



Students

Policy Title: Student Health and Immunization Certificates Code 504.1

Students desiring to participate in athletic activities shall have a physical examination by a licensed physician and provide proof of such examination to the school district. A physical examination is recommended for students enrolling in kindergarten or first grade. A physical examination and proof of such examination may be recommended by the administration for students in other grades enrolling for the first time in the school district.

A ~~certificate of health stating the results of a physical examination and~~ **copy of the physical examination form** signed by the physician shall be on file at the attendance center. Each student shall submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district shall also submit a certificate of immunization against Diphtheria, Pertussis, Tetanus, Poliomyelitis, Rubeola, Rubella, Hepatitis B, Varicella, **the meningococcal vaccine**, and other immunizations required by law. The student may be admitted provisionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement after the provisional period will be grounds for suspension, expulsion, or denial of admission. Upon recommendation of the Iowa Department of Education and the Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

Adopted: 6/70

Reviewed: 4/11; 4/12; 7/13; 10/14; 11/17

Revised: 7/07; 11/07; **4/18**

Legal Reference (Code of Iowa): §§ 139.9; 280.13 (1995); 139A.8 (2011); 281 IAC; 33.5; 641; Ch 7



**Policy Title: Immunization Requirements
Code 504.1-E**

Attention Parents and Guardians

All students entering the Linn-Mar Community School District must meet minimum immunization requirements before they will be allowed to attend school. All students are required by state law to meet at least minimum immunization requirements before they are allowed to attend school. A record of these immunizations must be on file at the student's attendance center.

No student will be allowed to attend school without the minimum immunizations required by state law.

Minimum immunizations required to enroll in school are **one dose** of the following for elementary or secondary (K-12) students that are four years of age or older:

If your student was born on or after September 15, 2003:

1. Diphtheria/Pertussis/Tetanus (DPT): Five doses with at least one dose of DPT received on or after four years of age.
2. Polio: Four doses with at least one dose received on or after four years of age.
3. Measles/Rubella: Two doses with the first dose received on or after 12 months of age and the second dose received no less than 28 days after the first dose or applicant demonstrates a positive antibody test for measles and rubella from a US laboratory.
4. Hepatitis B: Three doses if the applicant was born on or after July 1, 1994.
5. Varicella (Chickenpox): Two doses received on or after 12 months of age unless the applicant has a reliable history of natural disease.

If your student was born after September 15, 2000; but before September 15, 2003:

1. Diphtheria/Pertussis/Tetanus (DPT): Four doses with at least one dose of DPT received on or after four years of age.
2. Polio: Three doses with at least one dose received on or after four years of age.
6. Measles/Rubella: Two doses with the first dose received on or after 12 months of age and the second dose received no less than 28 days after the first dose or applicant demonstrates a positive antibody test for measles and rubella from a US laboratory.
3. Hepatitis B: Three doses if the applicant was born on or after July 1, 1994.
4. Varicella (Chickenpox): One dose received on or after 12 months of age unless the applicant has a reliable history of natural disease.

If your student was born on or before September 15, 2000:

1. Diphtheria/Pertussis/Tetanus (DPT): Three doses with at least one dose of DPT received on or after four years of age.
2. Polio: Four doses with at least one dose received on or after four years of age.
3. Measles/Rubella: Two doses with the first dose received on or after 12 months of age and the second dose received no less than 28 days after the first dose or applicant demonstrates a positive antibody test for measles and rubella from a US laboratory.
4. Hepatitis B: Three doses if the applicant was born on or after July 1, 1994.
5. Varicella (Chickenpox): Two doses received on or after 12 months of age unless the applicant has a reliable history of natural disease.

If your student was born on or after September 15, 2000:

1. Tetanus/Diphtheria/Acellular Pertussis: One-time dose containing vaccine (Tdap) for applicants in grades 7 and above regardless of the interval service the last tetanus/diphtheria containing vaccine.

Also Required – Meningococcal Vaccine:

1. One dose received on or after 10 years of age for students entering 7th grade and above if born on or after September 15, 2004.
2. Two doses received for students entering 12th grade if born on or after September 15, 1999.
3. One dose if received when the student is 16 years or age or older.

Provisional/Conditional Enrollment: If your student has begun immunizations but has not yet received all the required immunizations they may be able to attend school on a provisional or conditional basis. To qualify for provisional enrollment your student must have received at least one dose of each of the required immunizations. If your student falls into this category you must submit an Iowa Department of Public Health Provisional Certificate of Enrollment to the school. This certificate expires in 60 days, so you must have your student completely immunized during this time or they will not be permitted to attend school until the immunizations have been received. When your student has received all the required immunizations, you must submit a completed Certificate of Immunization to the school.

Adopted 6/96
Reviewed 7/13; 11/17
Revised 4/11; 10/14; 4/18



Communicable Disease Chart:

Concise descriptions and recommendations for exclusion of cases from school

Code 504.2-E1

Source: Iowa Department of Public Health

DISEASE <i>*Immunization is available</i>	Usual Interval Between Exposure and First Symptoms of Disease	Main Symptoms	Minimum Exclusion from School
Chickenpox*	13-17 10-21 Days (Average 14-16 days)	Mild symptoms and fever. Pocks are blistery. Develop scabs with most on covered parts of body.	Seven days from onset of rash until all blisters have crusted.
Conjunctivitis (Pink Eye)	24-72 Hours	Tearing, redness, puffy lids, and discharge.	Until treatment begins or physician approves return.
Erythema Infectiosum (5 th Disease)	4-20 Days	Usual age is 5-14 years. Unusual in adults. Brief prodrom or low grade fever followed by Erythema (slapped appearance on cheeks), lace-like rash on extremities lasting a few days to three weeks. Rash seems to recur.	After diagnosis, no exclusion from school.
German Measles* (Rubella)	14- 23 21 Days	Usually mild. Enlarged glands in neck and behind ears. Brief red rash.	Seven days from onset of rash. Keep away from pregnant women.
Haemophilus Meningitis*	2-4 Days	Fever, vomiting, lethargy, with stiff neck/back.	Until physician approves return.
Hepatitis A*	Varies: 15-50 Days (Average is 28-30 days)	Abdominal pain, nausea, fever. Skin and eyes may/may not turn yellow.	Fourteen days from onset of clinical disease and at least seven days from onset of jaundice.
Impetigo	1-3 4-10 Days	Inflamed sores with pus.	Forty-eight Twenty-four hours after antibiotic therapy has started or until physician approves return. Avoid contact with drainage from lesions. Cover lesions when attending school.
Measles*	10 Days to Fever 14 Days to Rash	Begins with fever, conjunctivitis, runny nose, cough, and then blotchy red rash.	Four days from onset of rash.
Meningococcal Meningitis	2-10 Days (Is commonly 3-4 days)	Headache, nausea, stiff neck, and fever.	Until physician approves return.
Mumps*	12-25 Days (Is commonly Average 16-18 days)	Fever, swelling, and tenderness of glands at angle of jaw.	Nine Five days after onset of swollen glands or until swelling disappears symptoms have resolved.
Pediculosis (Head/Body Lice)	7 Days for Eggs to Hatch	Lice and nits (eggs) in hair.	If treated, no exclusion from school. No need to send home upon diagnosis. Return to school after initial treatment. No-nit policy is recommended.
Ringworm-of Scalp	10-14 4-10 Days	Scaly red patch on scalp. Usually ring-shaped.	No exclusion from school. Exclude from gymnasiums, pools, and contact sports.
Scabies	2-6 Weeks for Initial Exposure 1-4 Days after Re-Exposure	Tiny burrows in skin caused by mites.	Until 24 hours after treatment.
Scarlet Fever Scarlatina Strep Throat	1-3 Days	Sudden onset, vomiting, and fever. Later a fine rash (not on face). Rash usually only with first infections.	Twenty-four hours after antibiotics started and no fever.

Whooping Cough* (Pertussis)	7-10 6-20 Days (Average 9-10 days)	Head cold, slight fever, cough, and characteristic whoop after 2 weeks.	Five days after start of antibiotic treatment.
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Readmission to School: It is advisable that school authorities require written permission from the health officer, school physician, or attending physician before any student is readmitted to class following any disease which requires exclusion, not mere absence, from school.

Reviewed 7/13; 11/17 / Revised 4/11; 10/14; 4/18



Policy Title: Administration of Medication to Students Code 504.31

The board is committed to the inclusion of all students in the education program and recognizes that some students may be required to take medication during the school day.

Medication will not be administered without written, signed, and dated authorization from the parent/legal guardian requesting medication administration. The medication must be contained in a bottle which is labeled by the pharmacy or the manufacturer with the name of the student, name of the medication, the time of the day in which it is to be given, the dosage, and the duration given. A written record of the administration of medication procedure must be kept for each student receiving medication including the date; student's name; prescriber or person authorizing the administration; the medication and its dosage; the name, signature, and title of the person administering the medication; the time and method of administration; and any unusual circumstances or omissions. **Natural remedies and supplements, if needed, must be administered at home not in the school setting.** Administration of medication records shall be kept confidential. Protocols for administration of emergency medication shall be posted.

When administration of the medication requires ongoing professional health judgement, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent/legal guardian.

Students who have demonstrated competence in administering their own medications may self-administer their medication. A written, signed, and dated statement by the student's parent/legal guardian shall be on file requesting co-administration of medication when competence has been demonstrated. Students in grades 6-12, with written, signed, and dated authorization from the parent/legal guardian, may bring over-the-counter, non-prescription medications to the nurse's office for administration.

