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## Educational Objectives

### Policy Title: Equal Educational Opportunity Code 105.1

*The following statement is to be published in written and electronic form in the district's official documents and on the 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 on the basis of race, creed, color, religion, gender, age (for employment), national origin, marital status (for programs), sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status (for programs). Further, the board affirms the right of all students and staff 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, please contact the district's Equity Coordinators:

Associate Superintendent Shannon Bisgard  
Phone: 319-447-3028 / Email: sbisgard@Linnmar.k12.ia.us

Chief Officer of Human Resources Karla Christian  
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  
Office Hours: 7:30 AM to 4:00 PM

The board 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 and state laws, executive orders, rules, and regulations pertaining to contract 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

Related Policy (Code #): 101.1; 400.1; 500.1

Legal Reference (Code of Iowa): 20 USC §§ 1221 et seq; 20 USC §§ 1681 et seq; 20 USC §§ 1701 et seq;  
29 USC § 206 et seq; 29 USC § 794; 42 USC §§ 2000d, 2000e;  
42 USC §§ 12101 et seq; 34 CFR Pt 100; 34 CFR Pt 104; §§ 216.6; 216.9;  
256.11; 280.3; 281 IAC 12



## **Regulations Regarding Equal Educational Opportunity Grievance Procedures**

**Code 105.1-R**

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:

Associate Superintendent Shannon Bisgard  
Phone: 319-447-3028 / Email: sbisgard@linnmar.k12.ia.us

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

Students, parents/guardians of students, employees, 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. 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 pre-requisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

### **Level One**

#### **Principal, Immediate Supervisor, or Chief Officer of Human Resources**

*(Informal and Optional – may be bypassed by the grievant)*

Employees with a complaint of discrimination based upon their race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status are encouraged to first discuss it with their immediate supervisor with the objective of resolving the matter informally.

An applicant for employment with a complaint of discrimination based upon their race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic 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 of a student with a complaint of discrimination based upon their race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator, or personnel contact person directly involved.

## **Level Two Compliance Officer**

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing with the district compliance officer (*Refer to Policy 105.1-E4*). The complaint will state 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 grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the compliance officer. **The grievant 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 compliance officer will investigate the complaint and attempt to resolve it. **This investigation may include requesting witnesses to provide a written statement as well as interviews with the complainant, respondent, and witnesses** (*Refer to Policy 105.1-E5*). A written report from the compliance officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint (*Refer to Policy 105.1-E6*).

## **Level Three Superintendent/Administrator**

If the complaint is not resolved at Level Two the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the compliance officer. The grievant may request a meeting with the superintendent. The superintendent may also request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints 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 Board**

If the grievant is not satisfied with the superintendent's decision the grievant can file an appeal with the board within five days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.



The Linn-Mar Community School District takes all grievance claims very seriously and will take steps to prevent the recurrence of any discrimination that may occur.

**The Compliance Officers are:**

Associate Superintendent Shannon Bisgard  
Phone: 319-447-3028 / Email: sbisgard@Linnmar.k12.ia.us

Chief Officer of Human Resources Karla Christian  
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  
Office Hours: 7:30 AM to 4:00 PM

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Adopted: 9/10  
Reviewed: 10/11; 9/16  
Revised: 4/13; 5/14; 7/17; 10/17  
Related Policy (Code #): 105.1; 105.1-E1-E3  
Legal Reference (Code of Iowa): §§ 216.6; 216.9; 256.11; 280.3



## Educational Objectives

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

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

- Agricultural-Science
- Business
- Design/Engineering/Materials
- Family/Consumer Sciences

Students, parents/guardians, employees and others doing business with or performing services for the Linn-Mar Community School District are hereby notified that the district does not discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status in admission or access to, or treatment in, its hiring and employment practices.

There is a grievance procedure for processing complaints of discrimination. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504, or *Iowa Code* § 280.3 is directed to contact the Equity Coordinators who have been designated by the school district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA § 504, and *Iowa Code* § 280.3 (2013).

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 socio-economic 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:

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Reviewed: 5/14; 9/16  
Revised: 7/17; 10/17



**Grievance Form for Complaints of Discrimination or Non-Compliance  
with Federal or State Regulations Requiring Non-Discrimination**

I, \_\_\_\_\_, am filing this grievance because

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*(Attach additional sheets, if necessary)*

Describe incident or occurrence as accurately as possible:

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*(Attach additional sheets, if necessary)*

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If student, name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Attendance Center: \_\_\_\_\_



## Educational Objectives

### **Policy Title: Continuous Notice of Non-Discrimination Code 105.1-E2 - NEW**

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 socio-economic 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:

Associate Superintendent Shannon Bisgard  
Phone: 319-447-3028 / Email: sbisgard@Linnmar.k12.ia.us

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

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2999 N 10th Street, Marion IA 52302  
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Office Hours: 7:30 AM to 4:00 PM

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Adopted: 10/17



## Grievance Documentation Form

**Code 105.1-E3**

Individual Alleging Discrimination or Non-Compliance:

Name \_\_\_\_\_

Grievance Date \_\_\_\_\_

State the nature of the complaint and the remedy requested.

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Indicate principal's or supervisor's response or action to above complaint.

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Signature of principal or supervisor \_\_\_\_\_

Reviewed: 5/14; 9/16

Deleted: 10/17



## Educational Objectives

### **Policy Title: Notice of Section 504 Student and Parental Rights Code 105.1-E3 - NEW**

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;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- 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;
- 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:

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## Educational Objectives

### Policy Title: Complaint Form Discrimination/Anti-Bullying/Anti-Harassment Code 105.1-E4-New

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(s): \_\_\_\_\_

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

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

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical or Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please specify below
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

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.

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



## Educational Objectives

### Policy Title: Witness Disclosure Form Code 105.1-E5-New

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(s): \_\_\_\_\_

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

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical or Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please specify below
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of incident witnessed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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Additional information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

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



## Educational Objectives

### Policy Title: Disposition of Complaint Form Code 105.1-E6-**New**

Date: \_\_\_\_\_

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

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

Date and Place of Alleged Incident(s): \_\_\_\_\_

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

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

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical or Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please specify below
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

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: \_\_\_\_\_ Date: \_\_\_\_\_



## INDEX OF POLICIES

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Updated: 7/13; 1/15; 4/16; 12/16; 8/17; 10/17



### **Policy Title: Objectives for Equal Educational Opportunities for Students Code 500.1**

This series of the board policy manual is devoted to the board's goals and objectives for assisting the students of the Linn-Mar Community School District in obtaining an education. Each student shall have an opportunity to obtain an education in compliance with the policies in this series.

It is the goal of the board to promote a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use the education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures every other student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, sex, creed, color, national origin, religion, marital status, sexual orientation, gender identity, disability, or socio-economic status. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the educational program, students shall treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

Board policies, rules, and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the school district.

The 500 series of board policy refers to the term *parents* in many of the policies. The term *parents*, for purposes of this policy manual, shall mean the legal parents or legal guardians. It shall also mean students who have reached the age of majority or are otherwise considered an adult by law.



Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed in writing to the district Equity Coordinators:

Associate Superintendent Shannon Bisgard  
Phone: 319-447-3028 / Email: sbisgard@Linnmar.k12.ia.us

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

Linn-Mar Community School District  
2999 North 10th Street, Marion, Iowa 52302  
Office Hours: 7:30 AM to 4:00 PM

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to: Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50319, (515) 281-5294, or the U.S. Department of Education, Office for Civil Rights Region VII, 8930 Ward Parkway, Suite 2037, Kansas City MO 64114, (816) 268-0550. This inquiry or complaint to the federal or state office may be done instead of or in addition to an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

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Adopted: 9/98  
Reviewed: 3/12; 7/13; 10/14; 10/17  
Revised: 5/11; 7/13; 1/15  
Related Policy (Code #): 104; 105.1; 105.1-R; 105.1-E1-E3



## Student Attendance

### Policy Title: Compulsory Attendance Code 501.1

Parents or guardians within the school district who have children over age six and under age 16 by September 15th in proper physical and mental condition to attend school will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days school is in session, in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of ~~87%~~ 90% of the approved calendar. Students not attending the minimum days must be exempted by this policy as listed below or referred to the county attorney.

Exceptions to this policy include children who:

- Have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma
- Are attending religious services or receiving religious instruction
- Are attending an approved or probationally approved private college preparatory school
- Are attending an accredited nonpublic school
- Are receiving competent private instruction

It is the responsibility of the parent/legal guardian of a child to provide evidence of the child's physical and mental inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal, or designee, will investigate the cause for a student's truancy. If they are unable to secure the truant student's attendance the principal, or designee, should discuss next steps with the executive director of student services. If after this referral the student is still truant **and all steps in Policy 501.12 *Truancy Unexcused Absences* have been met**, the student will be referred to the county attorney.

The school will participate in mediation if requested by the county attorney. The executive director of student services will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

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Adopted: 6/70

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

Revised: 5/11; 10/17

Related Policy (Code #): 500.1; 601.2

Legal Reference (Code of Iowa): §§ 239.5B; 259A; 279.10-11; Ch 299; 299A (2013); 441 AC 41.25(8)



## Student Attendance

### **Policy Title: Entrance Admissions Code 501.2**

Children in the school district community will be allowed to enroll in the district's regular education program beginning at age five. The child must be age five on or prior to September 15th to participate in the district's Kindergarten/Early Childhood Blended Program. The child must be age six on or prior to September 15th to begin the first grade of the education program.

