

## The Linn-Mar Complaint Managers:

**Tina March**, Bowman Woods Principal 447-3241 tina.march@linnmar.k12.ia.us  
**Val Lawrence**, Bowman Woods Facilitator 447-3208 vlawrence@linnmar.k12.ia.us  
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**Lori Manley**, Linn Grove Principal 730-3502 lmanley@linnmar.k12.ia.us  
**To Be Determined**, Linn Grove Facilitator 730-3503  
**Carol O'Donnell**, Novak Principal 447-3301 codonnell@linnmar.k12.ia.us  
**Ryan Phillips**, Novak Facilitator 447-3325 rphillips@linnmar.k12.ia.us  
**Ed Rogers**, Westfield Principal 447-3351 erogers@linnmar.k12.ia.us  
**To Be Determined**, Westfield Facilitator 447-3360  
**Amanda Potter**, Wilkins Principal 447-3381 amanda.potter@linnmar.k12.ia.us  
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**Shannon Bisgard**, Superintendent 447-3001 sbisgard@linnmar.k12.ia.us  
**Brian Cruise**, Transportation Manager 447-3030 bcruise@linnmar.k12.ia.us  
**Stacy Fish**, Nutrition Services Manager 447-3302 sfish2@linnmar.k12.ia.us  
**Jacob Young, Jr. and Tammy Devries**, Elementary Student Assistance Counselors 447-3337

## Questions regarding alternative complaint procedures and/or appeals contact:

### Linn-Mar Equity Coordinators/Investigators

<b>Nathan Wear</b> , Associate Superintendent	447-3028
<b>Karla Christian</b> , Chief Human Resources Officer	447-3036
<b>Leisa Breifelder</b> , Exec Dir of Student Services	447-3003

The Linn-Mar Community School District provides equal educational and employment opportunities and will not illegally discriminate on the basis of real or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or family status. LMCSO shall take affirmative action in recruitment, appointment, assignment, and advancement of women and men, minorities and disabled. Inquiries regarding compliance with equal education or employment opportunities and/or affirmative action shall be directed to the Equity Coordinator, Linn-Mar Community School District, 2999 North 10<sup>th</sup> Street, Marion, Iowa 52302. Inquires may also be directed, in writing, to the Iowa Civil Rights Commission in Des Moines, the Director of Region VII Office of the United States Equal Employment Opportunities Commission, or the Director of the Region VII Office of Civil Rights, United States Department of Education in Chicago, Illinois.

2020-2021



# BULLYING AND HARASSMENT

## Student Rights and Responsibilities (PK-4<sup>th</sup> Grade Students)



Marion, Iowa

The Linn-Mar Community School District is fully committed to providing a welcoming and safe environment. To ensure all students are able to achieve their highest learning potential, the district has expectations for student behavior. As part of these efforts, the Olweus Bullying Prevention Program has been implemented in all elementary buildings.

The Linn-Mar Board of Directors has stated in board policy series 104 and 105, and in policies 403.13-14, that harassment based on such characteristics as age, race, color, sex, religion, or disability will not be tolerated.

### **What is bullying?**

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

### **Why address bullying in schools?**

1. For students and their futures
2. For a healthy school climate
3. For the larger community
4. For the purpose of risk management for schools
5. It is the law

### **School rules against bullying:**

1. We will not bully others
2. We will try to help students who are bullied
3. We will include students who are easily left out
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home

### **Behaviors that will not be tolerated:**

- Teasing
- Name calling
- Insults
- Unkind comments
- Physical threats/fighting
- Comments about someone's body
- Staring that makes someone uncomfortable
- Pulling hair or clothes
- Taking or damaging another's belongings
- "Dirty" jokes, notes, or pictures
- Gestures with the hands or body
- Trying to kiss, hug, or touch someone who doesn't want to be kissed, hugged, or touched
- Exclusion
- Rumors
- Inappropriate texts, emails, and IMs
- Writing mean or hurtful posts online

