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School District

**Policy Title: Legal Status of the School District
Code 100.1**

Iowa law authorizes the creation of a Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Iowa law. This school district is known as the Linn-Mar Community School District.

This school corporation is located in Linn County and its affairs are conducted by elected school officials, the Linn-Mar Community School District Board of Directors. This school corporation has exclusive jurisdiction over school matters in the territory of the school district.

Linn-Mar schools are presently organized in a pattern which consists of:

- Preschool classes for children ages three and four;
- Early Childhood Blended Program;
- Elementary school grade levels kindergarten through fifth;
- Middle school grade levels sixth through eighth; and
- High school grade levels ninth through twelfth.

Adopted: 6/00

Reviewed: 4/13; 5/14; 9/16; 6/20

Revised: 10/19

Legal Reference (Code of Iowa): §§ 274.1-2, .6-7; 279.8; 594A

IASB Reference: 100



School District – Educational Philosophy

Policy Title: Vision, Mission, and Beliefs of the District Code 101.1

As a school corporation of Iowa, the Linn-Mar Community School District, acting through its board, is dedicated to promoting an equal opportunity for a quality public education to its students commensurate with the school district's ability to furnish financial support to provide for students. In cooperation with parents/guardians, the school district will strive to provide a nurturing learning environment that gives guidance and develops critical thinking in students for a lifetime.

The following vision, mission, and belief statements govern all actions of the district:

Vision:

2020

Spirit. Opportunity. **Future**>>

Mission Statement:

Inspire Learning. **Unlock Potential. Empower Achievement**

Beliefs:

1. Effective teaching and meaningful learning are our highest priorities;
2. Individuals are unique and learn at different rates in a variety of ways;
3. Quality instructional programming requires a rigorous curriculum, effective teaching, and ongoing assessment;
4. Our schools and facilities shall provide safe and engaging environments where civility is evident, and individuality is respected;
5. Students, staff, parents/guardians, and community members are partners, and all have responsibility in the educational process;
6. Meeting the learning needs of every student is an essential factor in their achievement; and
7. Staff make an essential difference in the lives of children, communities, and the larger context of the role that students will play as adults in the world.

Adopted: 6/15/70

Reviewed: 4/13; 5/14; 9/16

Revised: 10/11; 6/20

Legal Reference (Code of Iowa): §§ 256.11 (2013)

IASB Reference: 101



**Policy Title: Long-Range Needs Assessment
Code: 102.1**

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectations of students, and determine how well students are meeting learning goals. The school board will conduct ongoing and in-depth needs assessments by soliciting information from businesses, labor, industry, higher education, and community members regarding their expectations for adequate student preparation as responsible citizens and successful wage earners.

Feedback from district patrons, staff, and students will be gathered on a regular basis. The School Improvement Advisory Committee, working with the superintendent, will gather input from the district's patrons, staff, and students on the district's long-range goals, student learning goals, and other areas as deemed appropriate by the committee. This input will be used in the committee's decision-making process and guidance in making recommendations to the Board of Education.

It is the responsibility of the superintendent [or designee] to ensure the school district community is informed of student progress on state and locally-determined indicators. The superintendent [or designee] will report annually to the school board about the means used to keep the community informed.

As a result of the board and committee's work, the school board will determine major educational needs and rank them in priority order, develop long-range goals and plans to meet the needs, establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance, evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects, and annually report the district's progress made under the plan to the committee, community, and Iowa Department of Education.

