



Board of Directors – General Organization

Policy Title: Name & Organization of the District Code 201.1

Recommendation to add final paragraph and bullet points to Policy 100.1; which is identical in wording to paragraphs one and two and then delete policy 201.1 as it is a duplication.

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 shall be 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 grades kindergarten through five
- Middle school grades six, seven, and eight
- Senior high school grades nine through 12

Adopted: 6/70

Reviewed: 10/11; 8/14; 9/15

Revised: 4/13; 10/19

Related Policy (Code#): 100.1

Legal Reference (Code of Iowa): §§ 274.1-2, .6-7; 278.1(9); 279.8; 594A (2013)

IASB Reference: 100



Board of Directors – Specific Duties of the Board

Policy Title: School Board Conflict of Interest Code 202.7

School board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in law or policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for school textbooks or school supplies, including sports apparel or equipment, in any transaction with a director, officer, or other staff member of the school district during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts for the purchase of goods or services which benefit a board member, or to receive compensation for part-time or temporary employment which benefits a board member, if the benefit to the board member does not exceed ~~\$2,500~~ \$6,000 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note, or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily awarded by competitive bid.

It will also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist shall include, but are not be limited to, any of the following:

1. The outside employment or activity involves the use of the school district's time, facilities, equipment, and supplies or the use of the school district badge, uniform, business card, or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.

2. The outside employment or activity involves the receipt of, promise of, or acceptance of money or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.
3. The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member during the performance of the board member's duties of office or employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment or activity. If the employment or activity falls under (3) then the board member must:

- a. Cease the outside employment or activity; or
- b. Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmation action to influence any vote, determining the facts or law in a contested case or rulemaking proceeding, conducting any inspection, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

When procurement is supported by Federal Child Nutrition Funds, board members will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the board member, board member's immediate family, partner, or non-school district employer of these individuals is a party to the contract.

It is a conflict of interest for the school board to ~~hire the spouse of a board member or do enter into business with the spouse of a relative of any member of the school board during their term of the board member service to the district. The payment of compensation to any other family member is within the discretion of the board.~~

It is the responsibility of each board member to be aware of an actual or potential conflict of interest. It is also the responsibility of each board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a board member should not participate in any action relating to the issue from which the conflict arose.

Adopted: 6/70

Reviewed: 10/11; 4/13

Revised: 8/14; 9/16; 10/19

Related Policy (Code#): 201.4; 201.5; 202.1; 205.3

Legal Reference (Code of Iowa): 22 CFR § 518.42; §§ 68B; 71.1; 277.27; 279.7A; 301.28

IASB Reference: 203



Board of Directors – Meetings of the Board

Policy Title: School Board Records Code 204.12

The school board will keep and maintain permanent records of the board including, but not limited to, records of the minutes of board meetings and other required records of the board.

It is the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting will include, at a minimum, the following items: a record of date, time, place, members present, action taken, the vote of each member, and the schedule of bills allowed will be attached. This information will be available **within two weeks of the board meeting and after board approval at the second meeting of the month and** forwarded to the newspaper designated as the official newspaper for publication. The information does not need to be published within two weeks. The schedule of bills allowed may be published on a once-monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next board meeting will be available for inspection after the board secretary transcribes the notes into typewritten material which has been proofread for errors and corrected.

Detailed minutes and complete recordings will be made of closed meetings of the board as required by the Iowa Code. Detailed minutes and complete recordings of closed meetings that are exempt from the provisions of the Iowa Code will be made when deemed necessary by the board. Detailed minutes will include a synopsis of the discussion, the people present, and any action occurring during the closed session. The board secretary will be custodian of the detailed minutes and recordings which will be maintained in a securely locked depository separate from the regular board minutes for a period of one year; after which they will immediately and routinely be destroyed (recordings will be erased). The minutes and recordings shall only be opened upon court order in an action to enforce the requirements of the open meetings law.

Detailed minutes and recordings of closed sessions held under the purchase of real estate exception to open meetings must be made available for public examination when the transaction discussed is completed. There shall be separate detailed minutes and recordings for each real estate transaction.

Adopted: 3/79

Reviewed: 4/13

Revised: 8/14; 9/16; 10/19

Legal Reference (Code of Iowa): §§ 21; 22; 279.8, .35-36; 291.6; 618.3; 281 IAC 12.3(i), 1982 Op Atty Gen 215; 1974 Op Atty Gen 403; 1952 Op Atty Gen 133

IASB Reference: 215 (*Items in paragraph two are legal requirements*)



Code 205.1-E

BOARD OF DIRECTORS TRAVEL REIMBURSEMENT REQUEST FORM
Linn-Mar Community School District
Marion, Iowa 52302

Name of Attendee: _____ Date: _____

Name of Event: _____

Location of Event: _____

DATE	ITEMS	*MILEAGE OR TRANSPORTATION	*HOTEL/ LODGING	* MEALS			*MISC.	DAILY TOTAL
				B	L	D		
TOTAL EXPENSES								

COMMENTS:

I herewith declare that the above amount is due and unpaid for expenses incurred while on an authorized school assignment and that I am entitled to the above reimbursement.

