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## School District – Educational Philosophy

### Policy Title: **Educational Philosophy** **Vision, Mission, and Beliefs** of the District **Code 101.1**

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

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

#### **Vision:**

**2020**

Spirit. Opportunity. **Future**>>

#### **Mission Statement:**

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

#### **Beliefs:**

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

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Adopted: 6/70

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

Revised: 10/11

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

IASB Reference: 101



Curriculum development and its improvement is of primary importance and as such will be a part of the continuous improvement process put in place in the Linn-Mar Community School District.

The superintendent [or designee] will:

1. Have general coordinating authority over development of curriculum;
2. Ensure that curriculum is research-based and developed prior to selection of instructional materials;
3. Develop a process for curriculum review and development;
4. Include the participation of teachers, administrators, students, parents/guardians, and representatives from higher education, business, and industry in its curriculum development, as appropriate;
5. Keep the school board informed regarding current curriculum efforts and student achievement; and
6. Provide all necessary assistance to the school board in reviewing reports, information, and dates on each curriculum area for evaluation and adoption by the school board.

The superintendent [or designee] will establish a curriculum material review and evaluation process for each area of the curriculum, which will serve as the procedure for district-wide curriculum development. The school board recognizes that effective curriculum development requires the planned allocation of resources, staff time, and staff development.

All curriculum may be reviewed by the school board. Curricular proposals from certified staff may be presented to the superintendent [or designee]. Curriculum maps, including standards and aligned assessments, will be developed and used for the various subject areas or interdisciplinary offerings. The curriculum maps will present a framework for proposed instructional strategies and assessment as a basis for further development of any particular area. The curriculum maps reflecting a correlation of standards, Iowa Core curriculum, and Common Core will be designed to assist all users in strengthening and clarifying their teaching, philosophy of learning, differentiation of instruction, and use of materials. The superintendent [or designee] will design procedures for the development and use of the curriculum maps.

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Adopted: 9/99

Reviewed: 4/13; 9/16

Revised: 9/10

Related Policy (Code #): 101.1; 602.10-13

Legal Reference (Code of Iowa): 20 USC § 1232h; 34 CFR PT 98; 216.9; 256.7; 279.8; 280.3; 281 IAC 12.5, .8

IASB Reference: 602.1 – Mandatory Policy



**Policy Title: Curriculum Development  
Code 602.10**

Curriculum development is an ongoing process in the school district and consists of both research and design. Research is the studious inquiry and critical investigation of the various content areas for the purpose of revising and improving curriculum and instruction based on relevant information pertaining to the discipline. This study is conducted both internally (what/how we are currently doing at the local level) and externally (what national standards, professional organizations, recognized experts, current research, etc., tell us relative to the content area). Design is the deliberate process of planning and selecting the standards and instructional strategies that will improve the learning experiences for all students.

A systematic approach to curriculum development (careful research, design, and articulation of the curriculum) serves several purposes:

- Focuses attention on the content standards of each discipline and ensures the identified learnings are rigorous, challenging, and represent the most important learning for the students.
- Increases the probability that students will acquire the desired knowledge, skills, and dispositions and that our schools will be successful in providing appropriate learning experiences.
- Facilitates communication and coordination
- Improves classroom instruction

The superintendent [or designee] is responsible for curriculum development and for determining the most effective method of conducting research and design activities. A curriculum framework will describe the processes and procedures that will be followed in researching, designing, and articulating each curriculum area. This framework will, at a minimum, describe the processes and procedures for the following curriculum development activities to:

- Study the latest thinking, trends, research, and expert advice regarding the content/discipline
- Study the current status of the content/discipline (what/how well student are currently learning)
- Identify content standards, benchmarks, and grade level expectations for the content/discipline
- Describe the desired learning behavior's teaching and learning environment related to the content/discipline
- Identify differences in the desired and present program and develop a plan for addressing the differences
- Communication with internal and external publics regarding the content area
- Involve staff, parents/guardians and legal custodian, students, and community in curriculum development decisions

- Verify integration of local, state, and/or federal mandates (MCGF, Iowa Core, etc.)
- Verify how the standards and benchmarks of the content/discipline support each of the broader student learning goals and provide a K-12 continuum that builds on the prior learning of each level

The superintendent [or designee] will establish a curriculum material review and evaluation process for each area of the curriculum, which will serve as the procedure for district-wide curriculum development. The school board recognizes that effective curriculum development requires the planned allocation of resources, staff time, and staff development.

All curriculum may be reviewed by the school board. Curricular proposals from certified staff may be presented to the superintendent [or designee]. Curriculum maps, including standards and aligned assessments, will be developed and used for the various subject areas or interdisciplinary offerings. The curriculum maps will present a framework for proposed instructional strategies and assessment as a basis for further development of any particular area. The curriculum maps reflecting a correlation of standards, Iowa Core curriculum, and Common Core will be designed to assist all users in strengthening and clarifying their teaching, philosophy of learning, differentiation of instruction, and use of materials. The superintendent [or designee] will design procedures for the development and use of the curriculum maps.

It is the responsibility of the superintendent [or designee] to keep the board apprised of necessary curriculum revisions, progress, or each content area related to curriculum development activities, and to develop administrative regulations for curriculum development including recommendations to the board.

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Adopted: 6/70

Reviewed: 6/11; 10/13; 4/15

Revised: 7/12

Related Policy (Code#): 600.1-2; 602.11-13

Legal Reference (Code of Iowa): §§ 216.9; 256.7; 279.8; 280.3; 281 IAC 12.5, .8

IASB Reference: 602.1



School District

**Policy Title: Quality of Instruction  
Code 101.3**

The quality of instruction the students receive is essential to their growth as lifelong learners and productive community members. The success of students in achieving the educational goals and essential learnings of the district is determined in part by the capacity of professional staff to select and deliver the appropriate instructional strategy that aligns with curriculum content, process, application, and learner need.

Professional staff development designed for continuous improvement and the acquisition of research-based methodology is necessary to build a repertoire for effective instruction for all students. Implementation of multiple teaching strategies in classroom instruction is critical to student growth and learning as students progress through the educational program at Linn-Mar.

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Adopted: 7/05

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

Revised: 10/11

Related Policy (Code #): 602.27-29-E

**Delete - Duplicate of Policy 101.3**



The purpose of assessments is to measure individual student achievement. As students progress through the educational program at Linn-Mar, their progress as learners is to be assessed consistently in their classrooms with regard to attainment of the essential learnings and curriculum standards, including content and process, as outlined in the curriculum maps.