The board shall require evidence of age and residency in the form of a birth certificate, or other evidence, before the student may enroll in the school district's education program. It shall be within the discretion of the superintendent to determine what is satisfactory evidence for proof of age and residency.

Prior to enrollment the parent/guardian must provide the administration with their child's health and immunization certificate. Failure to provide this information within the time period set by the superintendent shall be reason for suspension, expulsion, or denying admission to the student.

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Adopted: 6/70

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

Revised: 7/13

Related Policy (Code #): 500.1; 501.1

Legal Reference (Code of Iowa): §§ 139A.8; 282.1, .3, .6 (2013); 1980 Op Atty Gen 258



## STUDENT ATTENDANCE

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

The board shall have complete discretion to determine the boundaries for each attendance center, to assign students to the attendance center, and to assign students to the classrooms within the attendance center.

It shall be 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 shall consider the geographical layout of the school district, the condition and location of the school district facilities, the location of student population, possible transportation difficulties, 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.

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Adopted: 6/70

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

Revised: 8/06

Related Policy (Code #): 500.1; 501.1

Legal Reference (Code of Iowa): §§ 279.11; 282.7-8 (2013)



## Student Attendance

### **Policy Title: Student Attendance Records Code 501.4**

As part of the school district's records, the daily attendance of each student shall be recorded and maintained on file with the permanent records of the board secretary.

It shall be the responsibility of the principals to ensure that such reports are filed with the board secretary as the custodian of school records.

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Adopted: 6/70

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

Related Policy (Code #): 500.1; 501.1; 505.6

Legal Reference (Code of Iowa): §§ 294.4; 299 (2013); IAC 12.3(4)



## Student Attendance

### Policy Title: Resident Students Code 501.5

Children who are residents of the school district community will attend the school district without paying tuition.

The residence of a student means the place, abode, or dwelling of the student. Generally, the legal dwelling of minors is the same as their parents. However, a student may establish a dwelling with someone other than their parents and attend public school in the school district without paying tuition if the primary purpose for residing in the school district is not for the purpose of obtaining a free public education. Further, students who have reached the age of majority and who are still eligible to attend an Iowa secondary school may declare their residence independent of the residence of the parents.

Each case involving the bona fide residence of a student will be decided upon its individual merits by the superintendent.

Prior to knowingly enrolling an individual who is required to register as a sex offender under Iowa Code Chapter 692A, but who is otherwise eligible to enroll in the district, the board will determine the educational placement of the individual.

Upon receipt of notice that a student who is enrolled in the district is required to register as a sex offender under Chapter 692A, the board will determine the educational placement of the student.

The tentative agenda for the meeting of the Board of Directors at which the board will consider such enrollment or educational placement shall specifically state that the board is considering the enrollment or educational placement of an individual who is required to register as a sex offender under Chapter 692A. If the individual is denied enrollment in the district under this section, the school district of residence shall provide the individual with educational services in an alternative setting.

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Adopted: 6/70

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

Revised: 9/98; 8/17

Related Policy (Code #): 500.1; 501.1

Legal Reference (Code of Iowa): Lakota Cons Ind School v Buffalo Center-Rake Community School; 334 NW2d 704 (Iowa 1983); Mt Hope SD v Hendrickson; 197 NW 47 (Iowa 1924); Oshel vs Creston CSD; DPI Admin Doc 570 (1981); 33 DPI Dec Rule 80 (1984); §§ 257.6; 282.1-2; 282.6-7; 282.9; 285.4 (2013); 1956 Op Atty Gen 185; 1946 Op Atty Gen 197; 1938 Op Atty Gen 69; 1930 Op Atty Gen 147



## Student Attendance

### Policy Title: Non-Resident Students Code 501.6

Students who are eligible to attend an Iowa public school but who are not legal residents of the school district may be admitted into the school district at the discretion of the superintendent, upon application and payment of tuition. The tuition rate shall be the current, per/pupil cost of the school district as computed by the board secretary and as authorized by the Iowa Department of Education.

Resident students whose families move from the school district after the start of a semester and who wish to complete the semester in the school district may be permitted to attend without the payment of tuition at the discretion of the superintendent and approval of the board. Students who plan to open enroll to the non-resident district may complete the school year without approval of the superintendent or board. These students, other than students in grades 11 and 12, must have the recommendation of the principal.

Students in grades 11 or 12, who are no longer residents of the school district but were residents in the preceding school year may continue to attend school until they graduate without the payment of tuition. These students may be required to identify an adult guardian who resides in the school district for the purposes of administration.

Non-resident students who are eligible to attend an Iowa public school and who have evidence they will become legal residents of the school district prior to October 1st may be allowed to attend without the payment of tuition.

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Adopted: 6/70

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

Revised: 7/13

Related Policy (Code #): 500.1; 501.1

Legal Reference (Code of Iowa): §§ 257.6; 282.1-2, .6-7, .24 (2013); Lakota Cons Ind School vs Buffalo Center-Rake CSD, 334 NW 2d 704 (Iowa 1983); Mt Hope SD vs Hendrickson, 197 NW 47 (Iowa 1924); Oshel vs Creston CSD, DPI Admin Doc 570 (1981)





## Student Attendance

### **Policy Title: Foreign Exchange Students Code 501.7**

Qualified foreign exchange students may be enrolled and attend school without charge if they are recommended by the high school building principal and reside within the boundaries of this district.

It is the responsibility of the superintendent, or designee, to review and approve organizations that wish to place foreign exchange students in the high school.

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Adopted: 6/70

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

Revised: 8/02

Related Policy (Code #): 500.1; 501.1



## STUDENT ATTENDANCE

### **Policy Title: Student Transfers In Code 501.9**

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district.

The school district will request the student's cumulative records from their previous school district. If the student cannot offer proof of grade level the superintendent, or designee, will make the grade level determination. The superintendent, or designee, may require testing or other information to determine the grade level. Students expelled or suspended from their previous school district will only be enrolled after approval of the board.

The superintendent, or designee, will determine the amount of credits to be transferred. If the student has not previously attended an accredited school it is within the superintendent's discretion to accept or reject credits or grades.

The board may deny admission if the student is not willing to provide them with the necessary information.

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Adopted: 11/92

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

Revised: 8/06

Related Policy (Code #): 500.1; 501.1

Legal Reference (Code of Iowa): §§ 139.9; 282.1, .3-4; Ch 299A (2013); 20 USC § 1232g (2010)



## Student Attendance

### Policy Title: Student Transfers Out or Withdrawals Code 501.10

If the student's parents/legal guardians wish to withdraw or transfer their student out of school prior to completing and graduating from the education program they shall notify the **associate** superintendent, or designee, in writing as soon as possible of their decision. ~~The student or parents/legal guardians should present a written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc.~~ **The parents/legal guardians should also notify the student's attendance center of their decision to transfer their student out of the district.**

The notice shall state the student's final day of attendance. If the student is not enrolling in another school district, the district shall maintain the student's records in the same manner as the records of students who have graduated from the district.

If the parents/legal guardians wish to have the student's cumulative records sent to the new school district they shall notify the ~~superintendent, or designee,~~ **student's attendance center** in writing. This notice shall include the name of the **receiving** school district and the person at the new district to whom the student's cumulative records should be sent. If the new school district requests the student's cumulative records, the ~~school district~~ **student's attendance center** will forward the cumulative records and notify the parents/legal guardians the records have been sent. The notice shall inform the parents/legal guardians of their right to review the records that are to be sent.

If the student is of compulsory education age and not transferring to another public school district or an accredited nonpublic school, the parents/legal guardians shall notify the **associate** superintendent, or designee, that the student is receiving competent private instruction and file the necessary competent private instruction reports.

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Adopted: 9/98

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

Revised: 8/06; **10/17**

Related Policy (Code #): 501; 506; 604.1

Legal Reference (Code of Iowa): §§ 274.1; 2991.-1A (2013); 20 USC § 1232g (2012)



## 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/legal guardians 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 shall 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.

Students whose absences are approved shall make up the schoolwork missed and receive full credit upon completion. It shall 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 shall be the responsibility of the parents/legal guardians 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 shall be the responsibility of the superintendent, in conjunction with principals, to develop administrative regulations regarding this policy.

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Adopted: 9/98

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

Related Policy (Code #): 500.1; 501.1

Legal Reference (Code of Iowa): §§ 294.4; 299 (2013); 281 IAC 12.3(4)



## Student Attendance

### **Policy Title: Truancy/Unexcused Absences Code 501.12**

Regular attendance by the students at school is essential for them to obtain the maximum opportunities from the education program. Parents/legal guardians 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.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the school board. Truancy is the act of being absent without a reasonable excuse. These absences shall 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 shall be 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, shall 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 his/her designee. If after administrative action the student is still truant, the principal shall refer the matter over to the county attorney.

The school district will participate in mediation if requested by the county attorney. The superintendent, or designee, shall 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 shall be the responsibility of the superintendent, in conjunction with the building principals, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be taken for truancy.