### **Taking part in any of the behaviors listed above will result in:**

- Verbal warning/appropriate consequences
- Written warning/appropriate consequences
- Student/parent conference
- Suspension

***\*\*Some behaviors are more severe than others, therefore, complaint managers reserve the right to assign a consequence that will best fit the behavior\*\****

happened. Keep a copy for yourself. The written documentation should include the following

- What happened
- When it happened
- Where it happened
- Who did the harassing
- Who the witnesses were, if any
- What you said or did in response
- How your harasser responded to you
- How you felt about the harassment

**Note: Include a copy of your original communication to your harasser, if it was done in writing.** If the behavior is repeated, see a complaint manager if you did not do that initially. Keep documenting the harassment.

**Complaint Managers:**

All administrators, supervisors, directors, and managers in the Linn-Mar Community School District can serve as complaint managers. These include:

Shannon Bisgard	Superintendent	LRC
JT Anderson	Chief Financial/Operating Officer	LRC
Jeri Ramos	Exec Director of Technology	LRC
Bob Read	Director of Innovations	LRC
Karla Ries	Dir of Elem Teaching & Learning	LRC
Erica Rausch	Dir of MS Teaching & Learning	LRC
Mark Hutcheson	Dir of HS Teaching & Learning	LRC
Megan Brunscheen	Assoc Dir of Student Services	LRC
Kristi Hicks	Assoc Dir of Student Services	LRC
Michaela O'Connell	Director of Early Childhood	LRC
Stacy Fish	Nutrition Services Manager	LRC
Jeff Gustason	High School Principal	HS
Kim Buelt	High School Associate Principal	HS
Joe Nietert	High School Associate Principal	HS
Steven Goodall	High School Associate Principal	LRC
David Brown	Athletic Director	HS
Tonya Moe	Associate Athletic Director	HS
John Christian	Excelsior Principal	EX
Steven Starkey	Excelsior Associate Principal	EX
Travis Axeen	Oak Ridge Principal	OR
Janelle Miller	Oak Ridge Associate Principal	OR
Dan Ludwig	Boulder Peak Principal	BP
Duane Orr	Boulder Peak Associate Principal	BP
Chad Buchholz	Hazel Point Principal	HP
Sara Hovden	Hazel Point Associate Principal	HP
Tina March	Bowman Woods Principal	BW
CJ McDonald	Echo Hill Principal	EH
Kelly Kretschmar	Indian Creek Principal	IC
Lori Manley	Linn Grove Principal	LG
Carol O'Donnell	Novak Principal	NE
Amanda Potter	Wilkins Principal	WE
Ed Rogers	Westfield Principal	WF
Steve Nelson	Operations & Maintenance Mngr	O&M
Brian Cruise	Transportation Manager	TR

**Formal Complaint Procedures:**

Equity complaint procedures and equity complaint forms are available in each building. Questions about procedures, forms, appeals, or alternative complaint procedures should be directed to:

Linn-Mar Equity Coordinators/Investigators:  
 Nathan Wear, Associate Superintendent 447-3028  
 Karla Christian, Chief Human Resources Officer 447-3036  
 Leisa Breitfelder, Exec Dir of Student Services 447-3003

Iowa Civil Rights Commission, Des Moines, IA, 515/281-4121  
 US Office of Civil Rights, Chicago, IL, 312-886-2359

**Confidentiality:**

Confidentiality shall be maintained in so far as possible during the investigation of a complaint and regarding any subsequent disciplinary action.

**Reprisal and/or Retaliation:**

Retaliation includes but is not limited to any form of intimidation, reprisal, or harassment. Anyone, student or staff, who retaliates against an individual reporting alleged harassment may be subject to discipline. Anyone who retaliates against an individual who testifies, assists, or participates in an investigation, proceeding, or hearing related to a complaint of harassment may be subject to discipline. Submission of a complaint or report shall not affect a student's grades, etc.

**Services Available to Students:**

Students who feel the need to talk with a trusted adult following experiences with harassment may find the following services helpful: guidance counselors, nurses, and prevention/intervention specialists.