Assessments shall include formative assessments designed to monitor learning and adjust instruction, to optimize student achievement as appropriate, and summative assessments for the purpose of measuring achievement of curriculum standards.

In addition to formative and summative assessments, the district will employ standardized, norm-referenced testing systems for reporting student progress and comparison of student performance, as well as benchmarking with other comparable school districts.

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Adopted: 7/05

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

Revised: 9/10; 5/14

Related Policy (Code #): 602.15; 605.2; 605.6

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

IASB reference: 505.4

**Delete - Merge wording with policy 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.

The purpose of assessments is to measure individual student achievement. As students progress through the educational program at Linn-Mar, their progress as learners is to be assessed consistently in their classrooms with regard to attainment of the essential learnings and curriculum standards, including content and process, as outlined in the curriculum maps.

Assessments shall include formative assessments designed to monitor learning and adjust instruction, to optimize student achievement as appropriate, and summative assessments for the purpose of measuring achievement of curriculum standards.

In addition to formative and summative assessments, the district will employ standardized, norm-referenced testing systems for reporting student progress and comparison of student performance, as well as benchmarking with other comparable school districts.

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 principals 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 testing program.

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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





As productive, responsible, lifelong learners it is essential Linn-Mar students be:

**Competent in Core Skills and Knowledge** who are proficient in reading comprehension, computation, mathematical reasoning, and technology skills and who can use cultural, artistic, historical, scientific, and technological applications to explain, assess, and anticipate change as well as construct knowledge as needed.

**Thinkers** who independently access information and resources, who create and critically investigate multiple options, and who make decisions that effectively solve a variety of problems.

**Self-Directed Learners** who are aware of their strengths, needs, interests, and wants; who can set achievable goals, monitor and evaluate their progress, and who are resourceful in responding to change.

**Responsible Citizens** who recognize the relationships between self and others, who accept responsibility for their personal actions, and who actively participate in improving themselves, their families, and local and global communities.

**Effective Communicators** who listen, speak, write, read, and respond clearly to a variety of audiences and purposes.

**Collaborative Workers** who use their interpersonal skills to develop constructive relationships with diverse individuals and groups.

**Practitioners of Healthy Lifestyles** who are aware of physical, social, and emotional health and wellness and incorporate appropriate practices into their everyday lives.

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Adopted: 6/70

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

Revised: 9/10

Related Policy (Code #): 600.1

Legal Reference (Code of Iowa): §§ 600

IASB Reference: 600 Options I & II



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

**Code: ~~103.1~~ 102.1**

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

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

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

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

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Adopted: 7/81

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

Revised: 9/10; 4/13

Related Policy (Code #): 100.1; 901.3

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

IASB Reference: 103 – Mandatory Policy



**Policy Title: Anti-Bullying and Anti-Harassment  
Code ~~104.1~~ 103.1**

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

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

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

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

To that end, the school board has policies, procedures, and practices in place that are designed to reduce and eliminate bullying and harassment, as well as processes and procedures to deal with incidents of bullying and harassment. Complaints will be investigated within a reasonable time frame. Refer to Policy ~~104.1-R~~ 103.1-R – Administrative Regulations Regarding Anti-Bullying/Anti-Harassment Investigation Procedures.

A school employee, volunteer, students, or a student's parent/guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation (Policy ~~104.1-R~~ 103.1-R), to the appropriate school official designated by the district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

**Retaliation Prohibited**

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

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

## Definitions

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

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

## Publication of Policy

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

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

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Adopted: 8/07

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

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

Related Policy (Code #): 104.1-R; 104.1-E1-E3; 104.2-2-E; 105.1-E6; 400.1-3; 403.13-15-E; 500.1

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

IASB Reference: 104



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

Code ~~104.1-R~~ **103.1-R**

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

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

### Filing a Complaint

An individual who believes they have been bullied or harassed may file a complaint with the **associate superintendent as the designated investigator. The alternate investigator is the chief officer of human resources. district's Equity Coordinators (hereinafter "Investigator") who will investigate the complaint.**

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

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

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

**Conflicts of Interest:** ~~If the investigator equity coordinators is a are witnesses to the incident, the an alternate investigator shall investigate will be designated.~~

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

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

~~The Investigator may request that the Complainant complete the anti-bullying/anti-harassment complaint form and turn over evidence of the bullying and/or harassment including but not limited to letters, tapes, or pictures. The Complainant will be given a copy of the completed complaint form. Information received during the investigation is kept confidential, to the extent possible.~~

## **Investigation**

~~The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the Complainant and the Accused. The alleged bully/harasser may file a written statement in response to the complaint. The investigator may also interview witnesses, as deemed appropriate.~~

~~Upon completion of the investigation, the investigator will make written findings and conclusions to each allegation of bullying/harassment and report the findings and conclusions to the building principal. The investigator will also provide a copy of the findings of the investigation to the building principal.~~

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

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

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

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

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

maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

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

**Points to Remember During the Investigation:**

- a.—Complaints will be taken seriously and investigated;
- b.—Evidence uncovered in the investigation is confidential; and
- c.—Retaliation against individuals involved in the investigation will not be tolerated and retaliators will be disciplined up to and including suspension and expulsion for students or, in the case of an employee, termination.

**Decision:**

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

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

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

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

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

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

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Adopted: 6/00

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

Revised: 7/13

Related Policy (Code #): 104.1; 104.1-E1-E3; 401.1; 403.13; 500.1

IASB Reference: 104.R1



Policy Title: Anti-Bullying/Harassment Complaint Form
Code 104.1-E1103.1-E1

Name of Person Filing Complaint (Complainant):

Relationship of Complainant to District Position of Complainant:

Date of Complaint:

Name of Student or Employee Target Alleged Victim:

Name of Alleged Bully/Harasser:

Date and Place of Alleged Incident:

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

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

Description of Misconduct (Attach additional pages if needed):

Multiple horizontal lines for writing the description of misconduct.