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Adopted: 9/98

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

Revised: 9/09

Related Policy (Code #): 500.1; 501.1

Legal Reference (Code of Iowa): §§ 294.4; 299 (2013); 281 IAC 12.3(4)



## Student Attendance

### **Policy Title: Student Release During School Hours Code 501.13**

Students in grades 11 and 12 may be allowed to leave the school district facilities with parental permission when they are not scheduled to be in class. Students who violate school rules may have this privilege suspended.

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

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Adopted: 9/98

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

Revised: 9/09

Related Policy (Code #): 500.1; 501.1

Legal Reference (Code of Iowa): § 294.4 (2013); 281 IAC 12.3(4)



## Student Attendance

### **Policy Title: Students of Legal Age Code 501.14**

Students who have attained legal age may continue the education program without payment of tuition as long as they are eligible to attend an Iowa public school and are residents of the school district.

Parents/legal guardians will be allowed to access and view the student's records without written permission from the student if the student is still a dependent for tax purposes. In most cases, with the discretion of the principal or the superintendent the student will be able to make decisions and sign documents rather than requiring parental permission or signature.

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Adopted: 9/98

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

Related Policy (Code #): 500.1; 501.1

Legal Reference (Code of Iowa): §§ 22; 282.2, .6-7; 285.4; 599.1; 622.10 (2013); 281 IAC 12.3(6);  
20 USC § 1232g (2012)





## Student Attendance

### **Policy Title: Homeless Children and Youth Code 501.15**

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment, and eliminate existing barriers to their receiving an education which may exist in district policies or practices.

The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Associate Director of Student Services.

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Adopted: 9/98

Reviewed: 4/11; 3/12; 10/14; 1/15; 10/17

Revised: 7/13; 12/16

Related Policy (Code#): 501; 501.15-R; 503.3; 506; 507.1; 603.3; 711.1

Legal Reference (Code of Iowa): 42 USC §§ 11431 et seq (2012); 281 IAC 33 No Child Left Behind,  
Title X, Sec 722, PL 107-110 (2004)



## Administrative Regulations Regarding Homeless Children and Youth

**Code 501.15-R**

The district shall make reasonable efforts to identify homeless children and youth within the district, encourage their enrollment in school, eliminate existing barriers in district policies and procedures which may serve as barriers to their enrollment, and ensure that homeless children and youth have equal access to the same free public education including public preschool education as provided to other children and youth.

### **Definitions:**

Unaccompanied youth means youth not in the physical custody of a parent or guardian including youth living in runaway shelters; abandoned buildings, cars, on the streets, or in other inadequate housing; youth denied housing by their families; and school-age, unwed mothers living in homes for unwed mothers who have no other housing available.

Homeless children and youth means individuals from ages 3 through 21 who lack a fixed, regular, and adequate nighttime residence including children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (referred to as doubled up);
- Living in motels, hotels, trailer parks, or campgrounds due to the lack of alternative, adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Children and youth who have a primary, nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

*Children or youth that are incarcerated or in foster care are not considered homeless.*

School of origin means the school that the homeless child or youth attended when permanently housed or the school in which the homeless child was last enrolled.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school the board shall:

- Designate the Associate Director of Student Services as the local homeless children and youth liaison (319-730-3663);

- Provide training opportunities for staff so they may help identify and meet the needs of homeless children and youth;
- Remove barriers; including those associated with fees, fines, and absences to the identification, enrollment, retention, attendance, and/or success in school for homeless children and youth;
- Ensure collaboration and coordination with other service providers;
- Ensure transportation is provided in accordance with legal requirements;
- Provide school stability in school assignment according to the child's best interest;
- Ensure the privacy of student records as provided by applicable law including information about a homeless child or youth's living situation;
- Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
- Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

The superintendent, or designee, may develop an administrative process or procedures to implement this policy.

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Adopted: 8/06

Reviewed: 4/11; 3/12; 7/13; 10/17

Revised: 1/15; 12/16

Related Policy (Code#): 501.1; 501.15; 504.1; 505.3; 505.6; 602.5; 701.1

Legal Reference (Code of Iowa): 20 USC § 6301; 42 USC § 11302;  
42 USC §§ 1431 et seq; 281 IAC 33



## Behavior and Discipline

### Policy Title: Student Conduct Code 502.1

#### **Board Philosophy**

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, and presents a threat to the health and safety of students, employees, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their developmental age level with respect and consideration for the rights of others while:

- On district property or on property within the jurisdiction of the school district;
- On school-owned and/or operated school or chartered vehicles;
- Attending or engaged in school activities; and
- Away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the school district.

All employees of the district shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct which have been or may hereafter be established. Emphasis shall be placed upon the growth of the student in his/her ability to discipline himself/herself.

#### **Student Behavior**

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program, conduct which disrupts the orderly and efficient operation of the school district or school activity, conduct which disrupts the rights of other students to obtain their education or participation, conduct that is violent or destructive, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include but are not limited to removal from the classroom or school-related situation, detention, suspension, probation, and expulsion.

Consequences for misconduct will be fair and developmentally appropriate.

#### **Assault Against an Employee**

A student who commits an assault against an employee on district property or on property within the jurisdiction of the school district, while on school-owned or school-operated chartered vehicles, or while attending or engaged in school district activities **shall may** be suspended by the principal. Notice of the suspension shall be sent to the superintendent who shall review the suspension to determine whether to recommend further sanctions against the student, which may include expulsion.

Assault for purposes of this section of this policy is defined as:

- An act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting, or offensive coupled with the apparent ability to execute the act; or
- Any act of intentionally pointing any firearm or dangerous weapon toward another or displaying in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social, or other activity not in itself criminal when the act is a reasonably foreseeable incident of such sport or activity and does not create an unreasonable risk of serious injury or breach of the peace.

### **Types of Administrative Discipline**

Removal from the classroom or school-related situation means a student is subject to discipline by the responsible administrator. It shall be within the discretion of the administrator, or designee, to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on non-school days. Whether a student will serve detention and the length of the detention shall be within the discretion of the licensed employee disciplining the student or the building principal or designee.

Suspension means either an in-school suspension, an out-of-school suspension with a restriction from activities, a restriction from activities, or loss of eligibility administered by the principal or designee.

In-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed 10 consecutive school days.

Out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed 10 school days.

Restriction from school activities means a student will attend school, classes, and practice but will not participate in school activities.

Administrative suspension shall be the removal of a student by an administrator from the immediate area to a safe zone until further administrative review can be conducted.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

Expulsion means an action by the Board to remove a student from the school environment which includes but is not limited to classes and activities for a period of time set by the Board not to exceed one calendar year plus the completion of the current school year.

### **Special Education Discipline**

Following the suspension of a special education student an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If during a calendar school year a special education student's suspensions either in or out of school equal 10 school days on a cumulative basis, an IEP team shall meet to review the current IEP and determine whether the student is appropriately placed.

### **Regulations**

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

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Adopted: 6/70

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

Revised: 7/13; 12/16; 10/17

Related Policy (Code#): 501.1, 502.1-R; 503.1; 602.5

Legal Reference (Code of Iowa): §§ 279.8; 282.3; 282.4-5; 708.1; 281 IAC 12.3(6)



## **Administrative Regulations Regarding Student Conduct Procedures and Due Process**

### **Code 502.1-R**

The constitutional rights of individuals assure the protection of due process of law, therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Linn-Mar Community Schools. These regulations are not intended to outline specific rules regarding misconduct for which a student could be suspended, but instead to provide the framework for a fair and orderly method of handling all problems of misconduct.

Law enforcement may be notified depending on the severity or danger of the situation including the threat to physical safety of others or the student and in cases where the student's behavior cannot be physically controlled by administration.

### **Due Process**

Due process procedures include the right of the student to:

1. Be given oral and/or written notice of the charges;
2. Be given the opportunity to admit or deny such charges;
3. Be given an explanation of the evidence against the student if he/she denies the charges; and
4. Be given an opportunity to explain the situation.

The principal, or designee, at their discretion may allow a student to confront witnesses against the student or present witnesses on behalf of the student.

As appropriate to the age of the student, the administration will make an effort to notify parents/legal guardians of disciplinary due process when warranted.

### **Statement of Rules - Administrative Action**

**Probation** is the conditional suspension of a penalty for a set period of time and may include conditional attendance during a trial period. Probation may be imposed by the principal, or designee, for infractions of school rules which do not warrant the necessity of removal from school. The following procedures shall be followed:

- The principal or other person in charge of the attendance center shall conduct an informal investigation of the allegations against the student prior to imposition of probationary status. The investigation will include but not be limited to written or oral notice to the student of the allegations against the student and an opportunity to respond. Probationary status will not be imposed for a period longer than 10 school days.
- Should the student breach the conditions imposed for probation the student may be removed from academic or extra-curricular privileges or have more severe penalties such as suspension imposed. An investigation similar to that of the informal investigation above shall be made to determine whether the condition imposed has been breached.
- Written notice and reasons for the probation shall be sent to the student's parents/legal guardians.

**In-School Suspension** is the temporary isolation of a student from one or more classes while under proper administrative supervision. In-school suspensions may be imposed by the principal, or designee, for infractions of school rules which are serious but which do not warrant the necessity of removal from school.

- The principal, or designee, shall conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include but not be limited to written or oral notice to the student of allegations against the student and an opportunity to respond. In-school suspension shall not be imposed for a period longer than 10 school days. Written notice and reasons for the in-school suspension shall be sent to the student's parents/legal guardian.
- Under no circumstances may more than one administrative suspension be imposed upon a student for the same set of facts.
- Parents/legal guardians must direct the first appeal to the administrator issuing the suspension.