Adopted: 7/81

Reviewed: 10/11; 5/14; 9/16

Revised: 9/10; 4/13; 3/20; 6/20

Related Policy (Code #): 100.1; 901.3

Legal Reference (Code of Iowa): §§ 21; 256.7; 280.12 (2013); 281 IAC 12.8(1)(b)

IASB Reference: 103 – Mandatory Policy



**Policy Title: Anti-Bullying and Anti-Harassment
Code 103.1**

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

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

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

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

To that end, the school board has policies, procedures, and practices in place that are designed to reduce and eliminate bullying and harassment, as well as processes and procedures to deal with incidents of bullying and harassment. Complaints will be investigated within a reasonable time frame. *Refer to Policy 103.1-R – Administrative Regulations Regarding Anti-Bullying/Anti-Harassment Investigation Procedures.*

A school employee, volunteer, students, or a student's parent/guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation (Policy 103.1-R), to the appropriate school official designated by the district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

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

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

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

- *"Electronic"* means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. *"Electronic"* includes but is not limited to communication via electronic mail, internet-based communications, pager services, cell phones, and electronic text messaging or similar technologies.
- *"Harassment"* and *"bullying"* mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 - a. Places the individual in reasonable fear of harm to the individual's person or property;
 - b. Has a substantial detrimental effect on the individual's physical or mental health;
 - c. Has the effect of substantially interfering with the individual's academic or career performance; or
 - d. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- *"Sexual Harassment"* means unwelcome sexual advances; requests for sexual favors; or verbal, non-verbal, or physical conduct of a sexual nature may constitute sexual harassment where:
 - a. Submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment or educational development;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.
- *"Trait or characteristic of the individual"* includes but is not limited to age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status.
- *"Volunteers"* means any individuals who have regular, significant contact with students.

Publication of Policy

The school board will publish this policy on an annual basis. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or district website
- Inclusion on student and employee display boards
- Inclusion in volunteer registration materials and information

Adopted: 8/07

Reviewed: 9/10; 4/13; 9/16

Revised: 10/11; 7/13; 5/14; 6/20

Related Policy (Code #): 103.1-R; 103.1-E1-E3; 104.1; 104.1-R; 104.1-E1-E5; 400.1-3; 403.13-15-E; 500.1

Legal Reference (Code of Iowa): 20 USC §§ 1221-1234i; 29 USC § 794; 42 USC §§ 2000d-d7; 42 USC §§ 12101 2 *et seq*; 281 IAC 12.3(6); Morse v Frederick 551 US 393 (2007)

IASB Reference: 104



Administrative Regulations Regarding Anti-Bullying/Anti-Harassment Investigation Procedures

Code 103.1-R

Individuals who feel that they have been bullied or harassed should:

1. If the individual is comfortable doing so, communicate to the bully/harasser that the individual expects the behavior to stop. If the individual wants assistance communicating with the bully/harasser, the individual should ask a teacher, counselor, or principal for help.
2. If the harassment does not stop or the individual does not feel comfortable confronting the bully/harasser, the individual should:
 - a. Tell a teacher, counselor, or principal;
 - b. Write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal including the following information:
 - What, when, and where the incident occurred;
 - Who was involved in the incident;
 - Exactly what was said or what the bully/harasser did;
 - Names of witnesses to the harassment;
 - What the victim said or did either at the time or later;
 - How the victim felt;
 - How the bully/harasser responded; and
 - Any additional information deemed pertinent.

Filing a Complaint

An individual who believes they have been bullied or harassed may file a complaint with the district's Equity Coordinators (hereinafter "Investigators") who will investigate the complaint.

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

Mrs. Karla Christian, Chief Officer of Human Resources

Phone: 319-447-3036 / kchristian@Linnmar.k12.ia.us

Equity Coordinator:

Mr. Nathan Wear, Associate Superintendent

Phone: 319-447-3028 / Nathan.wear@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302

Fax: 319-377-9252

An alternate investigator will be designated in the event it is claimed that the district's Equity Coordinator(s) committed the alleged bullying or harassment, or some other conflict of interest exists.

Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The Equity Coordinators (hereinafter "Investigators") will be responsible for handling all complaints alleging bullying or harassment or appoint a qualified person to undertake the investigation. The Investigators, along with the building principal, have the authority to initiate an investigation in the absence of a written complaint.