By law, students with asthma or other airway constricting diseases or students with a risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written, signed, and dated approval of the student's parent/legal guardian and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners such as licensed, registered nurses and physicians and persons to whom authorized practitioners have delegated the administration of medication, such as the school nurse or in the nurse's absence the person who has successfully completed an administration of medication course reviewed by State Department of Health. Medication shall be stored in a secured area unless an alternate provision is documented.

In accordance with Iowa law (Code 280.16) and amended by Senate File 462 (SF 462), a student with asthma or other airway-constricting diseases or students with a risk of anaphylaxis who use epinephrine auto-injectors may possess the student's medication while in school and at school-sponsored activities. If the student abuses the self-administration policy, the permission to self-administer may be withdrawn. The school district and its employees acting reasonably and in good faith shall incur no liability of any injury arising from self-administration of medication by the student. The student is responsible for maintaining self-administration records.

The superintendent, or designee shall be responsible in conjunction with the school nurse to develop rules and regulations governing the administration of medication, prescription and non-prescription, to students. Each student shall be provided with the requirements for administration of medication at school.

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal, school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

Adopted: 5/91

Reviewed: 4/11; 7/13; 10/14

Revised: 4/12; 4/16; 10/17; 4/18

Related Policy (Code#): 504.31-E1-E2; 504.32

Legal Reference (Code of Iowa): 124.101(1); 147.107; 155A.4(2); 152.1; 280.23 (2011); 280.16;
281 IAC 41.404(3); 657 IAC 8.32(124, 155A); 655 IAC 6.2(152)



Education Program

Policy Title: Class Grouping/Class Size Code 603.2

It shall be the responsibility of the superintendent, or designee, to make an annual recommendation to the board on class size based upon the financial condition of the school district, available classroom space, the qualifications of and number of licensed employees, and other factors deemed relevant by the board.

Adopted: 6/70

Reviewed: 7/11; 9/12; 4/15; 4/18

Revised: 9/13

Legal Reference (Code of Iowa): § 282.18(13) (2013); 281 IAC 17.6(3)



Education Program

Policy Title: Excursions and Trips Code 603.3

The Board of Directors recognizes that a properly planned, well-conducted and carefully supervised curriculum-related excursion/trip is a vital part of the curriculum of any classroom or current activity. Student travel related to co/extra-curricular activities that are a reasonable extension of student experiences are also supported as long as student participation is inclusive of the regular group activity participation.

Excursions/trips shall have the approval of the building principal in advance of the trip. Consent of each student's parent, guardian, or legal custodian is required in advance of any excursion/trip including activities and athletics.

Every effort should be made to confine trips to a single day, but it is recognized that there may be occasions when an educational excursion/trip will be of such distance and/or nature to necessitate students being gone overnight. Such trips shall require the approval of the superintendent, or designee.

Students who have graduated by the time of the school-sponsored, scheduled excursion/trip are not eligible to participate. Sanctioned (Iowa High School Athletic Association or Iowa Girls' High School Athletic Union) athletic competitions and/or tournaments are excepted as long as student conduct is covered by *Policy 502.1 Code of Conduct*.

It shall be the responsibility of the superintendent, in conjunction with building principals, to develop administrative regulations regarding this policy.

Adopted: 2/78

Reviewed: 7/11; 9/12; 9/13; 2/15; 11/17; 4/18

Revised: 1/10

Related Policy (Code#): 502.1; 503.6; 603.3-R1; 603.3-R2

Legal Reference (Code of Iowa): § 279.8 (2011); 281 IAC 43.9; 390 CFR Pt 390.3(f) (2004)



Administrative Regulations Regarding Excursions and Trips

Code 603.3-R1

Excursions/trips that relate to the educational development of the students are supported by the Board of Education.

School sponsored excursions/trips are those in which only Linn-Mar students participate and are sponsored by a certificated Linn-Mar employee. In contrast to fieldtrips, which must demonstrate a strong alignment to the curriculum, excursions/trips must have a relationship to either the academic activity or athletic programming of the district with a purpose of advancing the development of the student or providing an opportunity for application of the student's education.

Requirements of school sponsored excursions/trips include:

1. Sponsorship by a certified district employee
2. Provision of proper supervision by a qualified person for certain activities such as rock climbing, ropes, beach swimming, surfing, etc.
3. Adherence to the district *Code of Conduct (Policy 502.1)* and completion of appropriate documentation by parents/guardians or students.
4. Completion of a written request to the Chief Financial/Operating Officer at least four weeks in advance of the excursion/trip including the following:
 - ✓ The rationale for the excursion/trip including the purpose and objectives
 - ✓ Clarification if request is dependent upon pre-qualifying for the event
 - ✓ Detailed plans for student supervision
 - ✓ Proposed itinerary
 - ✓ Cost and source of funding
 - ✓ Number of student participants
 - ✓ Copy of required participation paperwork
5. Approval by the building principal and submission of the approved application and materials to the superintendent, or designee, no later than four weeks prior to the start of the excursion/trip.
6. Within three weeks of completion of the excursion/trip, the sponsor shall submit a written summary of the event to the building principal.

Note: Students who have graduated prior to commencement of the excursion/trip are not eligible to participate unless they are a member of a state sanctioned team or group and governed by the district's Code of Conduct – Policy 502.1.

Non-school sponsored excursions/trips including those involving groups with Linn-Mar students, or groups with Linn-Mar students and other students, will abide by the requirements of the excursion/trip sponsors and sponsoring organization or business. Parents/guardians of the students, the students, and the sponsoring organization are responsible for everything related to the excursion/trip as well as the excursion/trip. If the sponsors or sponsoring organization or business meets with students on campus,

the sponsor or sponsoring organization must reserve the meeting space and pay rent for the use of district facilities related to the excursion/trip meetings, arrangements, or anything else related to the excursion/trip. District resources may not be used for any aspect of a non-school sponsored excursion/trip; this includes bulletin boards, district email, distribution of information in any format, informal meetings, etc.

Adopted: 1/10

Reviewed: 7/11; 9/12; 2/15; 4/18

Revised: 9/13; 8/16; 11/17

Related Policy (Code #): 502.1; 503.6; 603.3; 603.3-R2



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: _____

A written request for overnight excursions/trips must be submitted to the Chief Financial/Operating Officer not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized.

Overnight excursions/trips require prior approval of the building administrator, the superintendent or designee, and the Board of Directors. In authorizing excursions/trips, the building principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent including the participation of the membership of the regular activity group. Students who have graduated may not participate in school sponsored excursions/trips unless the event is sanctioned by the state athletic associations.

The request will include:

- ✓ Rationale for the excursion/trip including the purpose and objectives
- ✓ Clarification if request is dependent upon pre-qualifying for event
- ✓ Detailed plans for student supervision
- ✓ Proposed itinerary
- ✓ Cost and source of funding
- ✓ Number of student participants
- ✓ Copy of required participation paperwork

1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
2. The building will be responsible for obtaining a substitute teacher if one is needed.
3. Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

Excursion/Trip Criteria: The following checklist **must be** signed and submitted to the Chief Financial/Operating Officer with required documentation not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:

Group: _____ **Submitted by:** _____
(Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Provided
Purpose	Required	Purpose of excursion/trip is clearly defined and ". . . is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	
Pre-Planning	Required	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	
Follow-Up	Required	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	
Assessment	Required	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	
Funding	Required	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	
Common Experience	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date
Chief Financial/Operating Officer Approval			Date
Board of Directors Approval			Date



**Policy Title: Teaching Controversial Issues
Code 603.5**

A controversial issue is a topic of significant academic inquiry about which substantial groups of citizens of this community, this state, or this nation may hold sincere, conflicting points of view.

It is the belief by the board that controversial issues should be fairly presented in a spirit of honest academic dialog so that students may recognize the validity of other points of view and can also learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the facts related to the controversy.

It shall be the responsibility of licensed personnel to present full and fair opportunity and means for students to study, consider, and discuss all aspects of controversial issues including but not limited to political philosophies.

It shall be the responsibility of licensed personnel to protect the rights of the students to study pertinent controversial issues within the limits of good taste and civility, and to allow students to express personal opinions in an appropriate and respectful manner without jeopardizing the students' relationships with the licensed personnel.

It shall be the responsibility of licensed personnel to refrain from advocating partisan causes, sectarian religious views, propaganda, or indoctrination of any kind through any classroom or school activity or device. However, licensed personnel shall not be prohibited from expressing personal opinions in a balanced and respectful manner as long as students are encouraged to reach their own decisions independently.

The board encourages full discussion of controversial issues in a spirit of academic dialog that shows students they have the right to disagree with the opinions of others, but that they also have the responsibility to base their disagreements on facts or reasoned conclusions and to respect the right of others to hold conflicting opinions.

Adopted: 6/70

Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18

Revised: 12/07

Related Policy (Code#): 602.16; 602.16-R



**Policy Title: School Ceremonies and Observances
Code 603.6**

Student participation in opening and/or closing school day ceremonies or observances of a ceremonial nature shall be of the student's own choosing.

The school shall respect each student's personal beliefs, non-religious or religious, concerning patriotism as it relates to the opening or closing of school programs.

Non-participation of students in ceremonies or observances shall not be cause for exclusion from the classroom, assembly hall, or group meeting place.