**Out-of-School Suspension** is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.

- A student may be suspended for up to 10 school days by a principal, or designee, for violation of school rules or repeated infractions of school rules, regulations, policy, or the law or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school. The principal, or designee, may suspend the student after conducting an investigation of the allegations against the student, giving the student oral or written notice of allegations against the student, and the opportunity to respond. Due process procedures will be followed prior to the suspension of the student.
- At the principal's, or designee's, discretion the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.
- Nothing should prevent the immediate suspension of a student when the student's continued presence on school grounds would endanger the student's safety or well-being, the safety or well-being of other members of the school community, or substantially interfere with the proper functioning of the school. In the instance of an immediate suspension a hearing will be held within three days to determine future action. Such a hearing will be organized by the principal, or designee, and will be conducted following intent of the process defined above. In the event the suspension occurred prior to the hearing the person responsible shall document the basis of the necessity for such action.
- Notice of the out-of-school suspension shall be mailed to the student's parents/legal guardians no later than the end of the school day following the suspension. A notice may be sent to the superintendent and president of the board. A reasonable effort shall be made to personally notify the student's parents/legal guardians and the person making or attempting to make the contact shall document such effort.
- Under no circumstances may more than one administrative suspension be imposed upon a student for the same set of facts.
- Parents/legal guardians must direct the first appeal to the administrator issuing the suspension.
- Written notice to the parents/legal guardians shall include the circumstances which led to the suspension of the student.



**Administrative Suspension from School for an Indefinite Time** occurs when the length of the student's disciplinary suspension cannot be determined at the time of the incident, depending on the severity of the incident, extenuating circumstances involving the student's well-being or that of other students or staff, or the administration's access to all of the facts having bearing on the determination of the discipline.

- When the principal or other person in charge of the attendance center deems it necessary, a suspension from school may be made for an indefinite period of time not to exceed 10 school days with reinstatement conditioned upon a joint conference between school authorities and parents/legal guardians and/or upon the provision of evidence of counseling or intervention. In such instances the principal, or designee, shall, prior to the suspension, make known to the student the allegations against him/her and allow the opportunity for the student to respond. The principal will notify the parents/legal guardians no later than the end of the school day following the day that the indefinite suspension was imposed. A reasonable effort shall also be made to notify the student's parents/legal guardians by telephone or personal contact, and the person making or attempting to make the contact shall document such effort.
- Parents/legal guardians of students so suspended may make an appointment to meet with school administrators at the earliest possible time. At the conclusion of such conference the school administration shall determine when the student will be reinstated and under what conditions. A student may be reinstated within 10 school days.

### **Suspensions and Special Education Students**

- Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). A manifestation determination of the behavior will be completed by the IEP team. At the team meeting the IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.
- Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.
- Law enforcement may be notified depending on the severity or danger of the situation including the threat to physical safety of others or the student and in cases where the student's behavior cannot be physically controlled by administration.

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Adopted: 6/8

Reviewed: 5/11; 3/12; 10/14; 1/15; 12/16; 10/17

Revised: 7/13

Related Policy (Code #): 502.1



## Behavior and Discipline

### Policy Title: Expulsion Code 502.2

Only the board may expel a student from the school environment. The removal of a student from the school environment, which includes but is not limited to classes and activities not exceeding one year plus end of the current school term, is an expulsion from school.

Students may be expelled for violations of board policy. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student. Condition of re-admission of the student shall be designated by the board at the time of the expulsion decision. **When appropriate, the board will receive status updates on expelled students.** The principal shall keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board the student shall be provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies, unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and
5. The decision of the board in writing.

In addition to these procedures, a special education student must be provided with additional procedures prior to an expulsion hearing. A determination should be made whether the student's behavior is caused by the student's disability or whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent/legal guardian and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

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Adopted: 6/70

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

Revised: 7/13; 10/17

Related Policy (Code #): 502.1

Legal Reference (Code of Iowa): §§ 21.5; 282.3-5 (2013); 281 IAC 12.3(8)



## **Administrative Regulations Regarding Student Expulsion Procedures**

**Code: 502.2-R**

The constitutional rights of individuals assure the protection of due process of law, therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Linn-Mar Community Schools. This document is not intended to outline specific rules regarding misconduct for which a student could be expelled, but instead to provide the framework for a fair and orderly method of handling all problems of misconduct.

### **Board Action**

1. The board may, by a majority vote, expel any student from school for a violation of the rules and regulations approved by the board or when the presence of the student is detrimental to the best interests of the school.
2. Upon the recommendation of the superintendent, or designee, the board may expel a student for violation of school rules or repeated infractions of school rules, or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school.
3. The superintendent, the student, or his/her representative may request a hearing before the board. This hearing may be in closed session at the request of the student and/or the student's parents/legal guardians.

### **Hearing Procedures**

1. A written statement of the alleged misconduct given as grounds for the proposed board expulsion will be given to the student's parents/legal guardians at least five calendar days before the hearing. Such statement will include the names of the school officials and teachers having knowledge of the proposed reasons for board expulsion. The written statement will be accompanied by a copy of the board policy and rules pertaining to procedures for board expulsion of students.
2. A written notice will be sent by certified mail to the student's parents/legal guardians at least three days before the hearing. This notice shall contain the date, time, and place of the hearing. This provision may be waived by written agreement of the parties.
3. If the parents/legal guardians of a student cannot be notified or cannot be present at the hearing because of extenuating circumstances and request a postponement, the board may postpone the hearing until the parents/legal guardians are notified and available to be present. Such requests for postponement should be made at least 48 hours prior to the scheduled hearing time.
4. If the student, their parents or legal guardians, or representative do not request postponement for cause and are not present at the time and place scheduled in the hearing notice the hearing shall proceed without them. In such an event, the record will show a factual determination by the board that sufficient and proper notice was given the parties and no postponement was requested.
5. Permission will be granted for the appearance of counsel or other representation.
6. The opportunity will be granted prior to the hearing for the student or their representative to examine copies of documents to be used as evidence. Permission will be granted for the student or their representative to discuss the matter with administrators, teachers, and other witnesses.
7. The superintendent, or designee, shall present evidence in behalf of the recommendation. An attorney hired by the board may not, at the same time, present evidence and advise the board.

8. Witnesses at the hearing or persons whose testimony has been submitted in written form, if available, shall be subject to cross-examination by any party as is necessary for a full and true disclosure of the facts.
9. The opportunity will be granted for the student or their counsel to present the student's version or refutation of the allegations through documents and witnesses. If the student refuses to testify they shall not be punished for refusal to testify, nor shall such refusal in any way be construed as an admission of guilt.
10. The board's decision will be based solely upon evidence introduced at the hearing.
11. Within 10 calendar days of the hearing the board will mail, or have delivered to the student and their parents/legal guardians, a written statement of the board's decision and the factual basis for it.
12. A verbatim record of the hearing shall be made by mechanized means or shorthand reporter. Such record shall be kept by the district for a minimum of one year and shall be made available to the student or their parents/legal guardians upon request and at a reasonable cost.
13. Nothing contained in paragraph A through L shall prevent the immediate board expulsion of a student when the student's continued presence on the school grounds would endanger their safety or well-being, the safety or well-being of other members of the school community, or substantially interfere with the proper functioning of the school. In the instance of an immediate board expulsion, a hearing will be held within 10 days to determine future action. Such a hearing will be conducted in the spirit of due process envisioned in paragraphs A through L.

### **Conditions for Readmission**

The board may consider and, by majority vote of those present, grant readmission to a student suspended by board action at any time and upon any condition it may determine or may designate the authority for readmission to an administrator at the time of the expulsion decision. A decision adverse to the student may be appealed under Chapter 290, Code of Iowa.

Students, parents/legal guardians, and faculty will be regularly informed of school rules regarding student behavior and discipline.

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Adopted: 6/80

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

Revised: 7/13

Legal Reference (Code of Iowa): 282.4, 282.5, 279.8



## Behavior and Discipline

### **Policy Title: Prohibition of Tobacco/Nicotine, Alcohol, and Drugs Code 502.3**

The board prohibits the distribution, dispensing, manufacturing, possession, use, or being under the influence of alcohol, tobacco/nicotine, other controlled substances, or look alike substances that appear to be tobacco/nicotine, alcohol, or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment and present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase, or being in possession of cigarettes, tobacco/nicotine, or tobacco products for those under the age of 18 may be reported to the local law enforcement authorities. Possession, use, or being under the influence of alcohol and/or a controlled substance or drug not prescribed to the user or distributor may also be reported to the local law authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

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

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Adopted: 6/70

Reviewed: 3/12; 10/14; 10/17

Revised: 5/11; 7/13; 1/15

Related Policy (Code #): 502.1; 502.2

Legal Reference (Code of Iowa): §§ 123.46, 124, 279.8-9; 453A (2013); 281 IAC 12.3(9); .5(3)(e); .5(5)(e), .5(21)



## **Administrative Regulations Regarding Enforcement of Prohibition of Tobacco/Nicotine, Alcohol, and Drugs**

**Code 502.3-R**

Administrative regulations enforcing *Policy 502.3 Prohibition of Tobacco/Nicotine, Alcohol, and Drugs* includes three components: prevention, intervention, and discipline.