The investigation may include, but is not limited to the following:

1. Interviews with the Complainant and the individual named in the complaint ("Respondent");
2. A request for the Complainant to provide a written statement regarding the nature of the complaint;
3. A request for the Respondent to provide a written statement;
4. Interviews with witnesses identified during the course of the investigation;
5. A request for witnesses identified during the course of the investigation to provide a written statement; and
6. Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings and provide a copy of the report to the appropriate building principal, or to the superintendent if the investigation involved the building principal.

Following receipt of the Investigator's report the building principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline. Prior to the determination of the appropriate remedial action the building principal may, at their discretion, interview the Complainant and the Respondent. At the conclusion of the additional investigation, the building principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The Complainant, the Respondent, and the Investigator shall receive notice as to the conclusion of the building principal's additional investigation. The building principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

The complaint and identity of the Complainant, the Respondent, or witnesses shall only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Decision:

The Investigators, building principal, or superintendent, depending on the individuals involved, shall inform the Complainant and the Accused about the outcome of the investigation.

If, after an investigation, a student is found to be in violation of policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to

appropriate measures, which may include removal from service and exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination or employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, an including removal of service and exclusion from school grounds.

Reports of false complaints, false statements, or retaliation should be submitted to the district's Equity Coordinators.

It is the responsibility of the superintendent, in conjunction with the Equity Coordinators and building principals, to develop district procedures regarding anti-bullying/harassment. The superintendent [or designee] will also be responsible for organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what do to if this behavior is witnessed.

The superintendent [or designee] is responsible for developing a process for evaluating the effectiveness of policy in reducing bullying and harassment and will report on the progress of reducing bullying and harassment to the school board.

Adopted: 6/00

Reviewed: 9/10; 10/11; 4/13; 5/14; 9/16

Revised: 7/13; 6/20

Related Policy (Code #): 103.1; 103.1-E1-E3; 401.1; 403.13; 500.1

IASB Reference: 104.R1



Policy Title: Anti-Bullying/Harassment Complaint Form
Code 103.1-E1

Name of Person Filing Complaint (Complainant):

Relationship of Complainant to District:

Date of Complaint:

Name of Alleged Victim:

Name of Alleged Bully/Harasser:

Date and Place of Alleged Incident:

Nature of alleged bullying/harassment: (Check all that apply)

Table with 4 columns: Age, Color, Creed, National Origin, Race, Religion, Ancestry, Physical Attributes, Genetic Information, Physical/Mental Ability or Disability, Marital Status, Sex, Sexual Orientation, Gender Identity, Political Party Preference, Political Beliefs, Socioeconomic Status, Familial Status, Pregnancy, Military Status, and Other - Please specify below.

Description of Misconduct (Attach additional pages if needed):

Multiple horizontal lines for writing the description of misconduct.

Names of Witnesses (if any): _____

Evidence of bullying/Harassment such as letters, photos, etc. (Attach evidence, if possible):

I agree that all the information on this form is accurate and true to the best of my knowledge.

Complainant's Signature: _____ Date: _____

Please return this completed form to:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:
Mrs. Karla Christian, Chief Officer of Human Resources
319-447-3036 / kchristian@Linnmar.k12.ia.us

Equity Coordinator:
Mr. Nathan Wear, Associate Superintendent
Phone: 319-447-3028 / Nathan.wear@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252

Reviewed: 5/14; 9/16
Revised: 6/20
Related Policy: 103.1; 103.1-R; 103.E2-E3
IASB Reference: 104.E1



Policy Title: Anti-Bullying/Anti-Harassment Witness Disclosure Form
Code 103.1-E2

Name of Witness: _____

Position of Witness (Student/Employee/Volunteer): _____

Date of Interview: _____

Date of Initial Complaint: _____

Nature of alleged bullying/harassment (Check all that apply):

Table with 4 columns: Age, Color, Creed, National Origin, Race, Religion, Ancestry, Physical Attributes, Genetic Information, Physical/Mental Ability or Disability, Marital Status, Sex, Sexual Orientation, Gender Identity, Political Party Preference, Political Beliefs, Socioeconomic Status, Familial Status, Pregnancy, Military Status, and Other - Please specify below.