Board Member Signature Date: _____

Superintendent or Board Secretary/Treasurer Signature Date: _____

Charge to Account Number: _____

REMINDER: PLEASE ATTACH INVOICES FOR PUBLIC TRANSPORTATION, LODGING, AND MEALS. IDENTIFY ALL MISCELLANEOUS EXPENSES AND ATTACH RECEIPTS. NO REIMBURSEMENT WILL BE ISSUED WITHOUT ITEMIZED RECEIPTS.



Educational Objectives

Policy Title: Legal Status of the School District Code 100.1

Recommendation to add wording from Policy 201.1 and then delete 201.1 as the remainder of the policy was a duplicate of Policy 100.1.

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

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

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

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

Adopted: 6/00

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

Revised: 10/19

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

IASB Reference: 100



Students – Miscellaneous Matters

Policy Title: Education Records Access Code: 505.6

The board recognizes the importance of maintaining education records and preserving their confidentiality, as provided by law. Education records are kept confidential at collection, storage, disclosure, and destruction stages. The board secretary is the custodian of education records. Education records ~~may be~~ are maintained in the administrative offices of the student attendance centers.

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

- “Education record” means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- “Eligible student” means a student who has reached 18 years or attends a postsecondary institution. The parents of an eligible student are provided access to the education records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student.

An education record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access information relating to themselves or be informed of the information.

Parents, eligible students, and other individuals authorized in accordance with law will have the right to access the student’s education records during regular business hours of the school district upon request without unnecessary delay and in no instance more than 45 calendar days after the request is made. Parents, other than parents of an eligible student, may be denied access to a student’s education records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student’s education records. Parents, eligible students, or authorized representatives of the parents will have the right to access the student’s education records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of education records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the education records. Fees for copies of the records are waived if it would prevent the parents or eligible student from accessing the records. A fee may not be charged to search or retrieve information from education records.

Upon the request of parents or eligible student, the school district will provide an explanation and interpretation of the education records and a list of the types and locations of education records collected, maintained, or used by the school district.

If the parents or eligible student believes the information in the education record is inaccurate, misleading, or violates the privacy of the student, the parents or eligible student may request that the school district amend the education records.

Education records may be disclosed in limited circumstances without written permission of the parent or eligible student. This disclosure is made on the condition that the education record will not be disclosed to a third party without the written permission of the parent or eligible student. This disclosure may be:

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parent the education records are being sent and the parent has an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the US Comptroller General, the US Secretary of Education, or state and local educational authorities;
- In connection with a student's application for, or receipt of, financial aid;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- To accrediting organizations;
- To the parents of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- In connection with a health or safety emergency;
- As directory information; or
- In additional instances as provided by law.

The administrative offices of the student attendance centers will keep a list of the individuals and their positions who are authorized to view a special education student's education records without the permission of the parent or eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The administrative offices of the student attendance centers will also keep a list of individuals, agencies, and organizations which have requested or obtained access to a student's education records, the date access was given, and their legitimate educational interest or purpose for which they were authorized to view the records. The administrative offices of the student attendance centers, however, do not need to keep a list of the parents, authorized educational employees, officers, and agencies of the school district who have accessed the student's education records. This list for an education record may be accessed by the parents, the eligible student, and the custodian of the education records.

Permanent education records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed will be maintained without time limitation. Permanent education records will be kept in a fire-safe vault or they may be maintained electronically with a secure backup file.

When personally identifiable information, other than permanent education records, is no longer needed to provide educational services to a special education student, the parents or eligible student will be notified. This notice is normally given after a student graduates or otherwise leaves the district. If the parents or eligible student requests that the personally identifiable information be destroyed, the school district will destroy the records, except for permanent records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed for social security benefits or other purposes. For purposes of policy, "no longer needed to provide educational services" means that a record is no longer relevant to the provision of instruction, support, or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five years after the activity for which funds were used.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the superintendent to notify parents and eligible students annually that they have the right to:

- Inspect and review the student's education records;
- Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the law authorizes disclosure without consent; and
- File a complaint with the US Department of Education concerning alleged failures by the district to comply with the law.