### **Prevention**

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through 12 which addresses the legal, social, and health consequences of tobacco/nicotine, drug, and alcohol use and which provides information about effective techniques for resisting peer pressure to use tobacco/nicotine, drugs, and alcohol.
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

### **Intervention**

- Information about drug and alcohol counseling, rehabilitation, and re-entry programs available to students.
- An expectation that students may be required to successfully complete an appropriate rehabilitation program if involved in substance abuse behaviors.

### **Discipline**

- A clear statement that disciplinary sanctions up to and including suspension or expulsion, and referral for prosecution that will be imposed on students who violate the policy.
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required.
- Notification to parents and students that compliance with the standards of conduct is mandatory.

The board believes it must do everything within its jurisdiction to ensure the safety and well-being of students. Therefore, the administration of the district will work cooperatively with law enforcement officials, including the Police Department and the Police Department Canine Unit, within the utmost authority of the law to prohibit the use of tobacco/nicotine, alcohol, and drugs. The canine unit may include searches of automobiles, searches of lockers, classroom searches, and/or buildings.

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Adopted: 9/98

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

Revised: 5/11; 7/13



## Behavior and Discipline

### Policy Title: Search and Seizure Code 502.4

School district property is held in public trust by the board. School district authorities may, without a search warrant, search a student; student lockers; personal effects; desks; work areas; or student vehicles based on a reasonable suspicion that a board policy, school rule, or law has been broken. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk, or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include but are not limited to non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district, while on school owned and/or operated school or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement authorities.

The board believes that such illegal, unauthorized, or contraband materials cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district and are prohibited.

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

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Adopted: 7/80

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

Revised: 10/06; 9/09

Legal Reference (Code of Iowa): US Const Amend IV; New Jersey vs TLO; 469 US 325 (1985); Cason vs Cook; 810 F.2d 188 (8<sup>th</sup> Cir 1987); Cert Den; 482 US 930 (1987); Ch 808A (2013); 281 IAC 12.3(6)



## **Administrative Regulations Regarding Search and Seizure**

**Code 502.4-R**

### **Searches in General**

Reasonable and Articulable Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating board policy or the law.

Reasonable suspicion may be formed by considering factors such as the following:

- Eyewitness observations by employees;
- Information received from reliable sources;
- Suspicious behavior by the student; or
- The student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- Age of the student;
- Gender of the student;
- Nature of the infraction; and
- The urgency requiring the immediate search without delay.

### **Types of Searches**

#### Personal Searches

A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated board policies or the law.

Personally intrusive searches will require more compelling circumstances to be considered reasonable.

- **Pat-Down Search**: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same gender as the student and with another adult witness of the same gender, when feasible, present for the search.
- A more intrusive search, short of a strip search, of the student's person or personal effects is permissible in emergency situations when the health or safety of students, employees, or visitors is threatened. Such a search may only be conducted in private by a school official of the same gender as the student, with an adult of the same gender present, unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.



### Locker and Desk Inspections

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations or privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

### Automobile Searches

Students are permitted to park on school premises as a matter of privilege not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

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Adopted: 7/87

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

Revised: 9/09; 7/13



## Search and Seizure Checklist

**Code 502.4-E**

What factors caused you to have a reasonable suspicion that the search of this student or the student's effects, locker, or automobile would turn up evidence that the student has violated or is violating the law, board policy, or school rules?

### **Eyewitness Account:**

- By whom: \_\_\_\_\_
- Date/Time: \_\_\_\_\_
- Place: \_\_\_\_\_
- What was seen: \_\_\_\_\_

### **Information from a Reliable Source:**

- From whom: \_\_\_\_\_
- Time received: \_\_\_\_\_
- How information was received: \_\_\_\_\_
- Who received the information: \_\_\_\_\_
- Describe information: \_\_\_\_\_

### **Suspicious Behavior:**

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Student's Past History:**

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time of search: \_\_\_\_\_

Location of search: \_\_\_\_\_

Student told purpose of search: \_\_\_\_\_

Consent of student requested: \_\_\_\_\_

Parent/Guardian contact (date, time, mode): \_\_\_\_\_

**Was the search conducted reasonable in terms of scope and intrusiveness?**

- What was searched for: \_\_\_\_\_
- Gender of student: \_\_\_\_\_
- Age of student: \_\_\_\_\_
- Exigency of the situation: \_\_\_\_\_
- What type of search was conducted: \_\_\_\_\_
- Who conducted search: \_\_\_\_\_
- Title: \_\_\_\_\_ Gender: \_\_\_\_\_
- Witness(s): \_\_\_\_\_  
\_\_\_\_\_

**Explanation of Search:**

Describe the time and location of the search: \_\_\_\_\_  
\_\_\_\_\_

Describe exactly what was searched: \_\_\_\_\_  
\_\_\_\_\_

What did the search yield: \_\_\_\_\_

What was seized: \_\_\_\_\_

Was anything turned over to law enforcement, if so what: \_\_\_\_\_  
\_\_\_\_\_

Were parents/guardians notified of the search including the reason scope? \_\_\_\_\_  
\_\_\_\_\_

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Adopted: 8/02

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

Revised: 10/06



## Behavior and Discipline

### **Policy Title: Co/Extra-Curricular Conduct Policy Code 502.5**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetime.

Students who participate in co/extra-curricular activities serve as ambassadors of the school district throughout the calendar year whether away from school or at school. Students who wish to have the privilege of participating in co/extra-curricular activities must conduct themselves in accordance with board policy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violations of the co/extra-curricular conduct policy.

It shall be the responsibility of the superintendent in conjunction with principals to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

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Adopted: 3/84

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

Revised: 11/06; 7/13

Related Policy (Code #): 502.1; 502.5-R1; 502.5-R2; 502.5-R3; 504.9

Legal Reference (Code of Iowa): §§ 280.13-13A (2013); 281 IAC 12.3(8); 36.15(1)



## **Administrative Regulations Regarding Co/Extra-Curricular Conduct for Students**

**Code 502.5-R1**

Co/extra-curricular activities in the context of this policy include all school sponsored activities other than the regular classroom and laboratory experiences. All approved school activities, clubs, organizations, athletic programs, and intramural competitions are considered co/extra-curricular activities.

Participation in co/extra-curricular activities is considered a privilege by the Linn-Mar Community Schools. Proper student conduct in these activities, whether on school grounds or away from school, is expected and must coincide with the rules of the school.

Violations of school rules can result in a student being suspended from the activity, removed from the activity permanently, and/or referred to law enforcement agencies.

The director of the co/extra-curricular activity will establish and make known rules of conduct and regulations for the students participating in the activity. The rules of conduct shall be approved by the building principal or designee. Said rules shall be in writing and given to each student in the particular activity prior to their membership or involvement with the activity. Additional rules of conduct may be established and made known during the school year. The director of co/extra-curricular activity may declare a student ineligible whose conduct is contrary to and in violation of the established rules and regulations.

A student may contest the declaration of the ineligibility by the director or school administration to the building principal. Appeal must be submitted in writing and within 48 hours of the declaration.

An adverse decision of the building principal may be appealed to the superintendent of schools. This appeal shall be within seven days of receipt of the principal's decision.

In the event of an adverse decision by the principal and superintendent the eligibility may be appealed to the Board of Education. This appeal shall be within seven days of receipt of the decision from the superintendent.

### **Good Conduct Rule for Transfer Students**

Any student declared ineligible under their prior school district's good conduct rule and then, without having completed the full period of ineligibility at that school, transfers to Linn-Mar will not be eligible for participation in co/extra-curricular activities at Linn-Mar until the full period of ineligibility has been completed. Once that period of ineligibility has been completed the student is then immediately eligible for participation in co/extra-curricular activities at Linn-Mar as far as any good conduct rule is concerned.

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Adopted: 3/84

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

Revised: 7/13



## **Administrative Regulations Regarding Co/Extra-Curricular Conduct Policy**

**Code 502.5-R2**

### **Philosophy**

We believe the Linn-Mar co/extra-curricular program is an extension of a balanced educational program that allows students the opportunity to apply knowledge and skills learned in school to real life situations. It is through this interaction and systematic guidance of students in their every day environments that we can provide first-hand experiences, test their skills, provide successes, and offer an effective means to prepare students for a total growth. Co/extra-curricular activities all contribute to the total growth of a young person provided these activities are conducted from a balanced educational perspective. The educational challenge is to provide a student the opportunity to learn how to learn.

Co/extra-curricular activities serve many purposes. The benefits of a well-directed co/extra-curricular program are far reaching. Each activity should strive to achieve the following goals:

1. Develop school spirit
2. Provide service to the school
3. Help students develop a feeling of competency
4. Provide opportunities to develop social skills
5. Provide opportunities for social mobility
6. Provide for informal interaction between faculty members, students, and parents
7. Provide training in citizenship and foster leadership
8. Provide opportunities for self-expression
9. Help students develop worthwhile activities for their leisure time
10. Provide opportunities for recreation
11. Provide information on vocations/careers and other topics of interest
12. Promote healthy and productive lifestyles

### **Co/Extra-Curricular Conduct Policy**

Linn-Mar co/extra-curricular programs are completely voluntary programs. No student is obligated to take part in co/extra-curricular school activities. Participation is not required for advancement or graduation. Furthermore, school boards have the authority to adopt good conduct rules (Board of Directors of the Independent School District of Waterloo vs Green, 147 NW 2d 854, 1967). The basis of good conduct rules may apply to co/extra-curricular activities beyond athletics (Bunger vs Iowa High School Athletic Association, 197 NW 2d 555, Iowa 1972).