Adopted: 6/70

Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18

Revised: 12/07

Related Policy (Code#): 603.11

Legal Reference (Code of Iowa): § 279.8

**Policy Title: Homework
Code 603.7**

Homework should be an integral and relevant part of a student's instructional program. It should be used consistently throughout the grades and classes. Parents, guardians, or legal custodians should be informed of this homework policy and regulations.

Homework is defined as the out-of-class assignments that may be considered as extensions and enrichment of the regular classroom instructional program, as reinforcement of newly acquired skills, as application of recent learning, or as preparation for further learning.

Three basic types of homework (practice, preparation, and extension) should be intentionally designed for students with the following purposes considered:

1. Practice: To provide students an opportunity to reinforce newly acquired skills or apply recent learning.
2. Preparation: To have the student obtain sufficient background information to be prepared for the next day's instruction.
3. Extension: To foster student initiative for learning through individual applications, research, and study.

It is the expectation that homework, as described above, shall be given, when appropriate, in all classes in grades PreK-12. For all students, homework assignments should be:

- Necessary and useful
- Appropriate to the ability and maturity level of the students
- Well explained and motivating
- Clearly understood by the student
- Identified as far in advance as possible to assist students in planning their time
- Promptly monitored by licensed personnel including acknowledgement and/or feedback

The time required for homework completion should be appropriate to the student's developmental level and potential. Teachers should consider the following when assigning homework:

1. The number of assignments for which a student may have responsibility
2. The complexity of the assignments
3. The available school time in which homework can be completed
4. The resources available to the student at home

The principals shall collaborate, by level, in the development of homework assignment guidelines that fulfill the intent of this policy and articulate to the next level with the goal to *Inspire Learning, Unlock Potential, and Empower Achievement*.



**Policy Title: Religion in Schools
Code 603.9**

The board recognizes the key role religion has played in the history of the world and authorizes the study of religious history and traditions as part of the curriculum or school-sponsored activities. The board does not authorize the practice of religion as part of the curriculum or school-sponsored activities. Religion and religious conviction shall be treated with fairness and respect.

The district is required by law to keep the practice of religion out of the school curriculum. Preferential or derogatory treatment of a single religion will not take place.

It is the responsibility of the superintendent, or designee, to ensure the study of religion in the schools in keeping with the following guidelines:

1. The proposed activity must have a secular purpose.
2. The primary objective of the activity must not be one that advances or inhibits religion.
3. The activity must not foster excessive governmental entanglement with religion.

District personnel will not discriminate against any person based upon their religious beliefs. District personnel are encouraged to promote among employees and students tolerance of varied religious beliefs or non-belief. District personnel will not denigrate a student's religious beliefs or non-belief. The policy against denigrating religious beliefs and non-belief shall not be interpreted to prohibit academic discussion of religion. This policy has no intent to affect the religious beliefs or practices of district personnel outside of their work environment.

Adopted: 3/99

Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18

Revised: 7/08

Related Policy (Code#): 603.9-R; 603.10

Legal Reference (Code of Iowa): §§ 279.8; 280.6 (2011); US Const Amend I; Lee vs Weisman, 112 S CT 2649 (1992); Lemon vs Kurtzman, 403 US 602 (1971); Graham vs Central CSD of Decatur County, 608 F Supp 531 (SD Iowa 1985)



Administrative Regulations Regarding Religion in Schools

Code 603.9-R

The Linn-Mar Community School District believes there is value in diversity and appreciates the constitutional context in which schools must function regarding religious liberty and the *First Amendment*.

The following guidelines have been developed to further define *Policy 603.9 Religion in Schools*:

Teaching about Religion: Religious holidays offer opportunities to teach about religions. The observance or celebration of a religious holiday in school raises sensitive issues for people who observe the holiday and for those who do not.

District personnel and students are permitted to observe their religious holidays in the schools so long as the observance is not disruptive. By way of example, observing a religious fast or wearing a religious article as part of a holiday observance or celebration is not likely to be disruptive. Other forms of observance that could be disruptive may not be permitted at school or special arrangements for such observance may have to be made.

District personnel may not make the celebration of, as opposed to the study of, a religious holiday part of any curricular or co/extra-curricular activity. District personnel may not coerce students to participate in the celebration or observance of any religious celebration.

Religious Expression: The right of students to engage in religious activity and discussion shall be respected. For example, individual students are free to pray, read their scriptures, discuss their faith, and invite others to join their particular religious group as long as such behaviors are not disruptive or coercive. Students shall have the right to express their religious views when those views are relevant to the subject under consideration or meet the requirements of the assignment.

Students may wear clothing with religious significance when the wearing of the clothing during the school day is part of their religious practice. Students may wear religious jewelry and may display religious messages on clothing to the same extent that other messages are permitted.

Students may distribute religious literature on school property following the guidelines of policies 1001.4 and 1001.4-R for distribution of non-curricular materials. Distribution upon the proper approvals of religious, non-curricular literature is to be done at a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school. The distribution of literature that is obscene, defamatory, or disruptive shall be prohibited.

Students may form religious clubs which shall have access to school facilities and media on the same basis as other non-curriculum-related student clubs. Participation in such clubs must be voluntary and student-initiated. The club may not be sponsored by the school or district personnel. Non-school persons shall not direct, conduct, control, or regularly attend meetings of such clubs. District personnel may be present at religious club meetings in a supervisory capacity, but they shall not participate in club activities. Any club activity that is illegal or that would cause substantial disruption of the school shall be prohibited.

When acting on behalf of Linn-Mar Schools, employees shall be neutral among religions and between religion and non-religion. District personnel shall not organize, mandate, or participate in student religious activities including prayer. District personnel shall be allowed to wear personal, religious jewelry.

School Activities and Programs: The historical and contemporary significance of religious holidays may be included in the education program provided that the instruction is presented in an unbiased and objective manner. The selection of holidays to be studied will take into account major celebrations of several world religions, not just those of a single religion. Holiday-related activities will be educationally sound and sensitive to religious differences and will be selected carefully to avoid the excessive or unproductive use of school time. Teachers will be especially careful in planning activities that are to take place immediately preceding or on a religious holiday.

Music, art, literature, and drama having religious themes (including traditional carols, seasonal songs, and classical music) will be permitted if presented in an objective manner without sectarian indoctrination. The emphasis on religious themes is only as extensive as necessary for a balanced and comprehensive study or presentation. Religious content included in student performances is selected on the basis of its independent educational merit and will seek to give exposure to a variety of religious customs, beliefs, and forms of expression. Holiday programs, parties, or performances will not become religious celebrations or be used as a forum for religious worship such as the devotional reading of sacred writings or the recitations of prayers.

The use of religious symbols (e.g. a cross, menorah, crescent, Star of David, lotus blossom, nativity scene, or other symbols that are part of a religious ceremony) are permitted as a teaching aid, but only when such symbols are used temporarily and objectively to give information about a heritage associated with a particular religion. The Christmas tree, Santa Claus, Easter eggs, Easter bunnies, and Halloween decorations are secular, seasonal symbols and as such can be displayed in a seasonal context.

Expressions of belief or non-belief initiated by individual students are permitted in composition, art forms, music, speech, and debate. However, teachers may not require projects or activities which indoctrinate or force students to contradict their personal religious beliefs or non-beliefs.

Accommodations: Curricular or co/extra-curricular assignments or activities that make students feel excluded or identified with a religion not their own shall be avoided whenever possible.

The Linn-Mar Community School District shall accommodate requests from parents or students to be excused for religious reasons from curricular or co/extra-curricular activities without penalty. When students are excused for religious reasons from curricular activities, teachers shall make available a comparable educational experience.

Adopted: 3/99

Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18

Revised: 7/08

Related Policy (Code#): 502.11; 603.9; 603.10; 1001.4

Legal Reference (Code of Iowa): §§ 279.8; 280.6



**Policy Title: Religion-based Exclusion from School Programs
Code 603.10**

Parents, guardians, or legal custodians who wish to have their student excluded from a school program because of religious beliefs must inform the superintendent or designee. The board authorizes the administration to allow the exclusion if it is not disruptive to the educational process and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations. Students who are allowed to be excluded from a program or activity which violates their religious beliefs shall be required to do an alternate activity or study.

In notifying the superintendent, or designee, the parents, guardians, or legal custodians shall abide by the following:

1. The notice shall be in writing.
2. The objection shall be based on religious beliefs.
3. The objection shall state which activities or studies violate their religious beliefs.
4. The objection shall state why the activities or studies violate their religious beliefs.
5. The objection shall state a proposed alternate activity or study.

The superintendent, or designee, shall have sole discretion to make this determination. The factors the superintendent, or designee, shall consider when a student requests to be excluded from a program or activity because of religious beliefs include but are not limited to:

- Staff available to supervise a student who wishes to be excluded.
- Space to house the student while the student is excluded.
- Available superintendent, or designee, approved alternative course of study or activity while the student is excluded.
- Numbers of students who wish to be excluded
- Whether allowing the exclusion places the school in a position that it is supporting a particular religion.
- Whether the program or activity is required for promotion to the next grade level or for graduation.

Adopted: 8/89

Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18

Revised: 1/10

Related Policy (Code#): 603.9; 603.9-R

Legal Reference (Code of Iowa): §§ 256.11(6); 279.8 (2011); US Const Amend I; Lee vs Weisman, 112 S CT 2649 (1992); Lemon vs Kurtzman, 403 US 602 (1971); Graham vs Central CSD of Decatur County, 608 F Supp 531 (SD Iowa 1985)



**Policy Title: Health Education
Code 603.11**

Students in grades kindergarten through 12 shall receive as part of their health education instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, human growth and development, substance abuse and non-use (including the effects of alcohol, tobacco, drugs, and poisons on the human body), human sexuality, self-esteem, stress management, interpersonal relationships, emotional and social health, health resources, prevention and control of disease and communicable diseases (including sexually transmitted diseases and acquired immune deficiency syndrome), and current crucial health issues.