The notice will be given in the native language of the parents or eligible student. Should the school district collect personal information from students for the purposes of

marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have the right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, Washington, DC. 20202-8520.

Adopted: 6/70

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

Revised: 8/07; 8/17; 10/19

Related Policy (Code #): 505.6-R; 505.6-E2-E7

Legal Reference (Code of Iowa): 20 USC § 1232g; 1415. 34 CFR Pt 99; 300; 610 et seq; §§ 22; 279.9B; 280.24-25; 622.10; 281 IAC 12.3(4); 41. 1980 Op Atty Gen 720; 825

IASB Reference: 506.1 (Mandatory Policy)



Administrative Regulations Regarding Use of Education Records

Code: 505.6-R

Parents and eligible students will have the right to access a student's education records during regular business hours of the school district upon request without unnecessary delay, and in no instance more than 45 calendar days after the request is made. The intent of this regulation is to establish procedures for granting requests from eligible students and parents to access a student's education records.

Education records means those records that contain information directly related to a student and which are maintained by an education agency or by a party acting for the agency or institution. These may include but are not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

Access to Records:

1. Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have the right to access the student's education records upon request without unnecessary delay and in no instance more than 45 calendar days after the request is made. An eligible student or parent, upon written request to the **board secretary, administrative office of the student attendance center**, will receive an explanation and interpretation of the education records. A student, 18 years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older, but are still dependents for income tax purposes, may access the student's education records without prior permission of the student.
2. School officials having access to student education records are defined as having a legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing their tasks.

Release of Information Outside the School: Information from education records may be disclosed to outside parties as outlined in board policy and otherwise provided by law.

Procedures for Requesting an Education Record Amendment:

1. If the eligible student, parent, or legal guardian believe the information in the student's education records is inaccurate, misleading, or violates the privacy of the student, the parents or eligible student may request the school district amend the education records.

2. The school district will decide whether to amend the student's education record within a reasonable time after receipt of the request.
3. If the school district determines an amendment is made to the student's education record, the school district will make the amendment and inform the parents or eligible student of the decision in writing.
4. If the school district determines the amendment of the student's education record is not appropriate, the district will inform the parents or eligible student of their right to a hearing before a hearing officer provided by the district. The hearing officer may be an employee of the district, so long as the employee does not have a direct interest in the outcome of the hearing.
5. Upon parental request, the school district will hold a hearing regarding the content of a student's education records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
6. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parents or eligible student will receive reasonable advance notice of date, time, and place of the hearing.
7. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parents or eligible student may be represented by an individual of their choice and at their own expense.
8. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
9. The parents may appeal the hearing officer's decision in writing to the superintendent within 10 days, if the superintendent does not have a direct interest in the outcome of the hearing.
10. The parents may appeal the superintendent's decision or the hearing officer's decision, if the superintendent was unable to hear the appeal, to the board within 15 days. It is within the discretion of the board to hear the appeal.
11. If the parents' and the eligible student's request to amend the education record is further denied following the hearing, the parents or eligible student are informed they have the right to place an explanatory letter in the student's education record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's education records will become a part of the education records and be maintained like other education records. If the school district discloses the student's education records, the explanation by the parents or eligible student will also be disclosed.

Adopted: 6/90

Reviewed: 4/11; 4/12; 7/13

Revised: 10/14; 8/17; 10/19

Related Policy (Code#): 505.6; 505.6-E2-E7

IASB Reference: 506.1R1



Students-Miscellaneous Matters

Policy Title: Request for Hearing on Correction of Education Records Code 505.6-E4

To: _____
~~Board Secretary~~ Name of Student Attendance Center

Address: 2999 N 10th St, Marion, IA 52302
Address of Student Attendance Center

As the _____ of _____,
Relationship to Student Full Legal Name of Student

I believe the district's official education records are inaccurate, misleading, or in violation of privacy or other rights of this student.

The official education records which I believe are inaccurate, misleading, or in violation of the privacy or other rights of this student are: *(Please be specific)*

The reason I believe such records are inaccurate, misleading, or in violation of the privacy or other rights of this student is:

I understand that I will be notified of the date, time, and place of the hearing; that I will be notified in writing of the district's decision; and that I have the right to appeal the decision by notifying the superintendent in writing within 10 days after my receipt of the decision. I further understand that if the request to amend the student's education record is denied, that I have the right to place an explanatory letter in the student's education record stating I disagree with the district's decision and why.