Co/extra-curricular participants in athletics, forensics, dramatics, or other interscholastic activities play a somewhat different role at school. Leadership brings additional responsibility and more is expected of participants in order to be eligible for their particular activity.

According to Linn-Mar board policy 502.5, proper student conduct in these activities whether on school grounds, away from school during the school year, or in the summer is expected and must coincide with the rules of the school.

Parents/Legal Guardians: By signing the Co/Extra-curricular Information Form you are indicating you have read and understood the following:

1. I am aware of the inherent risks of potentially serious injury while participating in school co/extra-curricular activities. In light of these potential risks, I give my child permission to participate.
2. I understand that certain co/extra-curricular activities require, by state and local rule, that participants have a physical examination completed by an MD, DO, DC, or approved nurse practitioner and on file with the school health services office prior to participation in a sport or activities.
3. I understand that there is no school insurance to provide protection to my child during any phase of their participation in co/extra-curricular activities. All participants in co/extra-curricular activities should have some type of health/accident coverage or purchase an alternate student insurance policy available through the district.
4. I give permission for an authorized school official to obtain medical attention for my child in case of injury or illness.
5. I give consent for my child to engage in school approved co/extra-curricular activities as a representative of the school.
6. I give consent for my child to accompany the school approved co/extra-curricular group on school sponsored transportation to both in and out-of-town co/extra-curricular activities. Transportation home, other than school sponsored transportation, may only be approved by the sponsor or coach if the parent of the child is present.
7. I give consent for my child to travel to and from school approved co/extra-curricular activities by means other than a school vehicle when school transportation is unavailable or impractical. I also waive the responsibility of the school district when my child is being transported by other than a school vehicle and/or drivers other than school personnel to or from a school sponsored activity.
8. I am aware that there are board policies and a board approved student handbook that contains certain regulations for academic eligibility, attendance in school, behavior both in and out of school, and rules concerning the possession, distribution or use of alcohol, drugs and tobacco/nicotine. I understand that school administration may suspend or expel my child from co/extra-curricular activity for failure to abide by these regulations. I also understand that each activity may have additional rules for participation.
9. I understand that some activities require fees, such as uniform and rental fees.
10. I understand that academic eligibility for co/extra-curricular activities shall be determined according to the guidelines established in board policy 502.6. Students are advised that high school students must pass all courses during the preceding grading period in order to be eligible to participate in co/extra-curricular activities.
11. I understand that parents/legal guardians/spectators should be role models at activities, whether home or away. They must realize inappropriate and unsportsmanlike behavior may result in removal from the activity.

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Adopted: 7/97

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

Revised: 9/09; 7/13

Related Policy (Code #): 502.6



## Administrative Regulations Regarding Co/Extra-Curricular Conduct Policy

### Code 502.5-R3

Students who participate in co/extra-curricular activities involving public performances are prohibited from possessing, using, transporting, controlling, or transmitting tobacco/nicotine, alcohol, or other drugs at any time (year-round) during their middle school or high school career. The administration will suspend a student if it is determined, as reported by school personnel, that the violation did occur. The ruling includes any activities outside of school as well as at school or at school events (either home or away). Suspensions may also result from either legal documentation or by self-admittance. Investigation of possible infraction will involve parent notification. If a student is guilty of an infraction and is not currently involved in an activity the suspension will become effective utilizing the activities they were involved in the previous year.

#### During Middle School or High School Career:

##### 1st Offense:

Tobacco/Nicotine,  
Alcohol, and Other  
Drugs

Suspended from at least 20% of public performances, with carryover to next activity. Counseling required prior to reinstatement (suspended from at least 33% of performances if no progression in counseling). Must continue to practice.

##### 2nd Offense:

Tobacco/Nicotine,  
Alcohol, and Other  
Drugs

Suspended from at least 50% of public performances with carryover to next activity. Counseling required prior to reinstatement. Must continue to practice.

##### 3rd Offense:

One-year suspension from co/extra-curricular activities. Counseling required prior to reinstatement for all third offenses.

##### 4th Offense:

Permanent suspension from co/extra-curricular activities. Counseling available for all fourth offenses.

Established school/team/group rules may also apply to violations.

In order for the suspension to be put into effect, it must be clearly determined that the violation did occur. It is clear that an admission from the student is not required prior to disciplining a student. (Schmahl vs. Glenwood Community School District, 2 DPI App Dec. 26, 1979)

**Court System Involvement:** Students admitting to or found guilty of non-traffic misdemeanors or felonies not defined in these regulations may be subject to suspension from co/extra-curricular activities as determined by the building principal or designee. The school district will cooperate with the courts or other recognized public agencies in carrying out consequences in co/extra-curricular activities.



**Appeal Process:** As established by board Policy 502.5 and 502.5-R1.

**Definitions:**

Carryover: In situations when there are not enough performances remaining in a season to complete a suspension, the suspension will be carried over to the next co/extra-curricular activity in which the student takes part.

Counseling: Directed by Linn-Mar Middle School, high school counseling office, or other non-school agencies that students are referred to or are approved by school counselors or the Student Assistance Team. Any cost for use of non-school agencies is to be bore by the student. Linn-Mar counseling will include discussion of decision-making skills, tobacco/nicotine/alcohol/drug information, and peer and family relationships with parents/legal guardians invited to participate. A student may receive confidential assistance at any time during their middle school or high school career.

Possession/Use/Transportation/Control/Transmission:

- Tobacco/Nicotine: Personal possession, use, transportation, control, or transmission.
- Alcohol and Other Drugs: As defined by legal statute and/or court interpretation. Possession, transportation, control, or transmission may be determined by prior knowledge or intent. Team rules may be more specific.

Public Performance Activity: Is a co/extra-curricular activity where students are expected to perform in activities which the public may view. Examples include but are not limited to: athletic events, concerts, plays, debates, speech contests, music contests, previews, and exhibitions. Activities begin with the first required meeting for any participant and end when equipment is checked in, set is struck, or the last required meeting occurs, etc. Athletic seasons are defined by state or local designated starting and ending dates. Public performances are determined by the administration prior to the beginning of co/extra-curricular activities.

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Adopted: 4/91

Reviewed: 5/11; 3/12; 10/14; 10/17

Revised: 7/13; 1/15



## Behavior and Discipline

### Policy Title: High School Academic Eligibility for Co/Extra-Curricular Activities Code 502.6

Those students not academically eligible may be allowed to participate in practices at the discretion of the coach, director, or sponsor with the approval of the high school principal or designee. **Academically ineligible students may not travel with or be part of the official party of co/extra-curricular activity groups at the discretion of the athletic director or administrator, but may not participate.**

Students must pass all courses during the preceding grading period in order to be eligible to participate in co/extra-curricular activities. Students who do not pass all courses during the preceding grading period shall be ineligible **for the next nine-week grading period** for a 30-day consecutive calendar period. For co/extra-curricular activities, this 30-day period shall begin in the next grading period the day after grades are available.

For athletics, this ineligible period shall follow the guidelines of the Scholarship Rule, 281 IAC 36.15(2). The Scholarship Rule states that the student is ineligible for a 30-day consecutive calendar period in the next (or current) interscholastic athletic team in which the student is a contestant. This 30-day period begins on the first date competition in that sport is allowed, as determined by the Scholarship Rule. There is no requirement that the student competed in the sport previously.

In order to fulfill the requirements of a loss of competition penalty, the student must complete the entire activity/sport season in good standing as well as be withheld from the prescribed number of competition dates. To be considered a member in good standing, the student must follow all behavioral, attendance, and team expectations; be an active team member at the end of the season; and their name must be listed on the end-of-season report for their sport. If a student quits an activity/sport team or is removed from an activity/team because of disciplinary reasons, they will not receive credit for time served.

These co/extra-curricular activities include but are not limited to: interscholastic athletic contests, music concerts or other performances, speech and other competitions, trips, or performances by Linn-Mar High School sponsored clubs, teams, and organizations.

Students who receive incomplete grades shall be ineligible until all course work is satisfactorily completed. These courses must be completed within 10 days after the conclusion of the previous grading period.

Students who qualify for credit recovery shall be ineligible for a minimum of 30 days pending the completion of all course work at a passing level. This work will be monitored by the academic assistance counselor with final approval by the principal.

The principal, or designee, is responsible for checking the records of students in activities at the beginning of the activity and at the end of each grade reporting period the activity is in progress to determine eligibility and will notify the coach, director, or sponsor of ineligible students. All first-time ninth graders (freshmen) will be considered academically eligible at the end of their eighth grade school year. The academic eligibility of incoming transfer high school students during the school year will be determined by the grades earned and reported by their previous school. Summer activities are considered an extension of the second semester.

The superintendent shall be responsible for the administrative regulations for academic eligibility.