The purpose of the health education program is to help each student protect, improve, and maintain physical, emotional, and social well-being. The areas stated above shall be included in health education and the instruction shall be adapted at each grade level to the age and maturity level of students to aid in their understanding of the content.

Parents, guardians, or legal custodians who object to health education instruction in human growth and development may file a written request that their student be excused from the instruction. The written request (Refer to Policy 603.11-E) shall include a proposed alternate activity or study acceptable to the superintendent or designee. The superintendent, or designee, shall have the final authority to determine the alternate activity or study.

Adopted: 6/90

Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18

Revised: 7/08

Related Policy (Code#): 603.11-E

Legal Reference (Code of Iowa): §§ 256.11; 279.8; 280.3-14; 281 IAC 11, 12.5(3)(e), .5(4)(e), .5(5)(e)



**Human Growth and Development
Student Excuse Form**

Code 603.11-E

Please Print

Student Name: _____ Grade: _____ Building: _____

Parent/Guardian/Legal Custodian: _____ Phone: _____

Please list the curricular objectives from which you wish to have your student excused and the class/grade in which each is taught. *An example is provided below for you to follow.*

	Objective	Class/Grade	Proposed Alternative Assignment
Ex:	<i>To describe behaviors that will minimize and prevent transmission of HIV</i>	<i>Health Education 6th Grade</i>	
1.			
2.			
3.			
4.			
5.			
6.			

I have reviewed the Human Growth and Development program goals, objectives, and materials and wish my student be excused from class when these objectives are taught. I understand my student will incur no penalty but may/shall be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class.

Signed: _____
(Parent, Guardian, or Legal Custodian)

Date: _____

Signed: _____
(School Administrator)

Date: _____



**Policy Title: Technology and Instructional Materials
Code 603.12**

The board supports the use of innovative methods and the use of technology in the delivery of the education program. The board encourages district personnel to investigate efficient and effective ways to utilize technological advances as a part of the curriculum and instruction practices.

The superintendent, or designee, is responsible for developing guidelines to monitor the use of technology. Any objections to materials used as a result of technology will be processed under Policies 602.27, 602.27-R, 602.28, 602.29, 602.29-R, 602.29-E.

It shall be the responsibility of the superintendent, or designee, to develop a plan for the use of technology in the curriculum and to evaluate it biennially. The superintendent, or designee, shall report the results of this evaluation to the board and make a recommendation regarding the use of technology in the curriculum.

Adopted: 8/89

Reviewed: 7/11; 9/12; 10/13; 2/15; 4/18

Revised: 1/10

Related Policy (Code#): 602.16; 602.16-R; 602.27; 602.27-R; 602.28, 602.29, 602.29-R; 602.29-E; 603.5;
603.12-R1-E2

Legal Reference (Code of Iowa): § 279.8 (2013); 281 IAC 12.3(12), 12.5(10), .5(4)



Administrative Regulations Regarding the Internet

Code 603.12-R1

Technology is a vital part of the district curriculum and the internet will be made available to employees and students. Appropriate and equitable use of the internet will allow employees and students to access resources unavailable through traditional means.

The district provides an electronic mail address to students for academic purposes. The students are required to follow the guidelines for appropriate use.

The internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to access all available information. Because information appears, disappears, and changes constantly it is not possible to predict or control what students may locate.

The district makes no guarantees as to the accuracy of information received on the internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student internet records and access records are confidential records treated like other student records. Student internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography, or are harmful to minors. Also, included but not limited to prohibited behavior such as cyber bullying, cheating, and misappropriation of financial instruments and like resources will also be monitored and terminated with appropriate disciplinary procedures enacted.

The district will use technology protection measure to protect students from inappropriate access and from inappropriate behavior. Employees and students will be instructed on the appropriate use of the internet.

Adopted: 7/03
Reviewed: 7/11; 4/18
Revised: 9/12; 10/17; 2/15
Related Policy (Code#): 603.12; 603.12-R2-E2
Legal Reference (Code of Iowa): § 279.8 (2013)



Administrative Regulations Regarding Internet Acceptable Use

Code: 603.12-R2

Responsibility for Internet Acceptable Use:

1. The authority for appropriate use of electronic internet resources is delegated to licensed employees. For the purpose of this policy, internet is defined as: *A collection of thousands of inter-connected computer networks involving millions of computers and users around the world. It is a collaboration of private, public, educational, governmental, and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.*
2. Instruction in the proper use of the internet will be available to employees who will then provide similar instruction to their students.
3. Employees are expected to practice appropriate use of the internet and violations may result in discipline up to and including discharge.

Internet Access:

1. Access to the internet is available to employees and students as a source of information and a vehicle of communication.
2. Students will be able to access the internet with the permission of their teachers.
 - a. Making internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. On a global network it is impossible to control all materials because information on the internet appears, disappears, and changes so it is not possible to predict or control what students may locate.
 - b. It is a goal to allow teachers and students access to rich opportunities on the internet while we protect the rights of students and parents/legal guardians who choose not to risk exposure to questionable materials.
 - c. The smooth operation of the network relies on the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical, and legal utilization of network resources.
 - d. To reduce unnecessary system traffic, users may use real-time conference features such as video/chat/internet relay chat only as approved by the supervising teacher.
 - e. Transmission of material, information, or software in violation of any board policy or regulation is prohibited.
 - f. The district makes no guarantees as to the accuracy of information received on the internet.

Permission to Use Internet: Parents/guardians will grant annual permission for their students to use the internet using the prescribed form.

Student/Staff Use of the Internet:

1. Equal opportunity: The internet is available to all students/staff within the district. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.
2. Online Etiquette:
 - a. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the internet, students/staff may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
 - b. Student access for electronic mail will be through their student account supervised by their teacher. Students should adhere to the following guidelines:
 - Respect all copyright and license agreements
 - Cite all quotes, references, and sources
 - Remain on the system long enough to get needed information
 - Apply the same privacy, ethical, and educational considerations utilized in other forms of communication
 - c. Students/staff should adhere to the following guidelines:
 - Others may be able to read or access emails so private messages should not be sent
 - Delete unwanted messages immediately
 - Use of objectionable language is prohibited
 - Always sign messages
 - Always acknowledge receipt of a document or file
3. Restricted materials: Students/staff will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts, or the violation of lawful school regulations.
4. Unauthorized costs/damages: If a student/staff gains access to any service via the internet which has a cost involved, or if a student/staff incurs any other types of costs due to physical damage, the student/staff incurring such a service/repair will be responsible for the costs.
5. Students/staff should never download or install any unauthorized software.

Adopted: 7/03

Reviewed: 7/11; 4/18

Revised: 9/12; 10/13; 2/15; 8/17

Related Policy (Code#): 603.12; 603.12-R1; 603.12-E1-E2



Internet Access Permission Letter to Parents/Guardians/Legal Custodians

Code 603.12-E1

Your student has access to electronic communication known as the internet. The vast domain of information contained within internet libraries can provide unlimited opportunities to students.

Students may be permitted to use a school electronic mail (email) address to send and receive email at school under teacher supervision. Students will be expected to abide by the following network etiquette:

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
2. Students will respect all copyright and license agreements.
3. Students will cite all quotes, references, and sources.
4. Students will only remain on the system long enough to get needed information.
5. Students will apply the same privacy, ethical, and educational considerations utilized in other forms of communication.
6. Whenever accessing electronic mail students should adhere to the following guidelines:
 - Others may be able to read or access the mail so private messages should not be sent;
 - Delete unwanted messages immediately;
 - Use of objectionable language is prohibited, including explicit or inferred harassing or bullying language;
 - Always sign messages; and
 - Always acknowledge receipt of a document or file.
7. Students accessing data services that have a cost involved will be responsible for payment of the costs.
8. Students will use district-provided computer equipment appropriately and for its intended use.

Adopted: 7/03

Reviewed: 7/11; 4/18

Revised: 9/12; 10/13; 2/15

Related Policy (Code#): 603.12; 603.12-R1-R2, 603.12-E2



Linn-Mar Community School District
Marion Iowa 52302

Code 603.12-E2

Staff Internet Use Agreement

IMPORTANT: Please read before signing.

I have read the expected network etiquette (Policy 603.12-R2) and agree to abide by these provisions.

I understand that violation of these provisions may constitute suspension or revocation of internet privileges.

I agree to be responsible for payment of costs incurred by accessing cost-based data services and/or damage to district devices including repair or replacement as a result of misuse.

Name: _____
(Please Print)

Signature: _____ Date: _____



**Policy Title: Digital Communication
Code 603.13**

The internet provides a valuable learning tool for students and staff and offers another communication vehicle for informing the public about school programs and activities.

The board authorizes the establishment of a district website, Facebook page, Twitter account, and other appropriate digital communication platforms. Only those web pages approved by the superintendent, or designee, and maintained in accordance with board policy and administrative procedures will be recognized as official representations of the school district.

The superintendent, or designee, is responsible for assigning an individual responsible for maintaining the digital communication platforms. The superintendent, or designee, in conjunction with the responsible individual will develop administrative regulations regarding the digital communication platforms.