(Signature)

Date: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone Number: _____

Adopted: 9/98

Reviewed: 7/13; 10/14

Revised: 8/07; 8/17; 10/19

Related Policy (Code #): 505.6; 505.6-R; 505.6-E2-E3; 505.6-E5-E7

IASB Reference: 506.1E3



Students-Miscellaneous Matters

Policy Title: Parental Request for Examination of Education Records Code 505.6-E5

To: _____
~~Board Secretary~~ Name of Student Attendance Center

Address: ~~2999 N 10th St, Marion, IA 52302~~
Address of Student Attendance Center

As _____ of _____,
Relationship to Student Full Legal Name of Student

who was born on _____ and is currently in grade _____,

I request to examine the following official education records:

Please check one of the following:

_____ I do
_____ I do not

desire a copy of such records and I understand that a reasonable charge will be made for copies, if requested.

Signature

Date: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone Number: _____

Approved by:

Signature: _____

Title: _____

Date: _____

Adopted: 9/98

Reviewed: 7/13; 10/14

Revised: 8/07; 8/17; 10/19

Related Policy (Code#): 505.6; 505.6-R; 505.6-E2-E4; 505.6-E6-E7

IASB Reference: 506.1E4



Students – Miscellaneous Matters

Policy Title: Parent and Family Engagement Code 505.7

Parent and family engagement are important components in a student's success in school. The board encourages parents and families to become involved in their student's education to ensure their academic success. **In order to facilitate parent and family involvement, it is the goal of the district to conduct outreach and implement programs, activities, and procedures to further involve parents and families with the academic success of their students.** The board will:

- 1) Involve parents and families in the development of the Title I Plan, the process for school review of the plan, and the process for improvement **by:**
 - a. **Jointly reviewing and revising the Title I Plan at an annual evaluation in the spring of each school year;**
 - b. **Ensuring evaluation tools are included, but not be limited to, a parent survey, contact logs, and information gathered at the annual Parent Advisory Meeting; and**
 - c. **Utilizing findings from the annual evaluation to design and implement evidence-based strategies for more effective parent and family involvement.**
- 2) Provide the coordination, technical assistance, and other supports necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance **by:**
 - a. **Collaborating between the district and schools to plan and implement effective parent and family engagement activities to improve student academic achievement and school performance;**
 - b. **Providing professional learning opportunities regarding effective parent and family engagement;**
 - c. **Educating teachers, specialized instructional support personnel, principals, and other school leaders and staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the schools;**
 - d. **Fostering community partnerships to engage parent and families more effectively;**
 - e. **Providing parents and families timely responses to all parent recommendations; and**
 - f. **Providing opportunities for all parents to participate in Title I activities and any appropriate training/learning experiences.**
- 3) To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant federal, state, and local laws and programs **by:**
 - a. **Ensuring the Title I program works cooperatively with other programs and integrate parent involvement programs and activities, as appropriate, such as Encourage a Reader, Junior Achievement, School-to-Work, and Collins Aerospace volunteers, to name a few. Title I will work with Homeless Liaison to coordinate needs of students.**
- 4) Conduct, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving academic quality of the schools served; including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient [LEP] parents, parents of

any racial or ethnic minority, parents with disabilities, and parents with limited literacy), needs of parents and families to assist their children's learning, and strategies to support successful school and family interactions by:

- a. Conducting an annual review at the Parent Advisory meeting to determine the effectiveness of this policy; and
 - b. Ensuring the jointly agreed upon policy is distributed to parent and family members participating in Title I through the Title I parent meetings with each family. Parents will be notified of this policy in an understandable and uniform format and to the extent practicable, it will be provided in a language appropriate for parents (i.e. English and/or Spanish).
- 5) Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parent and family involvement policies by:
- a. Ensuring the findings and feedback from the annual Parent Advisory meeting are used to identify and mitigate barriers to participation, identify needs parents may have so they can support their child's learning, and identify strategies to improve school and family interactions;
 - b. Ensuring policy evaluation findings are used to design evidence-based strategies for effective parent and family involvement and improve the parent and family engagement policy; and
 - c. Ensuring all Title I parents are invited to, and encouraged to attend, the annual Parent Advisory meeting to review and revise the parent and family engagement policy.
- 6) Involve parents and families in Title I activities by:
- a. Ensuring parent and family meetings, including parent conferences, will be held at different times during the day and Title I funds may be used to pay reasonable and necessary expenses associated with parent and family engagement activities including transportation, childcare, and/or home visit expenses to enable parents to participate in school-related meetings and training sessions;
 - b. Involving parents at open houses, conferences, Title I Parent Nights, Kindergarten Camps, and other school activities;
 - c. Contacting parents in a variety of formats such as written correspondence, phone calls, email correspondence, and face-to-face meetings; and provide timely responses to all parent recommendations and/or questions;
 - d. Hosting an annual parent meeting to inform parents and family members of the school's participation in Title I and explain the requirements of the program and their right to be involved;
 - e. Ensuring parents are given assistance in understanding the requirements of Title I law and Iowa academic standards, as well as state and local assessments at the fall informational meeting;
 - f. Ensuring the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and respond to any such suggestions as soon as practicably possible;
 - g. Ensuring parents are informed through written notification of the reasons for their children's participation, the curriculum, and the instructional objectives and methods of the program as students are selected for Title I services;
 - h. Ensuring through annual meetings and parent-teacher conferences that parents are provided with a description and explanation of curriculum in use, the assessments used to measure academic progress, and the proficiency levels students are expected to meet;
 - i. Ensuring a school/parent compact outlines how parents, students, and the entire school staff share the responsibility for improved student achievement and the means by which the school and parents continue to build and develop partnerships to help children achieve the

