



School District

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

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

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

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

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

Adopted: 6/00

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

Revised: 10/19; **9/20**

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

IASB Reference: 100



**Policy Title: Prohibition of Discrimination
and/or Harassment Based on Sex Per Title IX
Code 104.3**

In accordance with Title IX of the *Education Amendments Act of 1972*, the Linn-Mar Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 CFR § 106.30), against any individual participating in any education program or activity of the district. This prohibition on discrimination applies to students, employees, and applicants for employment.

The school board authorizes the superintendent to adopt procedures for any individual to report sexual harassment to the district's Title IX coordinator(s) for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under these procedures and for the investigation and resolution of such complaints as required by Title IX. The Title IX grievance process will be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the district may still offer supportive measures to the subject of such conduct and will apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the district's Title IX policy and/or procedures or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the district's designated Title IX coordinator(s):

Title IX Coordinator

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

Title IX Deputy Coordinator

Mrs. Leisa Breitfelder, Executive Director of Student Services
319-447-3003 / lbreitfelder@linnmar.k12.ia.us

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

Retaliation against a person who made a report or complaint of sexual harassment and/or assisted with or participated in an investigation or resolution of a sexual harassment report or complaint in any manner is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believes they have been retaliated against in violation of this policy should immediately contact the district's Title IX coordinator(s) listed above.

Adopted: 9/20

Related Policy (Code #): 103 Series; 104 Series

Legal Reference (Code of Iowa): 20 USC § 1681 et seq; 34 CFR § 106 et seq



**Policy Title: Attendance Center Assignment
Code 501.3**

The board will have complete discretion to determine the boundaries for each attendance center and to assign students to the attendance centers.

This is a new legal requirement effective July 1, 2019 per IASB: Parents or guardians of siblings in the same grade level academically in grades kindergarten through fourth grade may request siblings be placed in the same or different classrooms. In order to be valid, the request must be made in writing and submitted to the principal at the time of registration for classes, or within 14 days after the children's first day of attendance during the school year. If a valid request is received by the principal, the request must be honored. While a parent or guardian may make a placement request that siblings be placed together or apart, the administration retains complete discretion to select the classroom teachers to which siblings are assigned. If after the initial grading period following the placement of siblings in the same or different classrooms the principal determines the placement is disruptive to the class; the principal may assign one or more of the siblings to different classrooms.

It is the responsibility of the superintendent to make a recommendation to the board on an annual basis regarding assignment of student attendance centers. In making the recommendation, the superintendent will consider the geographical layout of the school district, the condition and location of the school district facilities, the location of student population, possible transportation challenges, the financial condition of the school district, and other factors deemed relevant by the superintendent or the board.

The primary purpose of the school boundary attendance plan is to obtain uniform class sizes throughout the district.

Adopted: 6/70

Reviewed: 5/11; 3/12; 7/13; 10/14; 1/15; 10/17

Revised: 8/06; 9/20

Related Policy (Code #): 500.1; 501.1

Legal Reference (Code of Iowa): §§ 279.11; 282.7-8

IASB Reference: 501.5



Students – Student Attendance

Policy Title: Student Absences Excused Code 501.11

Regular attendance by students is essential for them to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Student absences approved by the principal shall be excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include but are not limited to illness, family emergencies, dental, medical appointments, recognized religious observances, and school-sponsored or approved activities.

IASB recommendation of additional language due to COVID-19: The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. However, there may be rare and unusual circumstances created by public emergencies declared by state or local officials which temporarily prevent students from attending traditional, in-person school. In these circumstances, the superintendent [or designee] will have discretion to make reasonable accommodations for students, on a case-by-case basis, to attend school through remote learning opportunities within the available resources of the district and as permitted by law. During approved remote learning attendance will be taken, assessments may be administered, and grades will count towards the students' cumulative grade point average as if they were attending in person. The provision of special education and accommodations for students who have individualized education programs (IEPs) or Section 504 plans will be determined by each respective IEP or Section 504 team.

Students whose absences are approved will make up the schoolwork missed and receive full credit upon completion. It will be the responsibility of the student to initiate a procedure with their teacher to complete the missed work.

Students who wish to participate in school-sponsored activities must attend half or more of their classes the day of the activity unless permission has been given by the principal for the student to be absent.