Adopted: 7/03

Reviewed: 7/11; 9/12; 10/13; 4/18

Revised: 2/15

Related Policy (Code#): 603.12; 603.12-R1-R2; 603.12-E1-E2; 604.6

Legal Reference (Code of Iowa): § 279.8



Administrative Regulations Regarding Digital Communication/Web Page Development

Code 603.13-R

Internet access provides opportunities for students and staff to contribute to the district's presence on the World Wide Web. The district website (www.linnmar.k12.ia.us) provides information about district planning, curriculum, instruction, school-authorized activities, programs, and general information relating to our district and its schools. Web page development capability is provided by the Technology Department and the Communications and Media Relations Coordinator.

Creators of web pages need to familiarize themselves with and adhere to the following guidelines. Failure to follow these guidelines may result in the loss of authoring privileges or other stringent disciplinary measures.

Content Standards: Web pages may not contain advertisements. However, business logos directly associated with Linn-Mar Community School District programs or departments which meet guidelines and have been approved may be displayed. Web pages may not promote individuals or organizations for the purpose of financial, political, or professional gain. Web pages must be approved by the Executive Director of Technology, or designee, before they can be linked to the Linn-Mar website. Employee-designated, district, Office 365 and Google sites and applications must also comply with the same guidelines of appropriate use and will be monitored by district administration. If prior approval is not possible, a disclaimer page will be inserted before the user links to that site.

Subject Matter: All subject matter on web pages must relate to curriculum, instruction, school-authorized activities, programs, general information that is appropriate and of interest to others, and it should relate to the district or the schools within the district. Therefore, neither staff nor students may publish personal home pages as part of the district website or home pages for other individuals or organizations not directly affiliated with the district. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

Quality: All web pages must be free of spelling and grammatical errors. Documents may not contain objectionable material or point/link directly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in district policies. Regarding the question of quality or propriety of web page material, appearance, or content the judgment of the Communications and Media Relations Coordinator, or designee, will prevail.

Ownership and Retention: All web pages, Office 365, and Google applications on the district website are property of the school district.

Safeguards: Web pages may not contain photographs or personal identification information about students, their families, their friends, and/or employees of the Linn-Mar School District without written consent. Email addresses of Linn-Mar employees may be posted. Web pages may not include any information which indicates the physical location of a student at a given time. Web pages may not hinder the loading and general functions of the home page, home page server, and/or computer stations.

Laws or School Board Policies: All documents on the Linn-Mar website, Office 365, and Google applications must conform to board policies, state laws, federal laws, and copyright laws as well as established school guidelines. Copies of board policies are available in all media centers and via the district website (www.linnmar.k12.ia.us). Persons developing or maintaining web documents are responsible for complying with these and other policies.

Some of the relevant issues and board policies include the following:

1. Electronic transmission of materials is a form of copying. As specified in board policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the district's equipment including its website, Office 365, and Google applications.
2. Web pages are subject to board *Policy 602.29-E Objection to Instructional Materials Reconsideration Request Form* and *603.12 Technology and Instructional Materials* including related administrative rules, regulations, and exhibits.
3. Any information communicated via district web pages, Office 365, and Google applications will comply with board *Policy 505.6 Education Records Access* including related administrative rules, regulations, and exhibits.
4. Any links to district web pages that are not specifically-related will meet the criteria established in board policies. Any other non-curricular materials must be limited to information about youth activities, agencies, or organizations which are known to be non-sectarian, non-profit, exclusively devoted to community interests or child welfare, and non-discriminatory. District web page, Office 365, and Google application links may not include entities whose primary purpose is commercial or political advertising.
5. Any deliberate tampering with or misuse of district network services or equipment will be considered vandalism and will be handled according to board *Policy 603.12 Technology and Instructional Materials*.

Consistency Technical Standards: Each web page added to the district website must contain certain elements which will provide general consistency for district web pages:

1. All web pages must be submitted to the Executive Director of Technology, or designee, for review prior to placement on the district server.
2. Users must exhibit care when creating web pages with extensive tiled backgrounds, large graphics, large PDF documents, or any other large file. Such files require extensive download time which take bandwidth away from other users.
3. The authorized staff member who is publishing the final web pages for themselves or for a student will edit and test the pages for accuracy of links and check for conformance with standards outlined in this policy.
4. Web pages may not contain links to other web pages not yet completed. If additional pages are anticipated but not yet developed, the text that will provide the link should be included. However, the actual link to said pages may not be made until the final page is actually in place on the district server.
5. All web pages must be given names which clearly identify them. The names of all documents will coincide with current district naming practices and structures.
6. Any graphics, sounds, or video used on web pages must conform to the format currently used or approved by the district.
7. Web pages may not contain student email address links, any survey response links, or any other type of direct-response links.
8. Final decisions regarding access to active web pages for editing content or organization will rest with the Executive Director of Technology, or designee.

Other Technical Standards: Material on web pages reflect an individual's thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or the district nor are they endorsed or sanctioned by the individual school or district. Concern about the content of any pages created by students or staff should be directed to the Executive Director of Technology, or designee.

Given the rapid change in technology, some of the technical standards outlined in this policy may require change throughout the year. Such changes will be made by the Executive Director of Technology with approval of the superintendent. This policy will be updated on an annual basis or more frequently, if required.

Adopted: 7/03

Reviewed: 7/11; 4/18

Revised: 9/12; 10/13; 2/15

Related Policy (Code#): 505.6; 505.6-R; 505.6-E2-E7; 602.29; 602.29-R; 602.29-E; 603.12; 603.12-R1-R2;
603.12-E1-E2; 603.13



**Policy Title: Copyright Compliance
Code 603.14**

In order for students to experience a diverse curriculum, the board encourages employees to supplement their regular curricular materials with other resources. In so doing, the board recognizes that federal laws makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for plagiarism and unauthorized copying or using of media including but not limited to print, electronic, and web-based materials unless the copying or using conforms to fair use doctrine. Under the fair use doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research providing that all fair use guidelines are met.

While the district encourages employees to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of employees to abide by the district's copying procedures and obey the requirements in order to perform their duties properly. The district will not be responsible for any violations of the copyright law by employees or students. Violation of the copyright law by employees may result in discipline up to and including termination. Violation of the copyright law by students may result in discipline up to and including suspension or expulsion.

Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the district received permission to perform a copyrighted work, it does not mean outsiders can copy it and replay it. Those who wish to do so should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The district is not responsible for outsiders violating the copyright law or this policy.

Any employee or student who is uncertain as to whether reproducing or using copyrighted material complies with district procedures or is permissible under the law should contact the teacher-librarian, who will also assist employees and students in obtaining proper authorization to copy or use protected material when such authorization is required.

It is the responsibility of the superintendent, or designee, in conjunction with the teacher-librarians to develop administrative regulation regarding this policy.

Adopted: 7/07

Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18

Revised: 1/10

Related Policy (Code#): 603.14-R

Legal Reference (Code of Iowa): 17 USC § 101; 281 IAC 12.3(12)



Administrative Regulations Regarding Copyright Compliance

Code 603.14-R

Employees and students may make copies of copyrighted materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the publisher or producer with the assistance of the teacher-librarian. Employees and students who fail to follow this procedure may be held personally liable for copyright infringement and may be subject to discipline by the board.

Under the fair use doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. Under the fair use doctrine, each of the following four standards must be met in order to use copyrighted materials:

1. Purpose and Character of the Use: The use must be for such purposes as teaching or scholarship.
2. Nature of the Copyrighted Work: The type of work to be copied.
3. Amount and Substantiality of the Portion Used: Copying the whole of a work cannot be considered fair use, copying a small portion may be if these guidelines are followed.
4. Effect of the Use Upon the Potential Market for or Value of the Copyrighted Work: If resulting economic loss to the copyright holder can be shown even making a single copy of certain materials may be an infringement and making multiple copies presents the danger of greater penalties.

Authorized Reproduction and Use of Copyrighted Material Reminders:

- Materials on the internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place, and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction a teacher may make or have made a single copy of:

- A chapter from a book;
- An article from a newspaper or periodical;
- A short story, short essay, or short poem; or
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

A teacher may make multiple copies not exceeding more than one per pupil for classroom use or discussion if the copying meets the tests of brevity, spontaneity, and cumulative effect set by the following guidelines. Each copy must include a notice of copyright.

1. Brevity:
 - A complete poem if less than 250 words and two pages long may be copied; excerpts from longer poems cannot exceed 250 words.
 - Complete articles, stories, or essays of less than 2,500 words or excerpts from prose works less than 1,000 words or 10% of the work, whichever is less, may be copied in any event the minimum is 500 words.
 - Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph.
 - One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue may be copied. Special works cannot be reproduced in full, this includes children's books combining poetry, prose, or poetic prose. Short special works may be copied, up to two published pages containing not more than 10% of the work.
2. Spontaneity: Should be at the instance and inspiration of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.
3. Cumulative Effect: Teachers are limited to using copied material for only one course for which copies are made. No more than one short poem, article, story, or two excerpts from the same author may be copied and no more than three works can be copied from a collective work or periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers, and current news sections of other periodicals.

Copying Limitations: Circumstances will arise when employees are uncertain whether or not copying is prohibited. In these circumstances, the teacher-librarian should be contacted.