Names of Witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this completed form to the Equity Coordinators:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

Mrs. Karla Christian, Chief Officer of Human Resources

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

Equity Coordinator:

Mr. Nathan Wear, Associate Superintendent

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

Address: 2999 N 10<sup>th</sup> Street, Marion, IA 52302

Fax: 319-377-9252

Reviewed: 5/14; 9/16

Related Policy: 104.1; 104.1-R; 104.E2-E3

IASB Reference: 104.E1



School District

Policy Title: Anti-Bullying/~~Anti~~-Harassment Witness Disclosure Form  
Code ~~104.1-E2~~ 103.1-E2

Name of Witness: \_\_\_\_\_

Position of Witness (Student/Employee/Volunteer): \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Date of Initial Complaint: \_\_\_\_\_

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

<input type="checkbox"/>	Age	<input type="checkbox"/>	Marital Status	Other – Please specify below:
<input type="checkbox"/>	Color	<input type="checkbox"/>	Sex	
<input type="checkbox"/>	Creed	<input type="checkbox"/>	Sexual Orientation	
<input type="checkbox"/>	National Origin	<input type="checkbox"/>	Gender Identity	
<input type="checkbox"/>	Race	<input type="checkbox"/>	Political Party Preference	
<input type="checkbox"/>	Religion	<input type="checkbox"/>	Political Beliefs	
<input type="checkbox"/>	Ancestry	<input type="checkbox"/>	Socioeconomic Status	
<input type="checkbox"/>	Physical Attributes	<input type="checkbox"/>	Familial Status	
<input type="checkbox"/>	Genetic Information	<input type="checkbox"/>	Pregnancy	
<input type="checkbox"/>	Physical/Mental Ability or Disability	<input type="checkbox"/>	Military Status	

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

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Additional Pertinent Information: \_\_\_\_\_  
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I agree that all the information on this form is accurate and true to the best of my knowledge.

Witness's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this completed form to the Equity Coordinators:

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

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

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

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Reviewed: 5/14; 9/16  
Related Policy: 104.1; 104.1-R; 104.E1; 104.1-E3  
IASB Reference: 104.E2



Policy Title: Anti-Bullying / Anti-Harassment
Disposition of Complaint Form
Code 104.1-E3 103.1-E3

Name of Person Filing Complaint (Complainant)/Target:

Relationship of Complainant to District:

Date of Initial Complaint:

Name of Alleged Victim:

Grade or Position and Building of Complainant/Target Alleged Victim:

Date and Place of Alleged Incident:

Name and Grade/Position of Alleged Perpetrator/Respondent Bully/Harasser:

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

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

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

Multiple horizontal lines for writing the summary of investigation.

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

Signature of Equity Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

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Reviewed: 5/14; 9/16  
Related Policy: 401.1; 401.1-R; 401.E1-E2  
IASB Reference: 104.E3



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

### *Mandatory Policy*

#### **Policy Title: Equal Educational Opportunity Code ~~105.1~~ 104.1**

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

The board will not discriminate in its educational activities and is committed to the policy that no otherwise qualified person will be excluded from educational activities. It is the policy of the Linn-Mar Community School District not to discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status in its educational programs and its employment practices.

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

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

Nathan Wear, Associate Superintendent  
Phone: 319-447-3028 / Email: nathan.wear@linnmar.k12.ia.us

Karla Christian, Chief Officer of Human Resources  
Phone: 319-447-3036 / Email: kchristian@linnmar.k12.ia.us

Linn-Mar Community School District  
2999 N 10<sup>th</sup> Street  
Marion IA 52302  
Fax: 319-377-9252

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

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Adopted: 11/08

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

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

Related Policy (Code #): 101.1; 105.1-R; 105.1-E1-E6; 400.1; 500.1

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

IASB Reference: 102



## Administrative Regulations Regarding Equal Educational Opportunity Grievance Procedures

Code ~~105.1-R~~ 104.1-R

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

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

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

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

Nathan Wear, Associate Superintendent  
Phone: 319-447-3028 / Email: nathan.wear@Linnmar.k12.ia.us

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

Linn-Mar Community School District  
2999 N 10th Street, Marion IA 52302  
Fax: 319-377-9252

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

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

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

status are encouraged to first discuss it with the Chief Officer of Human Resources. *This paragraph is for employees and marital status isn't a protected class for employees.*

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

## **LEVEL TWO: *Filing a Grievance and Investigation***

### **Filing a Grievance:**

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

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

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

### **Investigation:**

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

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

**Within 30 working days, the Equity Coordinators shall complete the investigation and issue a report with respect to the findings. a written report from the compliance officer Equity Coordinators regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.**



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

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

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

**LEVEL THREE: *Decision and Appeal to Superintendent***

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

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

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

A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the Equity Coordinators to gather additional information. The superintendent shall notify the Complainant, Respondent, and Equity Coordinators of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law. This procedure in no way denies the right of the Complainant to file formal grievances with the Iowa Civil Rights Commission, the US Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances or to seek private counsel for complaints alleging discrimination.

**LEVEL FOUR: *Appeal to School Board***

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

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Adopted: 9/10  
Reviewed: 10/11; 9/16  
Revised: 4/13; 5/14; 7/17; 10/17; 11/18  
Related Policy (Code #): 105.1; 105.1-E1-E6  
Legal Reference (Code of Iowa): §§ 216.6; 216.9; 256.11; 280.3  
IASB Reference: 102.R1



**Policy Title: Annual Notice of Non-Discrimination**  
**Code ~~105.1-E1~~ 104.1-E1**

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

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

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

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

Nathan Wear, Associate Superintendent  
Phone: 319-447-3028 / Email: Nathan.wear@Linmar.k12.ia.us

Karla Christian, Chief Officer of Human Resources  
Phone: 319-447-3036 / Email: kchristian@Linmar.k12.ia.us

Linn-Mar Community School District  
2999 N 10th Street  
Marion IA 52302  
Fax: 319-377-9252



**Policy Title: Continuous Notice of Non-Discrimination**  
**Code ~~105.1-E2~~ 104.1-E2**

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

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

Nathan Wear, Associate Superintendent  
Phone: 319-447-3028 / Email: Nathan.wear@Linmar.k12.ia.us

Karla Christian, Chief Officer of Human Resources  
Phone: 319-447-3036 / Email: kchristian@Linmar.k12.ia.us

Linn-Mar Community School District  
2999 N 10th Street  
Marion IA 52302  
Fax: 319-377-9252

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Adopted: 10/17  
Revised: 11/18  
Related Policy (Code #): 105.1; 105.1-R; 105.1-E1, E3-E6  
IASB Reference: 102.E2