local, high standard. The compact is signed upon notification of student involvement in the program and reviewed at the annual Parent Advisory meeting.

- j. Ensuring the Title I or schoolwide program provides opportunities for parents to become partners with the school in promoting the education of their children at home and at school, parents are given help monitoring their student's progress, the school provides assistance to parents on how they can participate in decisions related to their student's education, and the school provides reasonable support for parental involvement activities as requested by parents (Parent trainings, materials, phone calls, volunteer opportunities, Parent Involvement Conference, child study teams, etc.).
- k. Providing materials and trainings to help parents work with their children to improve their children's achievement such as literacy trainings and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement; and
- l. Ensuring all Title I parent and family communication and reports, to the extent practicable, are provided in a language and format understood by parents and families in the Title I program to ensure opportunities for informed participation.

The district will involve parents in determining how to allocate reserved Title I funds in accordance with applicable laws.

The board will review this policy annually. The superintendent [or designee] is responsible for notifying parents and families of this policy annually, or within a reasonable time after it has been amended during the school year. The superintendent may develop an administrative process or procedures to implement this policy.

Adopted: 12/16

Reviewed: 11/17

Revised: 9/19

Related Policy (Code#): 505.7-R

Legal Reference (Code of Iowa): 20 USC §6318

IASB Reference: 505.8; 505.8R1 (Mandatory Policies)



Parent and Family Engagement Building-Level Regulations

New Policy

Code 505.7-R

To further the interests of student achievement, the superintendent [or designee] will create necessary rules to engage parents and family members within the district in the following ways on a building-level basis:

- 1) Policy Involvement:** The district will host an annual meeting and invite all parents to attend, and inform parents of their rights and the district's requirements under Title I. This meeting will also invite parents to become involved in the planning, review, and improvement of a building policy and in developing the district plan. The district will inform parents of:
 - a. Programs under this policy;
 - b. Curriculum and assessments used for students;
 - c. The opportunity to meet with administration to participate in decisions related to their children's education;
 - d. A description and explanation of curriculum used in the school and forms of academic assessments used to measure student progress; and
 - e. Achievement levels of the challenging State academic standards.
- 2) Accessibility:** Provide opportunities for informed participation of parents and family members in understandable formats and languages. This includes participation by parents and family members who may have disabilities, limited English proficiency, and migratory children. Offer a flexible number of meetings during the day and evenings to facilitate parent involvement. The superintendent [or designee] has discretion to allow schools to provide childcare for families of students during these meetings through Title I funds.
- 3) High Student Academic Achievement:** Each school in the district will jointly develop, with parents and family members, a school-parent compact that outlines how parents, staff, and students share responsibility for improving student academic achievement and how a partnership will be built to achieve this. The compact will describe the responsibility of the school to provide high quality curriculum and instruction, and the parents' responsibility to support their children's learning. This will also address the importance of communication between schools and parents through parent-teacher conferences, regular reports to parents on their children's progress, and ensuring regular, meaningful communication between the family and school staff.
- 4) Building Capacity for Involvement:** Each school within the district will include in their plan ways to achieve the following:
 - a. Assist parents and families to understand topics, including academic standards and assessments, and how to monitor student progress;
 - b. Provide materials and training to help parents work with students to improve achievement;
 - c. Educate teachers and staff in how to communicate with parents and build ties to foster academic success;
 - d. Coordinate and integrate other federal, state, and local programs to support parents in more fully participating in their students' education;
 - e. Ensure information related to the programs is sent to parents and families in understandable formats; and
 - f. Provide other reasonable support to encourage parental involvement.

Adopted: 9/19

Related Policy: 505.7

Legal Reference (Code of Iowa): 20 USC §6318

IASB Reference: 505.8; 505.8R1 (Mandatory Policies)