Description of Incident Witnessed (Include date and place of incident): _____

Multiple horizontal lines for writing the description of the incident.



Policy Title: Anti-Bullying/Anti-Harassment
Disposition of Complaint Form
Code 103.1-E3

Name of Person Filing Complaint (Complainant): _____

Relationship of Complainant to District: _____

Date of Initial Complaint: _____

Name of Alleged Victim: _____

Grade or Position and Building of Alleged Victim: _____

Date and Place of Alleged Incident: _____

Name and Grade/Position of Alleged Bully/Harasser: _____

Nature of alleged bullying/harassment (Check all that apply):

Table with 4 columns: Age, Color, Creed, National Origin, Race, Religion, Ancestry, Physical Attributes, Genetic Information, Physical/Mental Ability or Disability, Marital Status, Sex, Sexual Orientation, Gender Identity, Political Party Preference, Political Beliefs, Socioeconomic Status, Familial Status, Pregnancy, Military Status, and Other - Please specify below.

Summary of Investigation (Attach an additional sheet, if needed): _____

Five horizontal lines for providing a summary of investigation.

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature of Equity Coordinator: _____ Date: _____



**Policy Title: Equal Educational Opportunity
Code 104.1**

The following statement is to be published in written and electronic form in the district's official documents and on the district's website.

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status in its educational programs and its employment practices.

Further, the school board affirms the right of all students, staff, and volunteers to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

There is a grievance procedure related to this policy. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinators:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:
Mrs. Karla Christian, Chief Officer of Human Resources
319-447-3036 / kchristian@Linnmar.k12.ia.us

Equity Coordinator:
Mr. Nathan Wear, Associate Superintendent
319-447-3028 / nathan.wear@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252

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

Adopted: 11/08

Reviewed: 10/11; 5/14; 9/16

Revised: 9/10; 4/13; 7/17; 10/17; 11/18; 6/20

Related Policy (Code #): 101.1; 104.1-R; 104.1-E1-E5; 400.1; 500.1

Legal Reference (Code of Iowa): 20 USC §§ 1221, 1681, 1701 et seq; 29 USC § 206 et seq; 29 USC § 794; 42 USC §§ 2000d, 2000e; 42 USC §§ 12101 et seq; 34 CFR Pt 100, 104; §§ 216.6, .9; 256.11; 280.3; 281 IAC 12.

IASB Reference: 102



Administrative Regulations Regarding Equal Educational Opportunity Grievance Procedures

Code 104.1-R

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status in its educational programs and its employment practices.

Students, parents/guardians of students, employees, volunteers, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedures is not a prerequisite to the pursuit of other remedies. *Please note that informal processes and procedures are not to be used in certain circumstances (Example: sexual harassment and sexual assault).*

If you have questions or a grievance related to this policy, please contact the district's Equity Coordinators:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:
Mrs. Karla Christian, Chief Officer of Human Resources
319-447-3036 / kchristian@Linnmar.k12.ia.us

Equity Coordinator:
Mr. Nathan Wear, Associate Superintendent
319-447-3028 / Nathan.wear@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252

LEVEL ONE: *Informal and Optional. May be bypassed by the Complainant.*

Employees or volunteers with a complaint of discrimination based upon their age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status are encouraged to first discuss it with their immediate supervisor with the objective of resolving the matter informally. *This paragraph is for employees and marital status isn't a protected class for employees.*

An applicant for employment with a complaint of discrimination based upon their age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political

party preference, political belief, military status, socioeconomic status, pregnancy, or familial status are encouraged to first discuss it with the Chief Officer of Human Resources. *This paragraph is for employees and marital status isn't a protected class for employees.*

A student or a parent/guardian of a student with a complaint of discrimination based upon their age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator, or personnel contact person directly involved.