It is the responsibility of the parents to notify the student's attendance center as soon as they know the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

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

Adopted: 9/98

Reviewed: 5/11; 3/12; 7/13; 10/14; 1/15; 10/17

Revised: 9/20

Related Policy (Code #): 500.1; 501.1

Legal Reference (Code of Iowa): §§ 294.4; 299; 281 IAC 12.3(4); 34 CFR Sec 300; 28 CFR Pt 35

IASB Reference: 501.9



Students – Student Attendance

Policy Title: Student Absences - Truancy/Unexcused Code 501.12

Regular attendance by the students at school is essential for them to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days/hours established in the school calendar by the school board. Truancy is the act of being absent without a reasonable excuse. These absences will include but not be limited to tardiness, shopping, hunting, non-school concerts, preparation or participation in parties and other celebrations, and employment. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy; including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up schoolwork missed because of truancy. Students receiving special education services will not be assigned to supervised study hall or in-school suspension unless the goals and objectives of the student's Individualized Education Program (IEP) are capable of being met.

The building principal [or designee] will investigate the cause for a student's truancy. If the principal [or designee] is unable to secure the truant student's attendance, the principal [or designee] should discuss the next step with the superintendent [or designee]. If after administrative action the student is still truant, the principal [or designee] will refer the matter over to the county attorney.

The school district will participate in mediation if requested by the county attorney. The ~~superintendent~~ **Executive Director of Student Services** will represent the district in mediation. The district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

It is the responsibility of the superintendent, in conjunction with the building principals, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

Adopted: 9/98

Reviewed: 5/11; 4/12; 7/13; 10/14; 1/15; 10/17

Revised: 9/09; 9/20

Related Policy (Code #): 500.1; 501.1

Legal Reference (Code of Iowa): §§ 294.4; 299; 281 IAC 12.3(4)

IASB Reference: 501.10

Recommendation for change to policy made by Athletic Director David Brown due to later start/dismissal times this year.



Students – Student Activities

Policy Title: Reserved Time for Non-School-Sponsored Student Activities Code 503.5

In keeping with community culture and family-related opportunities, Sundays and Wednesday evenings will be reserved for non-school-sponsored student activities.

On Wednesdays during the school year, no district-sponsored activity will detain students after ~~6:30~~ 7:00 PM.

Any district activity scheduled on Sundays or after ~~6:30~~ 7:00 PM on Wednesdays during the school year must have advance, written approval from the superintendent [or designee].

Building principals will notify students and parents on an annual basis regarding the provisions of this policy and confirm that students will be excused without penalty.

The Linn-Mar Community School District is not responsible for activities scheduled by organizations outside the district.

Adopted: 1/88

Reviewed: 5/11; 4/12; 7/13; 10/14; 1/15; 10/17

Revised: 5/06; 9/20

Related Policy (Code#): 503.4; 503.6; 503.8



Education Program – School Organization

Policy Title: School Day Code 601.3

The student school day for grades kindergarten through 12 will consist of a minimum of 6 hours and 45 minutes, including the lunch period. The school day consists of the schedule of class instruction and class activities as established and sponsored by the school district. Time during which students are released from school for parent/teacher conferences may be counted as part of the student's instructional time. The minimum school day will meet the requirements as established for the operation of accredited schools.

The school district may also record a day of school with less than the minimum instructional hours if the total hours of instructional time for grades 1 through 12 in any 5 consecutive school days equals a minimum of 30 hours. For any one day of school to be less than the minimum instructional hours, it must be used for either staff development opportunities provided for the instructional staff or parent/teacher conferences scheduled beyond the regular school day. Schedule revisions and changes in time allotments will be made by the superintendent.

When the school is forced to close due to weather or other emergencies, the part of the day during which school was in session will constitute a school day. ***IASB suggested additional language due to COVID: The superintendent [or designee] will create administrative regulations necessary to utilize any remote learning opportunities that are available and permitted by law during the period of closure. Remote learning opportunities will count toward instructional time requirements as allowed by law. During the time of remote learning, student attendance will be taken, assessments may be administered, and grades will count toward students' cumulative grade point averages. The provision of special education and accommodations for student who have individualized education programs (IEPs) or Section 504 plans during periods of closure will be determined by each respective IEP or Section 504 team.***

It is the responsibility of the superintendent [or designee] to inform the board annually of the length of the school day.