The following prohibitions have been expressly stated in federal guidelines:

1. Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations, or collective works.
2. Unless expressly permitted by agreement with the publisher and authorized by district action, there shall be no copying from copyrighted, consumable materials such as workbooks, exercises, test booklets, answer sheets, and the like.
3. Employees shall not:
 - a. Use copies to substitute for the purchase of books, periodicals, musical recordings, consumable works such as workbooks, computer software, or other copyrighted material.
 - b. Copy or use the same item from term-to-term without the copyright owner's permission.
 - c. Copy or use more than nine instances of multiple copying of protected material in any one term.
 - d. Copy or use more than one short work or two excerpts from works of the same author in any one term.
 - e. Copy or use protected material without including a notice of copyright. The following is a satisfactory notice: *Notice: This material may be protected by copyright law.*
 - f. Reproduce or use copyrighted material at the direction of someone in higher authority or copy/use such material in emulation of some other teacher's use of copyrighted material without permission of the copyright owner.
 - g. Require other employees or students to violate copyright law or fair use guidelines.

Authorized Reproduction and Use of Copyrighted Materials in the Library:

A library may make a single copy or three digital copies of:

- An unpublished work in its collection.
- A published work in order to replace it because it is damaged, deteriorated, lost, or stolen provided that an unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or employee at no more than the actual cost of photocopying. The copy must be limited to one article of a periodical issue or a small part of other material unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright and the student or staff member shall be notified that the copy is to be used only for private study, scholarship, or research. Any other use may subject the person to liability for copyright infringement.

Authorized Reproduction and Use of Copyrighted Music or Dramatic Works:

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction.
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance provided that the excerpt does not comprise a part of the whole musical work, which would constitute a performable unit such as a complete section, movement, or song.
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed, or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal.
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions.
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of non-dramatic musical works that are copyrighted are permitted without the authorization of the copyright owner provided that:

- a. The performance is not for a commercial purpose
- b. None of the performers, promoters, or organizers are compensated
- c. Admission fees are used for educational or charitable purposes only

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright law.

Recording of Copyrighted Programs: Television programs, excluding news programs transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first 45 consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision, check with the teacher-librarian or the subscription database (e.g. United Streaming).

Off-air recordings may be used once by individual teachers in the course of instructional activities and repeated once only when reinforcement is necessary within a building during the first 10 consecutive school days, excluding scheduled interruptions in the 45 calendar day retention period. Off-air recordings may be made only at the request of, and used by, individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 day retention period only for evaluation purposes (i.e. to determine whether or not to include the broadcast program in the teaching curriculum). Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10-day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Authorized Reproduction and Use of Copyrighted Computer Software: Schools have a valid need for high-quality software at reasonable prices. To ensure a fair return to the authors of software programs, the district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs.

To this end, the following guidelines shall be in effect:

1. All copyright laws and publisher license agreements between the vendor and the district shall be observed.
2. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment.
3. A back-up copy shall be purchased for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the district shall make a back-up copy that will be used for replacement purposes only.
4. A copy of the software license agreement shall be retained by the Executive Director of Technology, or designee.
5. A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

Fair Use Guidelines for Educational Multimedia: Students may incorporate portions of copyrighted materials in producing educational multi-media projects such as videos, Power Points, podcasts, and websites for a specific course and may perform, display, or retain the projects.

Educators may perform or display their own multi-media projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction.
- In demonstrations and presentations, including conferences.
- In assignments to students.
- For remote instruction if distribution of the signal is limited.
- Over a network that cannot prevent duplication for 15 days. After 15 days a copy may be saved onsite only.
- In their personal portfolios.

Educators may use copyrighted materials in a multi-media project for two years. After that, permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multi-media project:

1. Motion Media: Ten percent or three minutes, whichever is less.
2. Text Materials: Ten percent or 1,000 words, whichever is less.
3. Poetry: An entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology.
4. Music, Lyrics, and Music Video: Up to 10% but no more than 30 seconds. No alterations that change the basic melody or fundamental character of the work.
5. Illustrations, Cartoons, and Photographs: No more than five images by an artist and no more than 10% of 15 images, whichever is less from a collective work.
6. Numerical Data Sets: Up to 10% or 2,500 field or cell entries, whichever is less.

Fair use does not include posting a student's or teacher's work on the internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

Adopted: 7/07

Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18

Revised: 1/10

Related Policy (Code#): 603.14



Education Program

Policy Title: Guidance and Counseling Code 604.1

The Linn-Mar Community School District shall provide a student guidance and counseling program. The guidance ~~school~~ counselor shall be certified with the Iowa Department of Education and hold the qualifications required by the Board of Education and the Board of Educational Examiners.

The guidance and counseling program will serve grades PK-12. The program will assist students with their personal, educational, and career development. The program shall be coordinated with the education program and will involve licensed personnel.

Adopted: 6/70

Reviewed: 7/11; 9/12; 2/15

Revised: 10/13; 3/18; 4/18

Related Policy (Code#): 505.6; 505.6-R; 602.1; 604.5

Legal Reference (Code of Iowa): § 622.10; 281 IAC 12.3(6), .5(21)



**Policy Title: Guidelines for Use of
Professional Therapy Dogs
Code 604.2**

Role and Purpose of Certified Assistance Dog Teams: Professional therapy dogs certified with their owners/handlers as certified assistance dog teams provide emotional and physical support in educational settings. These highly trained dogs model good behavior, tolerance, and acceptance. All certified assistance dog teams in the Linn-Mar Community School District work to support and positively influence student achievement.

Definition, Certification, and Approval for Use of Therapy Dogs: Professional therapy dogs are trained and tested to provide specific physical or therapeutic functions under the direction and control of a qualified handler who works with the dog as a team, and as part of the handler's occupation or profession. A professional therapy dog has been temperament tested by a trainer affiliated with an organization recognized as qualified to perform temperament testing. Therapy dogs, along with their handlers, perform services in institutional settings, community-based group settings, or with individuals who have disabilities. Therapy dogs *are not* family pets that have been certified as pet therapy animals. *Refer to page 3: Pet Visitation Dogs.*

Professional therapy dogs have passed a public access test administered by a trainer/evaluator recognized by the Linn-Mar Community School District. Handlers and their dogs are administered the public access test for re-evaluation during their first year of service. The public access test may be administered by a trainer/evaluator recognized by the district.

Professional therapy dogs are owned by a professional educator in the district who wishes to use a therapy dog to augment their educational program. Professional therapy dogs may be used in school settings on a regular basis once the following documentation is in place:

1. Administrative Approval: *Refer to Policy 604.2-E1*
 - Use of a therapy dog must be approved by the building administrator in which the handler works. A letter stating administrator approval should be kept on file in the building in which the handler works and a copy sent to the Executive Director of Student Services.
2. Vaccination, Health, and Grooming Requirements: *Refer to Policy 604.2-E2*
 - The owner/handler must provide a record of annual vaccinations received by the therapy dog and signed by a licensed veterinarian. These health records should be kept on file in the building in which the handler works and a copy sent to the Executive Director of Student Services.
 - The therapy dog should receive an annual Bordetella vaccination. Rabies and 5-way Parvo/Distemper (DHPP) shall be administered every three years. *Note: therapy dogs less than one year of age or receiving their rabies and parvo*

vaccinations for the first time shall receive a follow-up vaccine in one year with administration every three years thereafter.

- The therapy dog should receive an annual comprehensive wormer or fecal check.
- The therapy dog should be checked for external parasite control.
- Owners/handlers will administer preventative parasite (flea and tick) control and heartworm medication year-round. Annual tests for heartworms is recommended. *Note: Frontline Plus is recommended due to its non-toxic nature which is important in a school environment.*
- The therapy dog should be groomed and bathed regularly. For dogs in a working environment, monthly to bi-monthly baths are recommended as is daily brushing. Good judgment should be used based on the dog's hair, skin, and dander concerns. The owner/handler must also ensure proper health care through regular brushing of the dog's teeth (several times weekly), nail trims as needed, and weekly ear cleaning/checks.

3. Public Access Test Documentation:

- A copy of the public access test certificate of completion should be kept on file in the building in which the handler works and a copy sent to the Executive Director of Student Services.
- Certification verifying that both the handler and therapy dog passed the public access test must be sent by the certifying institution directly to the Executive Director of Student Services.
- Records of advanced obedience, agility, or other trainings should be kept on file in the building in which the handler works and a copy sent to the Executive Director of Student Services.

4. Review of Guidelines and Procedures:

- Guidelines and procedures for the use of professional therapy dogs will be reviewed annually with staff and students at the beginning of the academic year.
- Guidelines and procedures for the use of professional therapy dogs will be reviewed as needed throughout the year as determined by the building administrator, handler, and Executive Director of Student Services.

5. The privilege to bring the therapy dog into the school setting may be terminated should the owner/handler or the dog behave in a way deemed unprofessional or unsafe.

6. When a professional educator in the district uses a professional therapy dog according to the above guidelines, the building in which the handler works and the professional educator will be covered by the district's general liability coverage.

Pet Visitation Dogs: A pet visitation dog is owned by a volunteer or student who *is not* employed by the Linn-Mar Community School District, but who has received registration and/or recognition for volunteer pet visitation. *These dogs are not considered to be professional therapy dogs.*

For a dog to be used on a *volunteer basis* these guidelines must be followed:

1. If the handler of the dog is an employee of the district, the handler and dog *must be* certified under the professional therapy dog guidelines listed above.