**Policy Title: Notice of Section 504 Student/Parental Rights  
Code 105.1-E3**

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

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

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

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

Nathan Wear, Associate Superintendent  
Phone: 319-447-3028 / Email: Nathan.wear@Linmar.k12.ia.us

Karla Christian, Chief Officer of Human Resources  
Phone: 319-447-3036 / Email: kchristian@Linmar.k12.ia.us

Linn-Mar Community School District  
2999 N 10th Street  
Marion IA 52302  
Fax: 319-377-9252

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Adopted: 10/17  
Reviewed: 11/18  
Related Policy (Code#): 104.1; 104.1-R; 104.1-E1-E3; 104.2; 104.2-E; 105.1; 105.1-R; 105.1-E1-E6

**Delete-Duplicate of Policy 104.2-E**



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

Policy Title: Discrimination/~~Anti-Bullying/Anti-Harassment~~ Complaint Form  
Code ~~105.1-E4~~ 104.1-E3

Date of Complaint: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

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

Who or what entity do you believe discriminated against, ~~harassed, or bullied~~ you (or someone else)? \_\_\_\_\_

Date and Place of Alleged Incident: \_\_\_\_\_

Names of Witnesses: \_\_\_\_\_

Nature of ~~alleged~~ discrimination, ~~harassment, or bullying alleged~~ (Check all that apply):

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

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

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

Complainant’s Signature:\_\_\_\_\_ Date: \_\_\_\_\_

Return this completed form to the district’s Equity Coordinators:

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

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

Linn-Mar Community School District  
2999 N 10<sup>th</sup> Street, Marion, IA 52302  
Fax: 319-377-9252

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Adopted: 10/17  
Related Policy: 105.1; 105.1-R; 105.1-E1-E3; 105.1-E5-E6  
IASB Reference: 102.E4



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

Policy Title: Discrimination/~~Anti-Bullying/Anti-Harassment~~ Witness Disclosure Form  
Code ~~105.1-E5~~ 104.1-E4

Name of Witness: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Date of Initial Complaint: \_\_\_\_\_

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

Date and Place of Alleged Incident: \_\_\_\_\_

Nature of **alleged** discrimination, ~~harassment, or bullying alleged~~ (Check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Marital Status	Other – Please specify below:
<input type="checkbox"/>	Color	<input type="checkbox"/>	Sex	
<input type="checkbox"/>	Creed	<input type="checkbox"/>	Sexual Orientation	
<input type="checkbox"/>	National Origin	<input type="checkbox"/>	Gender Identity	
<input type="checkbox"/>	Race	<input type="checkbox"/>	Political Party Preference	
<input type="checkbox"/>	Religion	<input type="checkbox"/>	Political Beliefs	
<input type="checkbox"/>	Ancestry	<input type="checkbox"/>	Socioeconomic Status	
<input type="checkbox"/>	Physical Attributes	<input type="checkbox"/>	Familial Status	
<input type="checkbox"/>	Genetic Information	<input type="checkbox"/>	Pregnancy	
<input type="checkbox"/>	Physical/Mental Ability or Disability	<input type="checkbox"/>	Military Status	

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

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

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

Witness' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this completed form to the district's Equity Coordinators:

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

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

Linn-Mar Community School District  
2999 N 10<sup>th</sup> Street, Marion, IA 52302  
Fax: 319-377-9252

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Adopted: 10/17  
Related Policy (Code#): 105.1; 105.1-R; 105.1-E1-E4, E6  
IASB Reference: 102.E5



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

Policy Title: Discrimination/~~Anti-Bullying/Anti-Harassment~~ Disposition of Complaint Form  
Code ~~105.1-E6~~ 104.1-E5

Today's Date: \_\_\_\_\_

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

Date of Initial Complaint: \_\_\_\_\_

Date and Place of Alleged Incident: \_\_\_\_\_

Name of Respondent (Include whether the respondent is a student or employee):  
\_\_\_\_\_

Nature of **alleged** discrimination, ~~harassment, or bullying alleged~~ (Check all that apply):

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

Summary of Investigation: \_\_\_\_\_  
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I agree that all the information on this form is accurate and true to the best of my knowledge.

Equity Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Adopted: 10/17 / Reviewed:  
Related Policy (Code#): 105.1; 105.1-R; 105.1-E1-E5  
IASB Reference: 102.E6



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

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

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

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

As a parent you have the right to the following:

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

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

There is a grievance procedure for processing complaints of discrimination. **Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), §504, or Iowa Code §280.3 (2013) should be directed to the district's Section 504 Compliance Coordinator who has been designated by the school district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, §504 and Iowa Code §280.3 (2013). If you have questions or a grievance related to this policy, please contact the Section 504 Coordinator:**

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

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Adopted: 11/08

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

Related Policy (Code #): 104.1; 104.1-R; 104.1.E1-E6; 104.2

IASB Reference: 102.E3



## Staff/Personnel – All Employees

### Policy Title: Harassment/Workplace Bullying Code 403.13

**A. Policy:** All members of the Linn-Mar Community School District including but not limited to the board, administration, staff, and students are expected to conduct themselves at all times so as to provide an atmosphere free from acts of intolerance, bullying, or harassment toward employees or students because of age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status, or any other basis protected by federal, state, or local laws. Such acts may be treated as just cause for purposes of discipline or discharge.

**B. Definitions:** Physical, verbal, non-verbal, and/or written or electronic acts of intolerance, bullying, or harassment or unwelcome actions or language that are of a prejudicial or discriminatory nature or with demeaning intent related to age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status that places an employee in reasonable fear of harm to themselves or their property, have a detrimental effect on the employee's physical or mental health, have the effect of substantially interfering with the employee's work performance, or creation of an intimidating, offensive, or hostile environment. The use of racial, ethnic, or sexual/sexist slurs or slurs related to a disability or any of the other areas protected by this policy are clearly demeaning.