LEVEL TWO: *Filing a Grievance and Investigation*

Filing a Grievance:

If the complaint is not resolved at Level One and the Complainant wishes to pursue a grievance, they may formalize it by filing a complaint in writing with the district's Equity Coordinators. An alternate investigator will be designated in the event it is claimed that the Equity Coordinators committed the alleged discrimination, or some other conflict of interest exists.

The Complainant will provide a written statement of the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance or from the date the Complainant could reasonably become aware of such occurrence.

The Complainant may request that a meeting concerning the grievance be held with the Equity Coordinators. The Complainant will be given the opportunity to present witnesses and other relevant information. A minor student may be accompanied at the meeting by a parent or guardian. The Equity Coordinators shall assist the Complainant as needed.

Investigation:

Within 15 working days, the Equity Coordinators will begin the investigation of the complaint or appoint a qualified person to undertake the investigation and attempt to resolve it. The grievance and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. This investigation may include but is not limited to the following:

- A request for the individual named in the grievance to provide a written statement;
- A request for the witnesses identified during the course of the investigation to provide a written statement;
- Interviews with the Complainant, Respondent, or witnesses;
- Opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 30 working days, the Equity Coordinators shall complete the investigation and issue a report with respect to the findings.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process the parents/guardians have a right to an impartial hearing to resolve the issue.

Retaliation against any person, because the person filed a grievance or assisted/participated in an investigation is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

LEVEL THREE: *Decision and Appeal to Superintendent*

The Equity Coordinators shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

If the grievance is not resolved at Level Two, the Complainant may appeal it to Level Three by presenting a written appeal detailing why they believe the decision should be reconsidered to the superintendent within 10 working days after the Complainant receives the report from the Equity Coordinators.

The Complainant may request a meeting with the superintendent. The superintendent may also request a meeting with the Complainant to discuss the appeal.

Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the Equity Coordinators to gather additional information. The superintendent shall notify the Complainant, Respondent, and Equity Coordinators of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

LEVEL FOUR: *Appeal to School Board*

If the Complainant is not satisfied with the superintendent's decision, they can file a written appeal with the school board president within five days of the superintendent's decision detailing why they believe the decision should be reconsidered. It is within the discretion of the school board to determine whether it will hear the appeal.

Adopted: 9/10

Reviewed: 10/11; 9/16

Revised: 4/13; 5/14; 7/17; 10/17; 11/18; 6/20

Related Policy (Code #): 104.1; 104.1-E1-E5

Legal Reference (Code of Iowa): §§ 216.6; 216.9; 256.11; 280.3

IASB Reference: 102.R1



**Policy Title: Annual Notice of Non-Discrimination
Code 104.1-E1**

The Linn-Mar Community School District offers career and technical education programs in the following areas of study:

- Agricultural-Science
- Business
- Design, Engineering, and Materials
- Family & Consumer Sciences

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status 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 Coordinators:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

Mrs. Karla Christian, Chief Officer of Human Resources
319-447-3036 / kchristian@Linnmar.k12.ia.us

Equity Coordinator:

Mr. Nathan Wear, Associate Superintendent
319-447-3028 / Nathan.wear@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252



**Policy Title: Continuous Notice of Non-Discrimination
Code 104.1-E2**

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status 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 Coordinators:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:
Mrs. Karla Christian, Chief Officer of Human Resources
319-447-3036 / kchristian@Linnmar.k12.ia.us

Equity Coordinator:
Mr. Nathan Wear, Associate Superintendent
319-447-3028 / Nathan.wear@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252

Adopted: 10/17
Revised: 11/18; 6/20
Related Policy (Code #): 104.1; 104.1-R; 104.1-E1, E3-E6
IASB Reference: 102.E2



School District – Equal Opportunity, Non-Discrimination, and Grievances

Policy Title: Discrimination Complaint Form
Code 104.1-E3

Date of Complaint: _____

Name of Complainant: _____

Are you filling out this form for yourself or someone else? (Please identify the individual if you are submitting this form on behalf of someone else): _____

Who or what entity do you believe discriminated against you (or someone else)? _____

Date and Place of Alleged Incident: _____

Names of Witnesses: _____

Nature of alleged discrimination (Check all that apply):

Table with 4 columns: Age, Color, Creed, National Origin, Race, Religion, Ancestry, Physical Attributes, Genetic Information, Physical/Mental Ability or Disability, Marital Status, Sex, Sexual Orientation, Gender Identity, Political Party Preference, Political Beliefs, Socioeconomic Status, Familial Status, Pregnancy, Military Status, and Other - Please specify below.

