by calling 483-2660, or sending a letter of request to: Office of Superintendent, P. O. Box 475, State Center, IA 50247.

### NATIONAL SCHOOL LUNCH PROGRAM

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• *Receive notice and an opportunity to opt a student out of* –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

West Marshall will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. West Marshall will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. West Marshall will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. West Marshall will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- 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 ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

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### **SCHOOL BOARD MEMBERS**

RODNEY HONECK- PRESIDENT  
APRIL COULTER  
SUE GOODMAN  
SHAWN MEYER  
RYAN PFANTZ  
BOB RANSON  
JASON WALKER

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### **CIVIL RIGHTS NOTIFICATION**

**USDA Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

### **SCHOOL ADMINISTRATORS**

JACY LARGE, SUPERINTENDENT  
KRISTIAN EINSWEILER, HIGH SCHOOL PRINCIPAL  
JAKE RANDALL, 4-8 PRINCIPAL  
NANETTE SMITH, PRESCHOOL-3 PRINCIPAL

## LOCKER INSPECTIONS

The 1997 General Assembly made changes to the law on locker inspection. Student lockers are the property of the school. Students shall use the lockers assigned to them for storing their school material and personal items necessary for attendance at school. It shall be the responsibility of students to keep their assigned locker clean and undamaged. Expenses to repair damage to lockers are charged to the student.

A student, the student's belongings, locker or car may be searched by school officials whenever they have a reasonable suspicion that the student has violated or is violating either the law or school rules bearing on the order of safety and that the search will produce evidence of the violation. The student may be invited to be present for the search when feasible. Any contraband (items possessed in violation of law or school rules) will be confiscated and may be turned over to law enforcement.

Locker inspection may be conducted by school officials without any suspicion of wrong doing by students. Either the student whose locker is being inspected or another person shall be present when a school official conducts a locker inspection.

## FERPA NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records,
4. except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure

without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

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## Notificación sobre Derechos conforme a FERPA para las Escuelas Primarias y Secundarias

La Ley de Derechos Educativos de la Familia y la Confidencialidad (*Family Educational Rights and Privacy Act*), conocida por sus siglas en inglés FERPA, confiere a los padres y los estudiantes mayores de 18 años (denominados "estudiantes aptos") ciertos derechos con respecto a los expedientes académicos o registros educativos del estudiante. Estos derechos son:

(1) El derecho a inspeccionar y revisar el expediente del estudiante en un plazo de 45 días contado de la fecha de petición de acceso.

El padre o estudiante apto debe presentar al director de Escuela [o el correspondiente funcionario escolar] una petición por escrito que señale el documento o los documentos que desea inspeccionar. El funcionario de escuela se encargará del acceso y de notificar al padre o el estudiante apto respecto a la hora y el lugar donde los documentos se pueden inspeccionar.

(2) El derecho a solicitar una modificación del registro que el padre o el estudiante apto estime inexacto o equívoco.

Un padre o estudiante apto puede pedirle a la escuela que se modifique un registro que él considere inexacto o equívoco. Debe dirigirse por escrito director de la escuela [o al correspondiente funcionario], señalar con claridad la parte del registro que desea que se modifique, y especificar por qué es inexacto o equívoco. Si la escuela determina no modificar el

registro en el sentido de la petición presentada por el padre o el estudiante apto, la escuela notificará al padre o el estudiante apto sobre la decisión y le avisará sobre su derecho a una audiencia en relación con la petición de modificación. Se proporcionará información adicional al padre o el estudiante apto sobre el procedimiento de audiencia al ser notificado sobre el derecho a audiencia.

(3) El derecho a dar consentimiento para la divulgación de información susceptible de identificación personal contenida en los expedientes académicos del estudiante, salvo en los casos señalados por FERPA que autorizan la divulgación sin consentimiento.

Una excepción, que permite la divulgación sin consentimiento, se trata de la divulgación a los funcionarios escolares con intereses educativos legítimos. Un funcionario escolar es un empleado de la escuela en calidad de administrador, supervisor, instructor, o personal de apoyo (incluyendo el personal de salud o médico y el personal de la unidad de seguridad o policial); una persona que integre el Consejo Escolar; una persona o compañía con la cual la escuela contrate para desempeñar una función particular (como un abogado, un auditor, un consultor médico, o un terapeuta); o un padre o estudiante que se desempeñe en un comité oficial, tal como un comité de disciplina o de procedimientos conciliatorios de disputas laborales, o que asista a otro funcionario escolar en el ejercicio de sus funciones.

Un funcionario tiene un interés legítimo si el funcionario necesita revisar un registro educativo a fin de cumplir con su responsabilidad profesional.