**C. Examples of Harassment/Workplace Bullying** include but are not limited to:

- Verbal:
  - Jokes that demean others
  - Name calling/inappropriate nicknames
  - Negative comments
  - Slander toward a person or their family
  - Shouting/raising voice at an individual with the exception of an emergency
  - Obscene verbal comments
  - Personal insults
- Non-Verbal:
  - Threatening gestures
  - Glances which convey threatening messages
  - Written material (including email) that is harmful, malicious, threatening, and/or slanderous
  - Refusal to communicate or speak to individuals

- Physical:
  - Pushing, shoving, kicking, poking, or tripping
  - Assault or threat of physical assault
- Exclusion:
  - Socially or physically excluding or disregarding a person in work-related activities
  - Persistent singling out of one person
- Other:
  - Sabotaging another's work (Examples: taking credit for another's work, blaming others for mistakes they did not make, etc.)
  - Not allowing a person to speak or express themselves (Examples: ignoring or excessively interrupting, etc.)
  - Public humiliation
  - Deliberately interfering with mail and other communications
  - Spreading rumors and gossip regarding individuals
  - Manipulating the ability of someone to do their work (withholding info, etc.)
  - Taking credit for another person's ideas
  - Publicly disclosing another's private information

**D. Notification:** Members of the school community will receive notice of this policy annually.

**E. Complaint Procedures:** Persons who feel they are victims of acts of intolerance, bullying, or harassment or persons who feel they are aware of acts of intolerance, bullying, or harassment should take action by reporting said acts to or filing a complaint with the chief officer of human resources or the equity coordinator who will determine if an investigation is warranted. The investigator may request they complete a written Harassment/Workplace Bullying Complaint Form and submit other evidence of the harassment/bullying including but not limited to letters, electronic documents, or pictures. If substantiated, the district will conduct a timely investigation in as confidential a manner as possible and allowed by law. Interviews, allegations, statements, and identifies will be kept confidential to the extent possible and allowed by law. However, the district will not allow the goal of confidentiality to be a deterrent to an effective investigation and all employees who are involved in an investigation are expected to provide honest and complete cooperation. Appropriate corrective action up to and including termination will be taken promptly against any employee engaging in acts of intolerance, bullying, or harassment and/or employees who are found to be dishonest or uncooperative during an investigation. The corrective action issued will be proportional to the severity of the conduct.

The district prohibits retaliation of any kind against employees who in good faith report bona fide acts of intolerance, bullying or harassment, assist with or conduct an investigation regarding such complaints, or appear as witnesses. If an employee feels they have been subjected to any form of retaliation the employee should report that conduct to their immediate supervisor, the chief officer of human resources, or the equity coordinator within three calendar days of the offense. Employees are not required to approach the person who is retaliating against them and they may bypass any offending member of management. Retaliation or attempted retaliation is a violation of this policy and anyone who does so will be subject to severe discipline up to and including termination.

Inquiries and grievances should be filed with the Linn-Mar equity coordinators who have been designated by the district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504, and §280.3 (2007).

**Linn-Mar Community School District Equity Coordinators:**

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

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

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

Written inquiries may also be directed to:

- Iowa Civil Rights Commission: 400 E 14<sup>th</sup> Street, Des Moines, IA 50319
- Director of the Region VII Office of the United States Equal Employment Opportunity Commission: 601 E 12<sup>th</sup> Street, Room 353, Kansas City, MO 64106
- US Department of Education: Office of Civil Rights, Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue SW, Washington, DC 20202

*See: Complaint Form 104.1-E1 and Witness Disclosure Form 104.1-E2*

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Adopted: 8/89

Reviewed: 12/11; 4/13; 2/14; 3/17

Revised: 2/10; 3/11; 9/14; 11/18

Related Policy (Code#): 104.1; 104.1-R; 104.1-E1-E3; 403.14

Legal Reference (Code of Iowa): 280.3; 20 USC 1221-1234i; 29 USC 794; 42 USC 2000d-2000d7; 42 USC 12101; 216.9; 280.28; 280.3; 281 IAC 12.3(6); Morse vs Frederick; 217 S CT 2618

Delete - Duplicate of Policy 104



**Policy Title: Sexual Harassment  
Code 403.14**

**A. Policy:** All members of the Linn-Mar Community School District including but not limited to the board, administration, staff, **volunteers, visitors,** and students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who is proven to engage in sexual harassment while acting as a member of the school community will be in violation of this policy and will be subject to discipline or discharge.

**B. Definition of Sexual Harassment:** Unwelcome sexual advances; requests for sexual favors; or verbal, non-verbal, or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment or education development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decision affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or education performance or creating an intimidating, hostile, or offensive working or educational environment.

**C. Notification:** Members of the school community will receive notice of this policy annually.

**D. Complaint Procedures:** Persons who feel they are victims of sexual harassment or persons who feel they are aware of acts of sexual harassment should take action by reporting said acts to or filing a complaint with the Chief Officer of Human Resources/Equity Coordinator who will determine if an investigation is warranted. The investigator may request they complete a written Sexual Harassment Complaint Form and submit other evidence of the sexual harassment including but not limited to letters, electronic documents, or pictures. If substantiated, the district will conduct a timely investigation in as confidential a manner as possible and allowed by law. Interviews, allegations, statements, and identities will be kept confidential to the extent possible and allowable by law. However, the district will not allow the goal of confidentiality to be a deterrent to an effective investigation and all employees who are involved in an investigation are expected to provide honest and complete cooperation. Appropriate corrective action up to and including termination will be taken promptly against any employee engaging in acts of sexual harassment and/or employees who are found to be dishonest or uncooperative during an investigation. The corrective action issued will be proportional to the severity of the conduct.

The district prohibits retaliation of any kind against personnel who, in good faith, report bona fide acts of sexual harassment, assist with or conduct an investigation regarding such



complaints, or appear as witnesses. If an employee feels they have been subjected to any form of retaliation they should report the conduct to their immediate supervisor or the Chief Officer of Human Resources/Equity Coordinator within three calendar days of the offense. Employees are not required to approach the person who is retaliating against them and they may bypass any offending member of management. Retaliation or attempted retaliation is a violation of this policy and anyone who does so will be subject to severe discipline up to and including termination.

Inquiries and grievances should be filed with the district's Equity Coordinators who have been designated to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504, §280.03 (2007).