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against. Please be as specific as possible and attach additional pages, if necessary.

Multiple horizontal lines for text entry.



Policy Title: Discrimination Witness Disclosure Form
Code 104.1-E4

Name of Witness: _____

Date of Interview: _____

Date of Initial Complaint: _____

Name of Complainant (Include whether the complainant is a student or employee):

Date and Place of Alleged Incident: _____

Nature of alleged discrimination (Check all that apply):

Table with 4 columns: Age, Color, Creed, National Origin, Race, Religion, Ancestry, Physical Attributes, Genetic Information, Physical/Mental Ability or Disability, Marital Status, Sex, Sexual Orientation, Gender Identity, Political Party Preference, Political Beliefs, Socioeconomic Status, Familial Status, Pregnancy, Military Status, and Other - Please specify below.

Description of incident witnessed (Attach additional sheet, if needed):

Multiple horizontal lines for writing the description of the incident.

Additional Pertinent Information (Attach additional sheet, if needed):

I agree that all the information on this form is accurate and true to the best of my knowledge.

Witness' Signature: _____ Date: _____

Return this completed form to:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:
Mrs. Karla Christian, Chief Officer of Human Resources
319-447-3036 / kchristian@Linnmar.k12.ia.us

Equity Coordinator:
Mr. Nathan Wear, Associate Superintendent
319-447-3028 / Nathan.wear@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252



Policy Title: Discrimination Disposition of Complaint Form
Code 104.1-E5

Today's Date: _____

Name of Complainant (include whether the complainant is a student or employee):

Date of Initial Complaint: _____

Date and Place of Alleged Incident: _____

Name of Respondent (Include whether the respondent is a student/employee/volunteer):

Nature of alleged discrimination (Check all that apply):

Table with 4 columns: Age, Color, Creed, National Origin, Race, Religion, Ancestry, Physical Attributes, Genetic Information, Physical/Mental Ability or Disability, Marital Status, Sex, Sexual Orientation, Gender Identity, Political Party Preference, Political Beliefs, Socioeconomic Status, Familial Status, Pregnancy, Military Status, and Other - Please specify below.

Summary of Investigation: _____

Multiple horizontal lines for writing the summary of investigation.

I agree that all the information on this form is accurate and true to the best of my knowledge.

Equity Coordinator's Signature: _____ Date: _____



**Policy Title: Section 504 Compliance
Code 104.2**

It is the policy of the Board of Education of the Linn-Mar Community School District not to discriminate against any otherwise qualified individual with a disability solely by reason of their disability in admission or access to, or treatment or employment in, any program or activity sponsored by this school district.

Inquiries regarding compliance with this policy should be directed to the district's Section 504 Coordinator:

Mrs. Leisa Breitfelder
Executive Director of Student Services
2999 N 10th Street, Marion, Iowa 52302
Phone: 319-447-3003
Email: lbreitfelder@Linmar.k12.ia.us

Inquiries can also be directed to:
Office for Civil Rights - US Department of Education
John C. Kluczynski Federal Building
230 S Dearborn St, 37th Floor
Chicago, IL 60604
Phone: 312-730-1560

Adopted: 1973

Reviewed: 4/13; 5/14; 9/16; 6/20

Revised: 9/10; 10/11

Related Policy (Code #): 104.2-E

Legal Reference (Code of Iowa): Section 504 of the Rehabilitation Act of 1973; 102; 102.E1-E3



**Policy Title: Notice of Section 504 Student/Parental Rights
Code 104.2-E**

The following statement is to be published in written and electronic form in the district's official documents and on the district website.