2. The dog may be used no more than one visitation per week for a two-hour interval. Should the dog be used more often or for longer periods the dog must pass all requirements for professional therapy dog status before it may be used in the schools.

The following documentation must be kept on file in the office of the Executive Director of Student Services and in the building in which the pet visitation dog is used:

- a. Current certification/registration from the therapy dog organization administering the evaluation and testing.
- b. Current veterinary records of worming schedules and annual vaccinations for five-way Parvo/Distemper (DHPP) and Bordetella, as well as rabies vaccinations every three years.
- c. Proof of insurance.
- d. Letter of approval from the building administrator.

If you have questions about the therapy dog program please contact:

Executive Director of Student Services
2999 N 10th Street, Marion, IA 52302
319-447-3003

Adopted: 8/17

Related Policy (Code#): 604.2-E1-E2

Reviewed: 4/18



Checklist of Documentation Required for Use of Professional Therapy Dogs

Please Print

Name of Professional Dog Owner: _____

Name of Professional Dog Handler: _____

Name of Professional Therapy Dog: _____

Building in which therapy dog will work: _____

_____ **Administrative Approval:**

A signed statement reflecting administrator approval for use of a professional therapy dog.

_____ **Health Records:**

A copy of annual vaccinations and exams signed by a licensed veterinarian including a photocopy of the rabies certificate. *It is expected that all owners/handlers will use year-round preventative medication for heartworm/external parasites.*

- Rabies, five-way Parvo/Distemper, and Bordetella vaccinations
- Comprehensive wormer or fecal check
- External parasite control (*Frontline Plus is recommended*)

Note: for dogs less than one year of age, or receiving their first Parvo/Distemper and rabies vaccination, follow-up vaccines will take place in one year. For all other dogs, these vaccinations will take place every three years.

_____ **Public Access Test:** Certificate verifying the owner/handler and dog have passed.

_____ **Current Certification Date:** _____

Signature of Professional Dog Owner/Handler

Date Signed

Signature of Building Administrator

Date Signed

Signature of Executive Director of Student Services

Date Signed

Adopted: 8/17

Related Policy (Code#): 604.2; 604.2-E2

Reviewed: 4/18



Vital Information for Use of Professional Therapy Dogs

Please Print

Name of Professional Dog Owner: _____

Name of Professional Dog Handler: _____

Name of Professional Therapy Dog: _____

Building in which therapy dog will work: _____

Therapy Dog and Handler's Certification Date: _____

Name of Certifying Organization: _____

Date for Re-certification: _____

Emergency Contact Names and Phone Numbers in Case of Issue with Therapy Dog:

1. _____

2. _____

Veterinarian Contact Information:

Name: _____ Phone#: _____

Dates Regarding Therapy Dog's Care:

Date of Birth: _____ Age: _____ Last Health Check _____

Annual Worm Check: _____ Parvo/Distemper: _____ Rabies: _____

Note: Five-way Parvo/Distemper (DHPP) and rabies vaccinations shall be updated every three years. Dogs less than one year of age or receiving vaccinations for the first time shall receive a follow-up in one year with vaccinations every three years thereafter. Verification that preventative parasite control (fleas and ticks) as well as heartworm medication is given year-round.

Owner's Signature

Date Signed

Adopted: 8/17

Related Policy (Code#): 604.2; 604.2-E1

Reviewed: 4/18



Education Program

Policy Title: Talented and Gifted Program Code 604.4

The board shall provide an education program for students who have been identified as talented and gifted.

It shall be the responsibility of the superintendent, or designee, to develop a talented and gifted program which provides for identifying students, for program evaluation, and training of employees.

Adopted: 8/89

Reviewed: 7/11; 9/12; 2/15; 4/18

Revised: 10/13

Legal Reference (Code of Iowa): §§ 257.42-49; 281 IAC 12.5(12); 59



Education Program

Policy Title: Program for Students at Risk Code 604.5

The board shall provide a program which encourages and promotes appropriate opportunities for students at risk to succeed in the education program.

It shall be the responsibility of the superintendent, or designee, to develop a program for students at risk.

It shall also be the responsibility of the superintendent, or designee, to develop a Student At Risk Program which provides for identifying students, for program evaluation, and for the training of district personnel.

Adopted: 8/89

Reviewed: 7/11; 9/12; 10/13; 2/15; 4/18

Revised: 11/07

Legal Reference (Code of Iowa): §§ 256.9; 261C; 262.71; 280.19; 442.51-54; 670 IAC 58; 281 IAC 12.5(13)



Education Program

Policy Title: School Library Code 604.6

The school district shall maintain a school library in each student attendance center for use by employees and by students during the school day.

Materials for the library will be acquired according to *Policy 602.27 Selection of Instructional Materials*.

It shall be the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the school library.

It shall be the responsibility of the superintendent, or designee, to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the weeding of library and instructional materials, and for the handling of challenges to either library or classroom materials.

Adopted: 3/99

Reviewed: 7/11; 9/12; 10/13; 4/18

Revised: 2/15

Related Policy (Code#): 602.16; 602.16-R; 602.27

Legal Reference (Code of Iowa): §§ 256.7(24); 279.8; 280.14; 301 (2013); 281 IAC 12.3(11)-(12)



**Policy Title: Student Progress Reports and Conferences
Code 605.1**

The following are the objectives of a system of student progress reporting practices:

- a. To inform parents, guardians, or legal custodians of their student's progress.
- b. To clarify the expectations of the instructional program.
- c. To record for students their growth or achievement.
- d. To assist students in evaluating their growth or achievement
- e. To assist the student, parent, guardian or legal custodian, and the school in working cooperatively for the welfare of the student.

Students shall receive a progress report at the end of each regular grading period. Prior to the end of the grading period, a reasonable attempt will be made to notify parents, guardians, or legal custodians of students who are not achieving as expected. The board encourages the notification to the parents, guardians, or legal custodians of students who have made marked improvement prior to the end of the grading period.

The elementary schools, middle schools, and high school will hold conferences at a minimum of once a year.

In addition to the scheduled conference time parents, guardians, legal custodians, teachers, or principals may request a conference. Parents, guardians, legal custodians, and students are encouraged to discuss the student's progress or other matters with the student's teacher.

Adopted: 6/70

Reviewed: 9/12; 4/18

Revised: 6/11; 10/13; 2/15

Legal Reference (Code of Iowa): §§ 256.11-11A; 280 (2011); 281 IAC 12.3(6), .3(7), .5(16)



Education Program

Policy Title: Testing Program Code 605.2

A comprehensive testing program shall be established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student shall be required as part of any applicable program funded by the United States Department of Education to submit, without prior written consent from the student's parent, guardian, or legal custodian to surveys, analysis, or evaluation which reveals information concerning:

- a. Political affiliations or beliefs of the student or the student's parents, guardians, or legal custodians;
- b. Mental and psychological problems of the student or the student's family;
- c. Sexual behaviors and attitudes;
- d. Illegal, anti-social, self-incriminating, and demeaning behavior;
- e. Critical appraisals of other individuals with whom students have close family relationships;
- f. Legally recognized, privileged, and analogous relationships such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or student's family; or
- h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program);

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parents, guardians, or legal custodians.

It shall be the responsibility of the superintendent, or designee, in conjunction with the principal to develop administrative regulations regarding this policy.

It shall be the responsibility of the superintendent, or designee, to provide the board annual reports on the evaluation and testing program.

Adopted: 6/70

Reviewed: 6/11; 2/15; 4/18

Revised: 9/12; 10/13; 12/16

Legal Reference (Code of Iowa): 280.3; 20 USC 1232h



**Policy Title: Graduation Requirements
Code 605.3**

Students must successfully complete the courses required by the school board and the Iowa Department of Education in order to graduate.

It shall be the responsibility of the superintendent, or designee, to ensure that students complete grades 1 through 12 and that high school students earn a minimum of 250 credit hours to be awarded a Linn-Mar High School diploma.

Early Graduation: Students meeting all requirements for graduation and electing to graduate early must apply for early graduation at least one month prior to the student's final quarter. Applications can be picked up in the high school guidance office and submitted to the principal's office. The principal will meet with each early graduation applicant prior to recommending candidates to the school board for approval.

Graduation Requirements: Linn-Mar High School students are required to earn a minimum of 250 credits in order to graduate. In addition, the following department requirements must be met in order to earn a diploma:

- English (40 credits): Must include English 9 or English I (10 credits), English II (10 credits). May opt out if passes English I with a 90% or higher grade, English III, or Advanced English and one speech/acting course (5 credits).
- Mathematics (30 credits): Must include Algebra (10 credits) or Algebra Fundamentals I and Algebra Fundamentals II (20 credits). Students who successfully complete both semesters of Algebra I may not take Algebra Fundamentals I or Algebra Fundamentals II to fulfill the Algebra or three year math requirement.
- Science (30 credits): Must include General Biology (10 credits) or Fundamentals of Biology I and Fundamentals of Biology II (20 credits), and a physical science course (Chemistry, Physics, or Earth and Physical Science (10 credits).
- Social Studies (30 credits): Must include US History 9 or US History 1/AP US History (10 credits), World History/AP World History (10 credits), and American Government/AP American Government (5 credits).
- Health/PE (25 credits): Must include Health (5 credits).

Graduation requirements for students with an Individualized Education Program (IEP) will be in accordance with the prescribed course of study as written in their IEP. Prior to graduation, the IEP team shall determine whether the graduation requirements have been met.