**Linn-Mar Community School District Equity Coordinators:**

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

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

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

Written inquiries may also be directed to:

- Iowa Civil Rights Commission: 400 E 14<sup>th</sup> Street, Des Moines, IA 50319
- Director of the Region VII Office of the United States Equal Employment Opportunity Commission: 601 E 12<sup>th</sup> Street, Room 353, Kansas City, MO 64106
- US Department of Education: Office of Civil Rights, Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue SW, Washington, DC 20202

*See: Complaint Form 104.1-E1 and Witness Disclosure Form 104.1-E2*

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Adopted: 6/85

Reviewed: 1/11; 12/11; 4/13; 2/14; 9/14; 3/17

Revised: 2/10; 11/18

Related Policy (Code#): 104.1; 104.1-R; 104.1-E1-E3; 403.13

Legal Reference (Code of Iowa): Section 703 of the Title VII Civil Rights Acts of 1964 as amended; 280.3 (2007)

Duplicate - Add Definition of SH to 103.1 then delete



**Policy Title: Procedures for Charging and Investigating Allegations of **Injury** or Abuse of Students by School Employees**  
Code **403.15 106.1**

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

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

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

**This policy shall be carried out in accordance with state law.**

**Linn-Mar Community School District Level I Investigators:**

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

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

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Adopted: 5/90

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

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

Related Policy (Code #): 401.1; 401.15; 401.15-R; 403.15-E, 403.30; 403.39; 505.5; 505.5-R; 505.52; 505.52-R

Legal Reference (Code of Iowa): §§ 232.67, .70, .73, .75; 235A; 272A; 280.17; 709; 728.12(1); 281 IAC 12.3(6), 102; 103; 441 IAC 155; 175

IASB Reference: 402.3



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

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

*Example: Third grade class, fourth period geometry class.*

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Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Complainant's Relationship to Student: \_\_\_\_\_

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

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

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



## **Administrative Regulations Regarding Employee Records**

**Code 403.16-R**

### **Content of Employee Personnel Records:**

1. Employee personnel records may contain the following information:
  - Personal information including, but not limited to, name, address, telephone number, emergency numbers, birth date, and spouse
  - Individual employment contract
  - Evaluations
  - Application, resume, and references
  - Salary information
  - Copy of the employee's license or certificate, if needed for the position
  - Educational transcripts
  - Assignment
  - Records of disciplinary matters
  
2. Employee health and medical records are kept in a file separate from the employee's personnel records. Health and medical records may contain, but are not limited to:
  - Medical professional signed physical form
  - Sick or long-term disability leave days
  - Worker's compensation claims
  - Reasonable accommodation made by the district to accommodate employee's disability
  - Employee's medical history
  - Employee's emergency contact names and numbers
  - Family and medical leave request forms

### **Content of Applicant File Records:**

Records on applicants for positions with the district are maintained in the Human Resources office. The records will include, but not be limited to:

- Application for employment
- Resume
- References
- Evidence of appropriate license or certificate, if necessary, for the position for which the individual applied
- Affirmative action form, if submitted

**Record Access:**

Only authorized school officials will have access to an employee's records without the written consent of the employee. Authorized school officials may include, but not be limited to, the superintendent, building principal, or board secretary. In the case of a medical emergency, the school nurse or other first aid or safety personnel may have access to the employee's health or medical file without the consent of the employee. Board members will generally only have access to an employee's personnel file without the consent of the employee when necessary for conducting board business.

**Employee Record Retention:**

All employee records, except payroll and salary records, are maintained for a minimum of ~~seven~~ **one** years after termination of employment with the district. Applicant records are maintained for a minimum of ~~seven~~ **one** years after the position was filled. Payroll and salary records are maintained for a minimum of three years after payment.

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Adopted: 5/01

Reviewed: 2/10; 1/11; 12/11; 4/13; 9/14; 3/17

Related Policy (Code#): 403.16

IASB Reference: 401.5R1



## Staff/Personnel – All Employees

### Policy Title: Public Complaints about Employees Code 403.18

From time to time the public may have complaints regarding the behavior of employees. The board recognizes that situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. **It will first be the responsibility of the building administrators to resolve questions and problems raised by the employees and/or the students they supervise or by other members of the school district community.**

Prior to contacting the board, the following should be completed:

1. Matters **concerning a student, teacher, or employee** should first be addressed to the **teacher or** employee **the individual has a complaint or concern about.**
2. Unsettled matters from #1 listed above, or problems and questions about individual attendance centers, should be addressed to the employee's **classified director** **direct supervisor** or **the building administrator.**
3. Unsettled matters **regarding licensed employees** from #2 listed above, or problems and questions concerning the school district, should be directed to the superintendent.
4. If a matter cannot be settled satisfactorily by the superintendent it may then be brought to the board for consideration.

**To bring a concern regarding an employee, the individual may notify the board president in writing who may bring it to the attention of the entire board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy.**

**If there is no resolution or a plan for resolution by the superintendent within 10 school days of the individual's discussion with the superintendent; the individual may ask to have the question or problem placed on the board agenda by submitting a request in writing to the board president or board secretary.**

It is within the discretion of the board whether to address complaints from members of the school district community and the board will only do so if the complaints are in writing, signed, and the individual has complied with this policy. **The board is not obligated to address a complaint and may defer to the decision of the superintendent.**

If the board elects not to address a complaint, the decision of the superintendent shall be final. If the board does elect to address a complaint, its decision shall be final.

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Adopted 5/97

Reviewed: 1/11; 12/11; 4/13; 9/14; 8/17

Revised: 1/06; 9/19

Related Policy (Code#): 204.9; 502.12; 1003.3

Legal Reference (Code of Iowa): § 279.8

IASB Reference: 213.1





## Staff/Personnel

### Policy Title: Drug and Alcohol Testing Program Code: 403.19

Employees who operate school vehicles classified as commercial motor vehicles by the US Department of Transportation and are required to possess a commercial driver's license (CDL) to operate those vehicles are subject to drug and alcohol testing. A commercial motor vehicle is a vehicle that transports 16 or more people including the driver or has a gross vehicle weight rating (GVWR) of 26,001 pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a commercial motor vehicle owned by the school district.

Employees, or applicants, that will operate a school vehicle as described above are subject to pre-employment drug testing prior to being allowed to perform a safety-sensitive function using a school vehicle. In addition, employees will be subject to random, reasonable suspicion and post-accident drug and alcohol testing. Employees with questions about the drug and alcohol testing program may contact the Human Resources office (2999 N 10<sup>th</sup> Street, Marion, IA 52302 / 319-447-3009).

Employees operating school vehicles will not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations.