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# Harassment

## Student Rights and Responsibilities

(5<sup>th</sup> – 12<sup>th</sup> Grade Students)



Marion, IA

(2020-2021)

**The purpose of this brochure is to:**

- Provide information on the district's policies and procedures regarding harassment.
- Provide examples of behaviors which may constitute harassment.
- Provide information about what to do if you are a victim of harassment.
- \*Provide information about consequences for harassment or failure to report harassing behaviors.  
*\*Documentation will exist that students and staff have received this information.*

**Board Policies:**

The Linn-Mar school board policy states that all members of the Linn-Mar Community School District are expected to conduct themselves so as to provide an atmosphere free from harassment. Any person proven to be in violation of this policy, while acting as a member of the school community, will be subject to discipline or discharge. (See policy series 103 and 104 and policies 403.13-14)

**Why Policies?**

Harassment is illegal under federal law, the Code of Iowa, and Linn-Mar board school board policies. District staff are obligated to maintain a working and learning environment that is free of harassment. In addition, board policies provide that student conduct shall be governed by the educational purpose underlying all school activities, for the widely-shared use of student property, and for the rights and welfare of other students. (See policy series 103 and 104 and policies 403.13-14)

**What is Sexual Harassment?**

Federal guidelines describe sexual harassment as:

**Unwelcome** sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or educational environment.

**Behaviors that may Constitute Sexual Harassment:**

- Direct propositions of a sexual nature
- Subtle pressure for sexual activity, an element of which may be repeated staring or leering
- A pattern of sexually explicit statements, questions, jokes, or anecdotes
- Unnecessary touching, patting, hugging, or brushing against a person's body
- Gestures with the hands or body; such as flashing or mooning
- Remarks of a sexual nature about a person's clothing or body, about sexual activity, or about previous sexual experiences
- A display of graphic sexual material where others are not free to avoid it
- Display or transmission of sexually suggestive electronic content such as sexting or social media posts
- Sexual cartoons, pictures, messages, texts, notes, or tweets
- Terms of address such as ho, gay, retard, lesbo, or fag
- Physical assault

**Other Forms of Harassment:**

In addition to sexual harassment, Linn-Mar students and staff are also protected from harassing behaviors based on real or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or family status. Harassing acts may be treated as just cause for discipline or discharge. (See policy series 103 and 104 and policies 403.13-14)

**Consequences for the Student Harasser\*:**

Consequences for the student harasser include, but are not limited to:

- Verbal warning/reprimand

- Written warning/reprimand (entered into student's discipline file)
- Internal or external suspension
- Expulsion
- Referral to law enforcement agencies for appropriate action

*\*Some harassing behaviors are more severe than others and they may merit more severe and immediate consequences.*

**Responding to a Complaint:**

Any person who believes that they have been a victim of harassment by a student or employee of the district shall report the conduct immediately to a complaint manager, unless the informal resolution process is being used.

***Failure to report an unwelcome behavior does not mean the behavior was welcome.***

If the report is made verbally, the complaint manager shall document it in writing within 24 hours.

An investigation shall begin immediately, unless the informal resolution process is in place. The investigation may consist of personal interviews with the alleged victim(s), the alleged harasser(s), and others who may have knowledge of the incidents or circumstances that led to the complaint. The investigation may also consist of other methods and documents specified by the investigator. Within 10 working/instructional days, the complaint manager shall provide a written report to the alleged victim or parent/guardian, the alleged harasser or parent/guardian, and the superintendent. (See policy series 103 and 104 and policies 403.13-14)

**Informal Resolution of a Complaint:**

- Communicate to the harasser what you are feeling and that you expect the behavior to stop. You may do this verbally or in writing. If you do it in writing, make two copies. Ask a parent/guardian, or other trusted adult, to be your witness when you give one copy to the harasser.
- If the behavior is repeated, go to a person in authority. Give the person in authority written documentation of what