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Adopted: 5/90

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

Revised: 7/13; 4/16; 10/17

Related Policy (Code #): 502.5



## Behavior and Discipline

### Policy Title: Corporal Punishment Code 502.7

Corporal punishment may not be used to discipline students. However, reasonable physical force may be used upon a student with or without advance notice when the use of such force is deemed essential by a reasonable person for the following purposes:

- To quell a disturbance or prevent an act that threatens physical harm to any person.
- To obtain possession of a weapon or other dangerous object within a student's control.
- For the purposes of self-defense or defense of others as provided for in Iowa Code Section 704.3.
- For the protection of property as provided for in Iowa Code Section 704.4 or 704.5.
- To remove a disruptive student from class or any area of school premises or from school-sponsored activities off school premises.
- To protect a student from the self-infliction of harm.
- To protect the safety of others.

Reasonable physical force should be commensurate with the circumstances of the situation and it should be moderate so as not to cause permanent physical harm to the student. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

- The size and physical, mental, and psychological condition of the student.
- The nature of the student's behavior or misconduct provoking the use of physical force.
- The instrumentality used in applying the physical force.
- The extent and nature of resulting injury to the student, if any.
- The motivation of the school employee using physical force.

Upon request, the student's parents/legal guardians shall be given an explanation of the reasons for physical force.

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Adopted: 7/90

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

Revised: 9/09

Legal Reference (Code of Iowa): §§ 279.8; 280.21 (2013); 281 IAC 12.3(8); 103



## Behavior and Discipline

### Policy Title: Weapons Code 502.8

The Linn-Mar Community School District Board of Education believes weapons, other dangerous objects, and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects, and look-a-likes. Weapons, other dangerous objects, and look-a-likes shall be taken from students and others who bring them onto district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents/legal guardians of students found to possess weapons, dangerous objects, or look-a-likes on school property shall be notified of the incident. Possession or confiscation of weapons, dangerous objects, or look-a-likes shall be reported to law enforcement officials and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school will be expelled for not less than 12 months. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term *firearm* includes but is not limited to any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, any explosive, incendiary, or poisonous gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board shall be exempt from this policy.

The superintendent, or designee, may develop an administrative process or procedures to implement the policy.

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Adopted: 12/94

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

Revised: 12/16

Related Policy (Code#): 502.1; 502.8-R

Legal Reference (Code of Iowa): §§ 279.8; 280.21B; 483A 27(11); 724; 281 IAC 12.3(6)



## Administrative Regulations Regarding Weapons

### Code 502.8-R

For the purposes of *Policy 502.8 - Weapons*, the following definitions are to be used by district officials and administrators in the administration of the policy:

1. In the Linn-Mar Community School District weapons are defined as any dangerous objects which cause material and substantial disruption to the school environment or present a threat or perceived threat to the health and safety of students, employees, and visitors on district premises or property within the jurisdiction of the school district. Although not an all-inclusive list, the following are examples of weapons: knives, clubs, brass knuckles, look-a-like weapons, and look-a-like firearms.
2. Firearms are defined as: A) any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, B) the frame or receiver of any such weapon, C) any firearm muffler or firearm silencer, or D) any destructive device.

The term *destructive device* means:

- Any explosive, incendiary, or poisonous gas: A) bomb; B) grenade; C) rocket having a propellant charge of more than four ounces; D) missile having an explosive or incendiary charge of more than ¼ ounce; E) mine; or F) device similar to any of the devices described in the preceding clauses.
- Any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than one-half inch diameter.
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (1) or (2) and from which a destructive device may be readily assembled.

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Adopted: 12/94

Reviewed: 5/11; 7/13; 10/14; 12/16; 10/17

Revised: 1/15

Related Policy (Code #): 502.1; 502.1-R; 502.8

Legal Reference (Code of Iowa): §§ 279.8; 280.21B; 284A 27(11); 724; 281 IAC 12.3(6)



## Behavior and Discipline

### Policy Title: Student Appearance Code 502.9

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health or safety of students, employees, and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed, wear clothes in good repair, and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents/legal guardians, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal or designee, a student's appearance or mode of dress disrupts the education process or constitutes a threat to health or safety, the student may be required to make modifications.

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

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Adopted: 9/98

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

Revised: 11/06

Legal Reference (Code of Iowa): § 279.8 (2013)



## Behavior and Discipline

### **Policy Title: Care of School Property/Vandalism Code 502.10**

Students shall treat school district property with care and respect.

Students found to have destroyed or otherwise harmed district property may be required to reimburse the school district. They may be subject to discipline under board policy or school district rules and regulations. They may also be referred to local law enforcement authorities.

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Adopted: 9/98

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

Revised: 11/06

Legal Reference (Code of Iowa): §§ 279.8; 282.4-5; 613.16 (2013)





## Behavior and Discipline

### Policy Title: Freedom of Expression Code 502.11

Student expression other than student expression in student-produced, official school publications made on the school district premises, under the jurisdiction of the school district, or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, be obscene or indecent, or cause a material and substantial disruption to the education program. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the student's speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to disciplinary measures. Employees shall be responsible for ensuring student expression is in keeping with this policy.

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Adopted: 9/98

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

Revised: 11/06

Legal Reference (Code of Iowa): 279.8; 280.22 (2013)



## Behavior and Discipline

### **Policy Title: Student Complaints and Grievances Code 502.12**

Student complaints and grievances regarding board policy, administrative regulations, and other matters should be addressed to the student's teacher or another licensed employee other than the administration for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 10 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 10 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

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Adopted: 9/98

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

Legal Reference (Code of Iowa): § 279.8 (2013)



## Behavior and Discipline

### **Policy Title: Student Lockers Code 502.13**

Student lockers are the property of the school district. Students may use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned locker, the principal of the building, or designee, may periodically inspect all or a random selection of lockers. Either students, or another individual, will be present during the inspection of lockers. Student lockers may also be searched at any time and without advance notice in compliance with board policy regulating search and seizure.

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Adopted: 9/98

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

Revised: 11/06

Related Policy (Code #): 502.4

Legal Reference (Code of Iowa): §§ 279.8; 280.14; 808A (2013)



## Student Activities

### **Policy Title: Student Government Code 503.1**

A student council provides for student activities, serves as a training experience for student leaders, promotes the common good, provides students opportunities for feedback in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs, and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

The principal, in conjunction with the students and licensed employees, shall set forth the guidelines for student government participation, operations, and other elements of the government.

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Adopted: 6/70

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

Revised: 5/06

Legal Reference (Code of Iowa): § 279.8 (2013)



## Student Activities

### Policy Title: Student Organizations Code 503.2

District school, student-initiated, non-curriculum-related groups and student curriculum-related groups, upon receiving permission from the principal, may use school facilities for group meetings during non-instructional time.

Non-instructional time shall mean any time before the first period of the day and after the last period of the day in which any student attends class. Meetings shall not interfere with the orderly conduct of the education program or other school district operations. It shall be within the discretion of the principal to determine whether the meetings will interfere with the orderly conduct of the education program or other school district operations. Activities relating to and part of the education program shall have priority over the activities of another organization.

#### **Curriculum-Related Organizations**

It shall also be the responsibility of the principal to determine whether a student group is curriculum-related. One or more of the following questions will be answered affirmatively if the group is curriculum-related:

- Is the subject matter of the group taught in a regularly offered class?
- Will the subject matter of the group soon be taught in a regularly offered class?
- Does the subject matter of the group concern the curriculum content as a whole?
- Is participation in the group required for a particular class?
- Does participation in the group result in academic credit?

District school, curriculum-related, student organizations may use school district facilities for meetings and other purposes before and after the instructional school day. Employees shall be assigned to monitor approved meetings and may interact with or sponsor curriculum-related organizations.

#### **Non-Curriculum-Related Organizations**

Student-initiated, non-curriculum-related organizations shall be provided access to meeting spaces and school district facilities.

Only students may attend and participate in meetings of non-curriculum-related groups. Such attendance shall be strictly voluntary and student-initiated. As a means of determining whether a student's attendance is voluntary, the principal may require parental consent for the student to attend the meetings.

Employees will be assigned to monitor approved meetings. Employees shall not participate in the meetings or assist in planning, criticize, or encourage attendance. Only students may be involved in and attend the non-curriculum meetings.

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

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Adopted: 6/70

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

Revised: 5/06

Legal Reference (Code of Iowa): 20 USC §§ 4071-74 (2012); §§ 287.1-3; 297.9 (2013)



## Student Activities

### Policy Title: Student Publications Code 503.3

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in journalism or writing classes or for the newspaper, yearbook, or electronic forms of communication including video and web media which are distributed to the student body and publicly available either free or for a fee.

Any expression made by students which may include but is not limited to written materials, art, photos, and graphic images including student expression in official school publications, is not an expression of official school policy. The school district, board, and employees or officials are not liable in any civil or criminal action for any student expression made or published by students, unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor shall supervise student writers to maintain professional standards of English and journalism and to comply with the law including but not limited to the restrictions against unlawful speech. The production of official school publications shall be guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons other than students who believe they have been aggrieved by student expression in a student-produced official school publication shall follow the grievance procedure outlined in board *Policy 502.12 Student Complaints and Grievances*. Students who believe their freedom of expression in a student-produced official school publication has been restricted shall follow the grievance procedure also outlined in Policy 502.12.

The superintendent in conjunction with principals shall be responsible for developing a student publications code. This code shall include but not be limited to reasonable rules including time, place, and manner of restrictions. The superintendent, or designee, shall also be responsible for distributing this policy and the student publications code to the students and their parents.