Employees who violate the terms of this policy may be subject to discipline up to and including termination. **The district is required to keep a record of all drug or alcohol violations by employees for a minimum of five years. Employees are put on notice that information related to drug or alcohol violations will be reported to the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse. Additionally, the district will conduct FMCSA Clearinghouse queries for employees annually. Employees must provide written consent for the district to conduct FMCSA Clearinghouse queries; however, employees who choose to withhold consent will be prohibited from performing any safety sensitive functions.**

Employees who violate this policy bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program recommended by a substance abuse professional. Employees who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program will no longer be allowed to operate a commercial motor vehicle owned by the school district and, in addition, may be subject to discipline up to and including termination. It is the responsibility of the superintendent [or designee] to develop administrative regulations to implement this policy in compliance with the law. The superintendent [or designee] will inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent [or designee] will also be responsible for publication and dissemination of this policy and supporting administrative regulations and forms to employees operating school vehicles. The superintendent [or designee] will also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

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Adopted: 12/95

Reviewed: 3/11; 12/11; 4/13; 9/14

Revised: 1/07; 8/17

Related Policy (Code #): 403.19-E1-E2

Legal Reference (Code of Iowa): American Trucking Assoc vs. Federal Hwy Admin, 51 Fed 3<sup>rd</sup> 405 (4<sup>th</sup> Cir 1995);

49 USC §§ 5331 et seq (2012); 42 USC §§ 12101 et seq (2012); 41 USC §§ 81 (2012); 49 CFR Pt 40; 382; 391.81-123 (2012); 34 CFR Pt 85 (2012); Local 301, Int'l Assoc of Fire Fighters, AFL-CIO, and City of Burlington, PERB No 3876 (3-26-91); §§ 124; 279.8; 321.375(2); 730.5 (2013)

IASB Reference: 403.6



## Drug and Alcohol Testing Program Notice to Employees

**Code: 403.19-E1**

Employees governed by the Drug and Alcohol Testing Program policy are hereby notified they are subject to the school district's drug and alcohol testing program for pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing as outlined in the Drug and Alcohol Testing Program policy, the supporting documents, and the law.

Employees who operate school vehicles classified as commercial motor vehicles by the US Department of Transportation are subject to drug and alcohol testing. A commercial motor vehicle is a vehicle that transports 16 or more persons, including the driver, or has a gross vehicle weight rating (GVWR) of 26,001 pounds or more. For purposes of the Drug and Alcohol Testing Program, "employees" also includes applicants who have been offered a position to operate a commercial motor vehicle owned by the school. Employees that will operate a school-owned commercial motor vehicle are subject to the Drug and Alcohol Testing Program regulations beginning the first day they are offered a position to operate a school vehicle and continue to be subject to the Drug and Alcohol Testing Program until such time employment is terminated or the employee will no longer operate, at any time, a commercial motor vehicle for the district.

It is the responsibility of the superintendent [or designee] to inform employees of the Drug and Alcohol Testing Program requirements. Employees with questions regarding the Drug and Alcohol Testing Program requirements will contact the district's contact person (Human Resources office).

Employees governed by the Drug and Alcohol Testing Program policy are further notified that employees violating this policy, its supporting documents, regulations, or the law will be subject to discipline up to and including termination.

**Employees governed by the Drug and Alcohol Testing policy are further notified that information related to the drug or alcohol violations will be reported to the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse.**

Employees governed by the Drug and Alcohol Testing Program policy are further notified it is a condition of their continued employment to comply with the Drug and Alcohol Testing Program policy, its supporting documents, regulations, and the law. It is a condition of continued employment for employees operating a school vehicle to notify their supervisor of any prescription medication they are using. Drug and alcohol testing records about a driver are confidential and are released in accordance with this policy, its supporting documents, regulations, or the law.

Employees governed by the Drug and Alcohol Testing Program policy are hereby notified they are subject to the school district's Drug and Alcohol Testing Program for pre-employment drug testing and subject to random, reasonable suspicion, post-

accident, return-to-duty, and follow-up drug and alcohol testing as outlined in the Drug and Alcohol Testing Program policy, its supporting documents, regulations, and the law.

Employees required to participate in, and who fail to or refuse to successfully participate in, a substance abuse evaluation or recommended substance abuse treatment program will be subject to discipline up to and including termination.

Employees governed by the Drug and Alcohol Testing Program policy are further notified that employees violating this policy, its supporting documents, regulations, or the law will be subject to discipline up to and including termination. As a condition of continued employment, employees violating this policy, its supporting documents, regulations, or the law bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program recommended by the substance abuse professional. Employees required to participate in, and who fail to or refuse to successfully participate in, a substance abuse evaluation or recommended substance abuse treatment program will be subject to discipline up to and including termination.

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Adopted: 2/07

Reviewed: 3/11; 12/11; 4/13; 9/14; 8/17

Related Policy (Code#): 403.19; 403.19-E2

IASB Reference: 403.6E1



**Drug & Alcohol Program and Pre-Employment Testing Written Consent to Share Information**

**NEW POLICY**  
**Code 403.19-E3**

I, \_\_\_\_\_, understand that as part of my employment in a position that requires a commercial driver’s license in the Linn-Mar Community School District, I grant consent for the district to conduct queries of the Federal Motor Carrier Safety Administration (FMCSA) Commercial Driver’s License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information about me exists in the Clearinghouse. I further consent to the district sharing information related to my drug and alcohol testing results with prior, current and future employers, as well as the FMCSA Clearinghouse in accordance with state and federal laws.

I understand that the district will check and perform queries of my drug and alcohol testing results prior to my employment in any position which requires the use of a commercial driver’s license. I further understand the district will check and perform queries of my testing results annually and is required to report any drug and alcohol violations of this policy to the FMCSA Clearinghouse.

I understand that I am not required to consent to the query of the FMCSA Clearinghouse of the district sharing of drug and alcohol testing information with past, present or future employers of the FMCSA Clearinghouse; but that without my consent I understand I will be prohibited from performing safety sensitive functions, including driving a commercial motor vehicle, as required by FMCSA’s drug and alcohol program regulations.