The Linn-Mar Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet their individual needs as adequately as the needs of other students.

As a parent you have the right to the following:

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

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status 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 Section 504 Coordinator:

Mrs. Leisa Breitfelder
Executive Director of Student Services
2999 N 10th Street, Marion, IA 52302
Phone: 319-447-3003
Email: lbreitfelder@Linmar.k12.ia.us
Fax: 319-377-9252

Adopted: 11/08
Reviewed: 10/11; 4/13; 5/14; 9/16
Revised: 6/20
Related Policy (Code #): 104.1; 104.1-R; 104.1.E1-E5; 104.2
IASB Reference: 102.E3



School District – Allegations of Injury or Abuse

Policy Title: Procedures for Charging and Investigating Allegations of Injury or Abuse of Students by School Employees Code 105.1

Linn-Mar school employees will not cause injury or commit acts of physical or sexual abuse including inappropriate and intentional sexual behavior toward students. The definition of school employees for the purpose of this policy includes not only those who work for pay, but also those who are volunteers under the direction and control of the school district. Disciplinary actions up to and including discharge will be taken against any school employee who commits such acts.

Prompt investigative action will be taken in response to allegations of injury or abuse of students by school employees. Any complaint or allegation will be handled with as much confidentiality as possible. When requested, all employees will assist in the investigation, provide information, and keep confidentiality regarding the report and investigation.

The Linn-Mar Community School District will appoint a Level I Investigator and an alternate Level I Investigator and will arrange for or contract with a trained, experienced professional to serve as the Level II Investigator. The Level I Investigator and alternate will be provided training in conducting an investigation, at the expense of the Linn-Mar Community School District. The names of the investigators will be listed in the student handbook, published annually in the local newspaper, and posted in all school facilities.

Linn-Mar Community School District Level I Investigators:

- Mrs. Karla Christian, Chief Officer of Human Resources, Equity Coordinator, Title IX Coordinator, and Affirmative Action Coordinator
 - 319-447-3036 / kchristian@Linnmar.k12.iaus
- Mr. Nathan Wear, Associate Superintendent and Equity Coordinator
 - 319-447-3028 / nathan.wear@Linnmar.k12.ia.us
- Mrs. Leisa Breitfelder, Executive Director of Student Services and 504 Compliance Coordinator
 - 319-447-3003 / lbreitfelder@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion IA 52302

Fax: 319-377-9252

Adopted: 5/90

Reviewed: 3/11; 12/11; 4/13

Revised: 2/10; 9/14; 3/17; 11/18; 6/20

Related Policy (Code #): 401.1; 401.15; 401.15-R; 403.15-E, 403.30; 403.39; 505.5; 505.5-R; 505.52; 505.52-R
Legal Reference (Code of Iowa): §§ 232.67, .70, .73, .75; 235A; 272A; 280.17; 709; 728.12(1); 281 IAC 12.3(6), 102; 103; 441 IAC 155; 175

IASB Reference: 402.3

Were there any witnesses to the incident or are there students or persons who may have information about this incident? Yes No

If yes, please list by name (if known) or classification:

Example: Third grade class, fourth period geometry class.

Complainant's Signature: _____ Date: _____

Complainant's Relationship to Student: _____

Please return this completed, signed form to the Level I Investigators:

- Mrs. Karla Christian, Chief Officer of Human Resources, Equity Coordinator, Title IX Coordinator, and Affirmative Action Coordinator
 - 319-447-3036 / kchristian@Linnmar.k12.ia.us
- Mr. Nathan Wear, Associate Superintendent and Equity Coordinator
 - 319-447-3028 / nathan.wear@Linnmar.k12.ia.us
- Mrs. Leisa Breitfelder, Executive Director of Student Services and 504 Compliance Coordinator
 - 319-447-3003 / lbreitfelder@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion IA 52302

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