Adopted: 6/70

Reviewed: 1/10; 6/11; 6/12; 9/13

Revised: 4/15; 9/20

Legal Reference (Code of Iowa): § 256.7; 279.8, .10; 281 IAC 12.1(1), .1(7-10); 34 CFR Sec 300; 28 CFR Pt 35



Education Program – Instructional Arrangements

New Policy

Policy Title: Appropriate Use of Online Learning Platforms Code 603.15

It is important to embrace technology that can foster a creative, interactive learning environment for students and facilitate employee professional development and collaboration. The use of online platforms to host remote interaction between students and employees and to facilitate learning is encouraged in the district.

While student and employee instruction and communication using virtual and online platforms provides a wide array of learning opportunities, it is imperative that employees and students recognize that the use of such platforms is a privilege. Training related to the use of online learning platforms will be provided to employees and students.

The district will carefully safeguard the right of students and employees to learn and teach in a respectful environment, regardless of the method. All instruction and communication through online learning platforms should be appropriate to the age and ability of the participants.

Students and employees should be aware that online platforms may be monitored by the district. Verbal and written communication occurring on these platforms may be recorded and stored by the district in accordance with applicable laws. Any verbal or written communication on these platforms deemed to be inappropriate will subject the student and/or employee to the same disciplinary measures that would exist if the interaction took place through traditional in-person learning.

Students and employees who have concerns about the proper use of these platforms are encouraged to speak with their teachers or building principal.

The superintendent [or designee] will make administrative regulations necessary to enforce this policy.

Adopted: 9/20

Related Policy (Code#): 602.1; 603.12; 603.12-R1-R2; 603.12-E1; 603.13; 603.13-R; 902.12; 902.12-R
IASB Reference: 604.11



New Policy

**Policy Title: District Operations During Public Emergencies
Code 902.12**

The district believes that student learning is the heart of its core mission. While traditional in-person teaching continues to provide the greatest learning opportunity to all students, there may be rare and unusual circumstances that prevent the school community from convening in traditional in-person settings. At times of a public emergency declared by federal, state, or local officials; the district will seek guidance and recommendations from federal, state, and local agencies to assist in determining the safety of convening traditional in-person learning.

During a declared public emergency the school board delegates to the superintendent the authority to determine whether to close school buildings to traditional in-person learning. If the superintendent determines in-person learning would hinder the health and safety of the school community, the district will instead utilize remote or hybrid learning opportunities permitted by law.

Following guidance and recommendations from federal, state, and local agencies, when reasonably possible, the administration will create regulations related to district operations during a public emergency including but not limited to student, employee, and visitor safety and security; the use and safeguarding of district property; public meetings and events; and, when applicable, measures to prevent or slow the spread of infectious disease.

These measures will be enforced for the period of time of the public emergency or until the superintendent and school board, in consultation with federal, state, and local agencies determine it is appropriate for the safety measures to end.

Adopted: 9/20

Related Policy (Code#): 602.1; 603.12; 603.12-R1-R2; 603.12-E1; 603.13; 603.13-R; 603.15; 902.12-R
IASB Reference: 907



Administrative Regulations for District Operations During Public Emergencies

New Policy
Code 902.12-R

During a public health emergency, the district will seek guidance and recommendations from federal, state, and local agencies that monitor and respond to the emergency. The district will follow any mandatory closures or other mandatory measures imposed by such agencies.

The superintendent, in conjunction with relevant government agencies and/or athletic and activity associations, will determine under what circumstances the district will restrict or cancel in-person learning; student events or activities including sports events; extracurricular clubs or meetings for students; and the use of district facilities by outside organizations.

The district will promote and follow other recommended measures and guidance from federal, state, and local agencies to the extent reasonably practicable under the circumstances. These measures may include, but are not limited to the following:

- Online learning, hybrid models of learning, or modified in-person learning may occur dependent on the circumstances and in accordance with applicable law.
- Non-medical grade masks are encouraged to be worn by all individuals on school grounds, including students, employees, and volunteers. Masks will be provided to individuals who request them. Reusable masks should be washed regularly by the individuals wearing them.
- Employees, volunteers, and students are encouraged to monitor their temperatures each morning prior to traveling to any school building or event. Individuals with a temperature over 100.3 degrees should not enter school buildings or attend school events.
- Due to the increased cost to the district providing additional cleaning and disinfecting measures, and in order to preserve cleaning supplies for school use during the time of a public health emergency, the superintendent has the discretion to restrict the use of school buildings and facilities for non-school groups in a neutral and non-discriminatory manner.

Adopted: 9/20

Related Policy (Code#): 602.1; 603.12; 603.12-R1-R2; 603.12-E1; 603.13; 603.13-R; 603.15; 902.12
IASB Reference: 907.R1