I hereby give my consent to the district to perform queries of the FMCSA Clearinghouse and share my drug and alcohol testing results with past, present and future employers, as well as the FMCSA Clearinghouse.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

*Please return this signed form to the Human Resources office (2999 N 10<sup>th</sup> St, Marion IA 52302).*



## Staff/Personnel – All Personnel

### Policy Title: Social Networking Code 403.35

Electronic social networking sites will be used in accordance with board policies on bullying, harassment, work requirements, and conduct for the purpose of promoting learning and associated communication. ~~Use of social media that violates these policies, is disrespectful, demeaning, or used for purposes other than learning and associated communication will be subject to the prescribed behavioral disciplinary process.~~ All users of the school district's technology resources shall comply with this policy, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action, up to and including termination, as well as suspension and/or revocation of technology access privileges.

Electronic social networking includes but is not limited to: YouTube, Twitter, Myspace, Facebook, LinkedIn, blogs, and websites.

Usage of the school district's technology resources is a privilege, not a right, and that use entails responsibility. District-owned technology and district maintained social media and email accounts are the property of the school district. Therefore, users of the school district's network must not expect, nor does the school district guarantee, privacy for email or use of the school district's network including websites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's network.

For purposes of this policy, any website other than the school district website or school-school district sanctioned websites are considered external websites. All users shall not post confidential or proprietary information, including photographic images, about the district, its employees, students, agents, or others on any external website without consent of the superintendent [or designee]. All users shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external websites. All users shall not use district logos, images, iconography, etc., on external websites. Employees/volunteers shall not use school district time or property on external sites that are not in direct relation to their job. All users need to realize that the internet is not a closed system and anything posted on an external site may be viewed by others.

The superintendent [or designee] is responsible for administrative regulations on the use of social networking media.

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#### Cross Reference:

- 104 Anti-Bullying/Harassment
- 104-R Administrative Regulations Regarding Anti-Bullying/Harassment
- 403.13 Harassment/Workplace Bullying
- 403.14 Sexual Harassment
- 403.21 Employee Relations, Conduct, and Appearance
- 502.1 Student Conduct

- 502.1-R1 Administrative Regulations Regarding Student Conduct
- 603.12 Technology and Instructional Materials
- 603.12-R1 Administrative Regulations Regarding the Internet
- 603.12-R2 Administrative Regulations Regarding the Internet Appropriate Use
- 603.12-E1 Internet Access Permission Letter
- 603.12-E2 Staff Internet Use Agreement

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Adopted: 3/11

Reviewed: 12/11; 4/13

Revised: 9/14; 11/16; 8/17

Legal Reference (Code of Iowa): § 279.8; 282 IAC 25-26

IASB Reference: 401.13



**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, **including essential oils and CBD**, 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 **7-12** ~~6-12~~, with written, signed, and dated authorization from the parent/legal guardian, may bring over-the-counter, non-prescription medications to the health office for administration. **Students in grades 7-12 will be allowed a limited number of standard dose Acetaminophen or Ibuprofen each school year. The standard dose of these two medications will be provided by Linn-Mar Health Services. Acetaminophen and Ibuprofen will be given per board policy at the nurse's discretion. Frequent dosing may require a physician's order and the parent/legal guardian to supply the medication. All other over-the-counter medications for grades 7-12 must be supplied by a parent/legal guardian. The parent/legal guardian must supply any medications that need to be given in liquid/chewable form or different than the standard dose the district supplies.**



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.

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Adopted: 5/91

Reviewed: 4/11; 7/13; 10/14; 5/20

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)



# Medication Permission Form

Code 504.31-E1

To ensure compliance with Linn-Mar policy for administering medication at school, the following procedures must be followed:

- ⊕ **ALL MEDICATION MUST BE DELIVERED TO AND FROM SCHOOL BY THE PARENT/LEGAL GUARDIAN IN THE ORIGINAL AND PROPERLY LABELED CONTAINER.** The container must include the following information: student name, medication, dosage, time, route and physician. Written authorization and instructions must be provided by the parent/legal guardian for all medication. The school nurse shall have the right to contact the prescribing physician to confirm or clarify medication instructions. The time of medication administration may need to be altered slightly to fit your student's schedule.
- ⊕ For preschool through 6<sup>th</sup> 5<sup>th</sup> grade students, a physician/dentist signature is required before any non-prescription, over-the-counter medication will be given. This includes Acetaminophen, Ibuprofen, Tylenol, Advil, cough medicines, etc. All medications administered for preschool through 6<sup>th</sup> grade students must be provided by the parent/legal guardian in their original and properly labeled containers.
- ⊕ High school and middle school students (Grades 7-12 6-12), in accordance with Health Services protocols for common complaints of pain or illness, may have limited, over-the-counter medication with written or PowerSchool eRegistration parental consent.
- ⊕ Students in grades 7-12 will be allowed a limited number of standard dose Acetaminophen or Ibuprofen each school year. The standard dose of these two medications will be provided by Linn-Mar Health Services. Acetaminophen and Ibuprofen will be given per board policy at the nurse's discretion. Frequent dosing may require a physician's order and the parent/legal guardian to supply the medication. All other over-the-counter medications for grades 7-12 must be supplied by the parent/legal guardian. The parent/legal guardian must supply any medications that need to be given in liquid/chewable for or different than the standard dose the district supplies.
- ⊕ All medications administered will be provided by parents. Linn-Mar Health Services will not provide medications.
- ⊕ If any medication remains after the last day of school, it will be discarded within 24 hours per federal and state law.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
 Medication \_\_\_\_\_ Dosage \_\_\_\_\_ Time \_\_\_\_\_  
 Start Date \_\_\_\_\_ End Date \_\_\_\_\_ For \_\_\_\_\_ (health condition)  
 Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Physician signature required for non-prescription medications for students in preschool-6<sup>th</sup> 5<sup>th</sup> grades.**

Physician Signature: \_\_\_\_\_ Date \_\_\_\_\_

**CONSENT FOR RELEASE OF INFORMATION:** I give permission for the parties named below to exchange written and verbal information with personnel at LMCS D regarding the above-named student. If this medication is for attention or behavior concerns, LMCS D may send behavior checklists to the physician named below. This permission is for one school year.

**Specific authorization for release of information protected by state or federal law:**

My signature releases all information related to (check appropriate spots):

\_\_\_\_Mental Health/Psychological    \_\_\_\_Substance Abuse    \_\_\_\_Allergies    \_\_\_\_Asthma

Other (Specify) \_\_\_\_\_

Physician/Facility \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



**Linn-Mar Community School District**  
Marion Iowa 52302

Code ~~603.12-E2~~ **403.28-E**

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

*Please return this form to your direct supervisor.*