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Adopted: 6/70

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

Revised: 1/15

Related Policy (Code #): 502.12

Legal Reference (Code of Iowa): § 280.22 (2013)



## **Administrative Regulations Regarding Student Publications**

**Code 503.3-R**

**Official School Publications Defined:** An official school publication is material produced by students in journalism or writing classes or for the newspaper, yearbook, or electronic forms of communication including video and web media which are distributed to students and publicly available either free or for a fee.

### **Expression in an Official School Publication:**

1. No student shall express, publish, or distribute in an official school publication material which is:
  - Obscene
  - Libelous
  - Slanderous
  - Encourages Students to Commit Unlawful Acts:
    - Violate school rules
    - Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity
    - Disrupt or interfere with the education program
    - Interrupt the maintenance of a disciplined atmosphere
    - Infringe on the rights of others.
2. The official school publication shall be produced under the supervision of a faculty advisor.

### **Responsibilities of Students:**

1. Students writing or editing official school publications shall assign and edit the news, editorial, and feature contents of the official school publications subject to the limitations of the district's student publications code and the law.
2. Students shall strive to achieve professional standards of accuracy, fairness, objectivity, and thoroughness in each and every aspect of official school publications.
3. Students shall strive to achieve professional standards of grammar, usage, punctuation, and spelling for clarity and accuracy of official school publications.

**Responsibilities of Faculty Advisors:** Faculty advisors shall supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech.

**Liability:** Student expression in an official school publication shall not be deemed to be an expression of the school district. The school district, Board, and employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student expression. The liability, if any, is only to the extent of interference or alteration of the speech or expression.

**Appeal Procedure:**

1. Students who believe they have been unreasonably restricted in their exercise of expression in an official school publication shall seek review of the decision through the student grievance procedure, under board *Policy 502.12 Student Complaints and Grievances*.
2. Persons who believe they have been aggrieved by a student-produced official student publication shall also file their complaint through the citizen grievance procedure under board Policy 502.12.

**Time, Place, and Manner of Restrictions on Official School Publications:**

1. Official student publications may be distributed in a reasonable manner on or off school premises.
2. Distribution in a reasonable manner shall not encourage students to:
  - Commit unlawful acts
  - Violate school rules
  - Cause the material and substantial disruption of the orderly and efficient operation of the school district or school activity
  - Disrupt or interfere with the education program
  - Interrupt the maintenance of a disciplined atmosphere
  - Infringe on the rights of others

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Adopted: 9/98

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

Revised: 9/09





## Student Activities

### Policy Title: Student Activity Program Code 503.4

Participation in school activities is a privilege. Students may participate in interscholastic athletic, music, speech, and other contests or events approved by the administration. Any such event must be directed or guided by licensed school personnel.

Students will have an opportunity to participate in a school activity unless the activity is not offered or the student cannot participate for disciplinary reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities.

Student activity events must be approved by the superintendent unless they involve unusual travel and expense, in which case the board will take action. A high school student who participates in school-sponsored activities may participate in a non-school sponsored activity during the same season. Such outside participation will not conflict with the school-sponsored activity.

It shall be the responsibility of the superintendent in conjunction with principals to develop administrative regulations for each school activity. These regulations shall include but not be limited to when physical examinations will be required, how and when parents/guardians will be informed about the risk of the activity, forms and procedures for a waiver of liability from the parent/guardian and student in certain activities, and proof of insurance for the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Hours, behavior, and activities shall be reasonable and proper as determined by the administration. Anyone who will not recognize the authority and responsibility of the school personnel shall not be permitted to remain in attendance at school-sponsored activities.

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Adopted: 6/70

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

Revised: 7/13

Related Policy (Code #): 502.5; 502.6

Legal Reference (Code of Iowa): 216.9; 280.13-19 (2013)



## Student Activities

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

In keeping with community culture and family-related opportunities, Sundays and Wednesday evenings shall be reserved for non-school-sponsored student activities. On Wednesdays during the school year, no district-sponsored activity shall detain students after 6:30 PM. Any district activity scheduled on Sundays or after 6:30 PM on Wednesdays during the school year must have advance, written approval from the superintendent or designee.

Building principals shall notify students and parents/legal guardians annually 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.

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Adopted: 1/88

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

Revised: 5/06

Legal Reference (Code of Iowa): § 279.8 (2013)



## Student Activities

### **Policy Title: Attendance at Events Outside of School Code 503.6**

Events in which students participate during school hours or as representatives of the school at places outside of the school must be sponsored and supervised by licensed school personnel.

Rules of behavior shall be the same as for any in-school activity or event regardless of location.

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Adopted: 6/70

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

Revised: 8/02

Legal Reference (Code of Iowa): § 280.14



## Student Activities

### **Policy Title: Honors and Awards Code 503.7**

The school district shall provide a program that establishes honors and awards including but not limited to academic letters, scholarships, and good citizenship awards to recognize meritorious achievement. Students shall be made aware of honors and awards and the action necessary on the part of the student to achieve them.

Students who have not attended the school district for their entire education or have not attended an accredited public or private school may not be eligible for honors and awards.

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

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Adopted: 6/70

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

Revised: 5/06

Legal Reference (Code of Iowa): § 279.8 (2011)



## Student Activities

### **Policy Title: Intramural Activities Code 503.8**

Intramural programs may be established in the schools of the district.

All such activities shall be approved by the building principal and shall be under the direction of school personnel.

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Adopted: 6/70

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

Revised: 7/90



## Student Activities

### Policy Title: Student Travel Code 503.10

Students in grades 9-12, who are involved in extra-curricular activities or educational groups which require that they attend out-of-town events, will be given a per diem amount not to exceed \$8.00 per meal or \$24.00 a day.

The activities director, or designee, will set the amount based on what the group can afford to pay.

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Adopted: 8/02

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

Revised: 5/11

Related Policy (Code #): 503.10-R



## Student Activities

### **Policy Title: Public Performances by Students Code 503.11**

Students, as part of the education program, may participate in contests or other public and private events approved by the superintendent that will be of benefit to the student and the education program. Performance at such events is a privilege.

Students who perform at such events serve as ambassadors of the school district and must conduct themselves in the same manner as required in the regular school day. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures.

Students will be allowed to perform in these events only with proper permission and supervision, and when the events do not disrupt the education program or other school district operations. The events must be approved by the superintendent, unless it involves unusual travel and expense, in which case the board must approve of the performance.

It is the responsibility of the superintendent in conjunction with the principals to develop administrative regulations regarding this policy. In developing the administrative regulations, these guidelines should be followed:

- Performances by student groups below the high school level should be allowed on a very limited basis
- All groups of students should have an opportunity to participate
- Extensive travel by one group of students should be discouraged

It is within the discretion of the superintendent to determine whether the event will benefit the education program and the participating students. Contests or other performances by students unapproved by the superintendent are the responsibility of the parent/guardian and the student.

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Adopted: 6/70

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

Revised: 9/09

Legal Reference (Code of Iowa): Hazelwood SD vs Kuhmeier; 484 US 260 (1988); §§ 280.13-14 (2011);  
281 IAC 12.6



## Student Activities

### Policy Title: Contests and Honor Recognitions for Students Code 503.12

The following policy of the Board of Directors shall govern student participation in local, state/regional, and national/international contests other than events sanctioned by the Iowa High School Association.

**Participation:** Participation shall be limited to those contests, activities, and honor recognitions that are educationally sound, worthy, and timely. It should be stimulating for the student and school, a desirable activity for both, and should supplement and not interfere with the regular education program. Participation shall be voluntary. Every effort shall be made to include all eligible students in participating.

**Notification of Intent to Participate:** The board recognizes that contests, activities, and honor recognitions require that potential participants demonstrate interest in and qualifications for the special events through an application process that may include audition tapes, performance videos, student work, etc. Therefore, the school administrator must be consulted prior to submission of application materials to the event for feasibility and compliance with board policy.

**Approval:** Any participation must be approved in advance as follows:

1. Local: building principal, 2 weeks
2. State/Regional: building principal and associate superintendent, 4 weeks
3. National/International: superintendent and board, 6 weeks

**Transportation:** Upon approval by designated administrator or board appropriate, school funds may be used to contribute to the costs of transportation where students represent the school in competition.

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Adopted: 6/70

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

Revised: 6/05





### **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. Administration of medication records shall be kept confidential. Protocols for administration of emergency medication shall be posted.

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

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

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

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

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

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

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

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Adopted: 5/91

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

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

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)



**Linn-Mar Community School District  
Medication Permission Form**

**Code 504.31-E1**

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

- ⊕ **ALL MEDICATION MUST BE DELIVERED TO AND FROM SCHOOL BY 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 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 8<sup>th</sup> grade students, a physician/dentist signature is required before any non-prescription, over-the-counter medication will be given. This includes Tylenol, Advil, cough medicines, etc.
- ⊕ High school students, in accordance with Health Services protocols for common complaints of pain or illness, may have limited, over-the-counter medication with written parental consent.
- ⊕ 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-8<sup>th</sup> 5<sup>th</sup> grade.**

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 LMCSD regarding the above-named student. If this medication is for attention or behavior concerns, LMCSD 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 \_\_\_\_\_