[Optativo] A petición, la escuela divulgará sin consentimiento registros educativos a los funcionarios de otro distrito escolar en donde el estudiante piensa o pretende matricularse. [NOTA: Según lo dispuesto por FERPA, un distrito escolar tiene la obligación de hacer un intento razonable de notificar al padre o el estudiante apto sobre la petición de expediente a no ser que se señale en su notificación anual que tiene la intención de hacer llegar los expedientes en respuesta a la solicitud.]

(4) El derecho a presentar un reclamo ante el Departamento de Educación de EE.UU. respecto al presunto incumplimiento con los requisitos de FERPA por parte de la Escuela. El nombre y la dirección de la Oficina que administra FERPA son:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

[NOTA: Además, puede ser conveniente para una escuela incluir su aviso público de información de directorio junto con su notificación anual de derechos conforme a FERPA, según lo dispuesto por § 99.37 de las regulaciones.]

## Central Rivers Area Education Agency

The West Marshall Community School District and Central Rivers Area Education Agency, with the approval and support from the Iowa Department of Education, offers great

opportunities for teachers and students to receive assistance when education problems arise.

Under current procedures, Central Rivers AEA staff such as school psychologists, consultants, speech-language pathologists, audiologists, school social workers and early childhood special education teachers is considered part of the educational team. They, together with the special education teachers employed by our school, have opportunities to provide consultative services to all teachers and to work with any individual who is in need of help. If your child is experiencing learning or behavioral problems either at home or in school, you as a parent will be involved in the problem solving activities and the planning of interventions for your child. The interventions developed may include direct service outside the classroom. Together, we will discuss what you may do at home to help your child succeed in school.

## Multi-Tiered System of Supports (MTSS)

The District is expected to provide an annual notice to parents of their multi-tiered system and supports problem solving process. Notice: The MTSS process is available to all students. This process is interactive and ongoing. It involves teams of individuals collaborating with one another to create academic/behavioral intervention designed to meet the diverse needs of individual students. Members of MTSS teams include parents, educators, caregivers, administrators, Central Rivers AEA support staff, and others who are knowledgeable about the educational needs of a student.

The purpose of our MTSS process is to identify and implement academic/behavioral intervention strategies that address individual student needs in general education classroom settings. The MTSS process involves direct and frequent monitoring of student progress in the area of concern. It is also part of the assessment process that is used to determine whether or not a student needs to be considered for special education services.

## DENTAL SCREENING REQUIREMENT FOR SCHOOL ENROLLMENT

Children enrolling for the first time in an Iowa elementary or high school are required to have a dental screening.

### ELEMENTARY

- Applies to Kindergarten students.
- Screening must occur no earlier than age 3 but prior to age 6.
- Screenings can only be performed by: dentists, dental hygienists, physicians, nurses, or physician assistants.

**HIGH SCHOOL**

- Applies to 9<sup>th</sup> grade
- Screening is valid from one year prior to enrollment to 4 months after enrollment date.
- Screenings can only be performed by: dentists or dental hygienists.

Required forms and additional information on the school dental screening requirement can also be found at:

[www.idph.state.ia.us/hpcdp/oral\\_health\\_school\\_screening.asp](http://www.idph.state.ia.us/hpcdp/oral_health_school_screening.asp)

**Code No. 506.2E1**

The West Marshall Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the School district's policy is available for review in the office of the principal of all of our schools.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

Even though student address and telephone numbers are not considered directory information, military recruiters and post-secondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters and post-secondary institutions to access the information must ask the school district to withhold the information.

The school district has designated the following information as directory information: student's name; date and place of birth; email address, grade level, enrollment status, major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams, dates of attendance; degrees and awards received; and the most recent previous educational institution attended by the student; photograph and other likeness and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than August 15 of each school year. If you desire to make such a refusal, please complete and return the following information

If you have no objection to the use of student information, you do not need to take any action.

The following information may be released to the public in regard to any individual student of the school district

as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by the first day of school to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, EMAIL ADDRESS, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

DATE \_\_\_\_\_, 20\_\_\_\_\_

**West Marshall Community School District**

Parental Directions to Withhold Student/Directory Information for 2018-2019 school year.

Student Name: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Legal Guardian/Custodian Date

This form must be returned to your child's school no later than the first day of school each year.

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Parental Directions to Withhold Student Names, Addresses and Phone Numbers from Military Recruiters and Post-Secondary Educational Institutions for 2018-2019 school year.

Student Name: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Legal Guardian/Custodian Date

This form must be returned to your child's school no later than the first day of school each year.