COMPASS Credits: High School credits are available via the COMPASS Alternative High School Program. Linn-Mar will accept credit hours for approved courses that can be applied to requirements for the Linn-Mar High School diploma. Students should visit with their assigned counselor, or the Academic Assistance Counselor, to develop an approved plan for this option.

Post-Secondary Opportunities (Senior Year Plus): Credit may be awarded by a college upon successful completion of course requirements. Any college credit determination is made by the individual college.

Advanced Placement: Linn-Mar High School offers Advanced Placement (AP) courses in Art History, Calculus (AB and BC), Statistics, Biology, Chemistry, Physics (B), English Literature, Music Theory, World History, Psychology, US Government, and US History. A minimal number of AP courses are available thru the Iowa AP Online Academy. Students who complete these courses can take a standard AP exam. Many colleges and universities accept AP courses for college credit depending upon individual AP exam scores. More information is available in the high school guidance and TAG offices.

Board Recognition: The Board of Education will recognize students who earn 300 or more credits at graduation as Linn-Mar Board of Education Scholars for exceeding graduation requirements at an exemplary level.

Adopted: 12/71

Reviewed: 9/12; 4/18

Revised: 6/11; 10/3; 2/15

Legal Reference (Code of Iowa): §§ 256.11-11A; 279.8; 280.3, .14 (2011); 281 IAC 12.2, .3(7), .5; 41.10(9)



Education Program

Policy Title: Early Graduation Code 605.31

Students who expect to meet the total hourly graduation requirements as specified in *Policy 605.3 Graduation Requirements*, may apply for early graduation.

The superintendent, or designee, will develop and communicate early graduation procedures to be followed.

Recommendations for early graduation will be forwarded to the Board of Education for final approval.

Final approval of early graduation is contingent upon fulfilling the requirements for graduation prescribed by *Policy 605.3 Graduation Requirements*.

Students who graduate early may participate in the regular commencement exercises if they meet the requirements of *Policy 605.32 Participation in Graduation Ceremonies*.

Adopted: 12/71

Reviewed: 6/11; 9/12; 10/13; 2/15; 4/18

Revised: 12/07

Related Policy (Code#): 605.3; 605.31-R; 605.31-E1-E2; 605.32

Legal Reference (Code of Iowa): 279.8; 280.3 (2011)



Administrative Regulations Regarding Early Graduation

Code 605.31-R

Applications for graduation at the end of the junior year must be filed by February 1st of the junior year. Applications for graduation at the end of the first semester of the senior year must be filed by September 15th of the senior year.

Applications must be filed in the high school principal's office. Applications not filed by the deadline will not be considered that semester unless unusual circumstances are involved. Exceptions must have the approval of the principal.

The procedures below will be followed for the early graduation process:

1. Student fills out application.
2. List of early graduation applicants is given to high school staff for review. Staff members have seven calendar days to communicate any information regarding the applicants.
3. A conference between parents, guardians, legal custodians, and designated school personnel will be held to discuss the student's early graduation request. If the student is 18 years of age or older, the parents, guardians, or legal custodians are not required to attend.
4. Parent, guardian, or legal custodian written approval given after the conference.
5. Review by evaluation committee.

Adopted: 12/71

Reviewed: 6/11; 9/12; 2/15; 4/18

Revised: 10/13

Related Policy (Code#): 605.3; 605.31; 605.31-E1-E2; 605.32



Early Graduation Application

Code 605.31-E1

I, _____, apply for early graduation from Linn-Mar High School at the end of _____ semester of the _____ school year.

My reasons for wishing to graduate before _____ are listed below (*attach additional sheet if needed*):

I understand that in addition to having met the prescribed requirements for graduation by the time noted in the application, the following procedures will be followed before a diploma is granted:

1. On September 15th, or as soon as possible thereafter, and on February 1st, or as soon as possible thereafter, all high school licensed personnel will be notified of my application. Any staff member who has information or knowledge bearing upon my application request will have seven calendar days to communicate the information to the principal. These deadlines may be waived by the principal when unusual circumstances arise.
2. A conference between my parents, guardians or legal custodians, and designated school personnel will be held to discuss the ramifications of my early graduation. If I am 18 years of age or older my parents, guardians, or legal custodians are not required to attend.
3. My parents, guardians, or legal custodians must sign their approval after the conference before any further proceedings. This phase is to be completed by November 1st for a winter application and February 20th for a spring application. If I am 18 years of age my signature is sufficient for completion of Step 3.
4. An evaluation committee consisting of one guidance counselor and one principal will accept or reject my application. Results of the committee's decision will be communicated to me by November 15th for winter applicants and by March 7th for spring applicants.
5. Final approval for my early graduation request must be given by the Board of Education.
6. Formal commencement exercises will be held only in the spring of each year. I must communication with school officials if I wish to participate.

Right of Appeal: If the evaluation committee rejects my application I may appeal the decision to the superintendent.

Student's Printed Name

Student's Signature

Date

Reviewed: 2/15; 4/18

Revised: 10/13

Related Policy (Code#): 605.3; 605.31; 605.31-R; 605.31-E2; 605.32



Parental Permission for Early Graduation

Code 605.31-E2

Having conferred with school personnel regarding early graduation for my student,
_____, I agree to let the school proceed with the
evaluation process.

Student's Signature

Date

Parent/Guardian/Legal Custodian's Signature

Date

Evaluation Committee Report

After due consideration, the early graduation application of _____
Student's Name

is hereby: accepted ☐ rejected ☐

Guidance Counselor's Signature

Date

Principal's Signature

Date



**Policy Title: Participation in Graduation Ceremonies
Code 605.32**

Only those students who have completed all graduation requirements and who finish their final school year in good standing may participate in the graduation ceremony.

Students who do not meet these conditions prior to the graduation ceremony will be awarded a diploma after the graduation requirements and the requirements for good standing have been completed.

Adopted: 5/82

Reviewed: 6/11; 9/12; 10/13; 2/15; 4/18

Revised: 7/03

Related Policy (Code#): 605.3; 605.31; 605.31-R; 605.31-E1-E2

Legal Reference (Code of Iowa): 279.8; 280.3 (2011)



**Policy Title: Student Promotion and Retention
Code 605.5**

Students will be promoted or retained at the end of each school year based on their achievement, age, maturity, emotional stability, and social adjustment.

The promotion or retention of a student will be determined on the judgment of licensed personnel, the principal, and the associate superintendent. When, in the judgment of licensed personnel, a student's academic skill development is inadequate or a student's completion of grade level requirements is unsatisfactory, the possibility of retaining the student shall be discussed with the parents, guardians, or legal custodians. The purpose of this discussion shall be to clarify the concerns about the student's performance and to enlist the support of the parents, guardians, or legal custodians in corrective action.

When, in the judgment of licensed personnel, a student needs to be retained in the same grade or class for another year, parents, guardians, or legal custodians shall be informed as early in the year as possible. Final decisions regarding retention are the responsibility of the associate superintendent. Parents, guardians, or legal custodians and/or students may appeal such decisions to the superintendent or designee.

Each year students in grades 9 through 12 will be informed of the required course work necessary to graduate. When it becomes evident a student in these grades will be unable to meet the graduation requirements the parents, guardians, or legal custodians will be informed. Students who are determined to be unable to meet graduation requirements with their class will receive academic counseling to identify deficiencies and to create a remediating plan.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy. In developing the regulations, the procedures for promotion and retention shall be included.

Early graduation is allowed in accordance with *Policy 605.31 Early Graduation*.

Adopted: 6/85

Reviewed: 6/11; 9/12; 2/15; 4/18

Revised: 1/10; 10/13

Related Policy (Code#): 605.31

Legal Reference (Code of Iowa): 256.11-11A; 297.8; 280.3 (2011); 281 IAC 12.3(7); 12.5(16)



Education Program

Policy Title: Student Performance Testing for Course Credit Code 605.6

In meeting the needs of the students, a student may earn credit through performance testing for course work which is ordinarily included in the school curriculum. Students wishing to receive credit by testing shall have the approval of the superintendent, or designee, prior to taking the test.

Testing for credit may only be utilized prior to the offering of a course. Once the course has begun, students must attend the class and complete the required work for credit.

No grade will be given for credit obtained through performance testing and the credit will not be involved in computing the student's grade point average (GPA).

Adopted: 9/90

Reviewed: 6/11; 9/12; 10/13; 2/15; 4/18

Revised: 12/09

Related Policy (Code#): 605.2; 605.3; 605.31

Legal Reference (Code of Iowa): § 256.11; 281 IAC 12.5(19)



Education Program

Policy Title: Multicultural/Gender Fair Education Code 605.7

Students shall have an opportunity for a quality education without discrimination regardless of their race, religion, creed, socio-economic status, color, sex, marital status, national origin, sexual orientation, gender identity, or disability.

The education program shall be free of discrimination and provide equal opportunity for all students. The education program shall foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups of both men and women to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, European-Americans, American Indians, and persons with disabilities. It shall also reflect the wide variety of roles open to men and women and provide equal opportunity to both genders.

The district shall support multicultural and gender fairness in the education program through a committee involving parents, guardians, legal custodians, students, employees, and community members appointed by the superintendent. The committee shall be charged with monitoring district programs and reporting annually to the board.

Adopted: 4/99

Reviewed: 6/11; 9/12; 2/15; 4/18

Revised: 1/10; 10/13

Related Policy (Code#): 103.1; 600.1

Legal Reference (Code of Iowa): §§ 216.9; 256.11 (2013); 281 IAC 12.5(8)